

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. EQUPOPRAA31R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DNR-NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description EQUIPMENT OPERATOR-A	10. Division Parks and Recreation
5. Working Title (What the agency calls the position) Equipment Operator A	11. Section Field Operations
6. Name and Position Code Description of Direct Supervisor ROHN, ERIC; PARK AND RECREATION SUPV-2	12. Unit Grayling Construction Crew/Field Office
7. Name and Position Code Description of Second Level Supervisor PELLOW, JOSHUA W; PARK AND RECREATION MANAGER-3	13. Work Location (City and Address)/Hours of Work 1955 HARTWICK PINES RD. GRAYLING, MI / 40 HOURS PER WEEK – VARIED SCHEDULE

14. General Summary of Function/Purpose of Position

This position is a Lead Worker, overseeing the work of E level Equipment Operators, performing construction, demolition, repair and major maintenance of Boat Access Sites, trails, and other state-owned facilities. This employee shall be skilled in the reading of construction drawings, blueprints, permits, and other construction related documents. Operates and performs preventative and routine maintenance on all equipment and buildings, not limited to but including the following: buildings, tractors, loaders, backhoes, excavators, dredgers, motor graders, dozers, vibrating rollers, boom lifts, scissor lifts, forklifts, dump trucks and semi tractor trailers. Employee shall regard safety as a personal responsibility and respect the safety of other employees and the public. Reports any safety hazards, unsafe conditions, or procedures to the supervisor. Responsibilities will require working away from the assigned work location on travel status up to 85% of the year and working and traveling in all types of weather conditions. The ability to load, transport, and safely operate heavy equipment on streets and highways while obeying all traffic rules, state, and federal transportation laws, is required. Be knowledgeable in DNR Policies and Procedures, GHS and OSHA/MIOSHA standards as they pertain to the employee's working conditions and assignments.

Employee must maintain a Class A Commercial Driver's License with an air brake endorsement.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 60

Lead Worker, responsible for oversight of E level Equipment Operators. Oversees and participates in the construction, maintenance and repairs to state infrastructure, lands, and facilities.

Individual tasks related to the duty:

- Assigns, reviews, and approves the work of E level Equipment Operators
- Provides training and guidance to E level Equipment Operators
- Loading, securing, and transporting heavy equipment and material to job sites.
- Site clearing and restoration - operating hand and power tools, chainsaws, chippers, stump grinders, and a variety of wheeled or tracked construction and maintenance equipment.
- Structural demolition operations.
- Site layout - Working with supervisor, department planners, engineers, and surveyors to understand blueprints, stake out main points, operate and understand measuring devices that determine grades, distances, depths, heights, slopes and volumes. Know and understand the grade difference in elevation by 10ths and 100ths of feet.
- Earth change - Excavation, dredging, and cut and fill operations.
- Ramp construction including demolition and removal of old ramp, setting grades, excavation, setting pipes, stonework, and setting new concrete slabs into place.
- Parking lot, road and trail excavation and development as outlined on plans or blueprints.
- Placing rip-rap and geotextile fabric along water's edge, as directed by prints, plans and permits.
- Installation and maintenance of storm water management devices such as tile, tubing, culverts, berms, break walls, traps, and drains.
- Operate mechanical and hydraulic dredge equipment, including discharge, storage, filtration and return systems.
- Construction of post and beam structures and small frame buildings. Installation of vault toilets, septic tanks, boardwalks, and sidewalks. A wide variety of materials and techniques will be used in these projects.
- Remodeling and repair of existing structures including foundations, support frames, roofing, and utilities.
- Maintenance and development of pathways and trails.
- Coordination and mitigation of storm damage such as erosion sites, tree, brush, and stump removal, clearing roads, removal of debris.
- Sand removal and beach restoration.
- Tree trimming with a variety of power tools and lift equipment.
- Erect, remove and/or maintain fencing.
- Performs related work as assigned.

Duty 2

General Summary:

Percentage: 20

Administrative Duties

Individual tasks related to the duty:

- Participating in and development of the unit safety program. This will include attending training sessions, hosting unit training sessions, understanding MIOSHA rules, identifying and remediating hazards, and documenting all safety activities in the unit.
- Pre-construction project planning and development.
- Develop work lists.
- Effectively utilize all available electronic systems such as SIGMA and Outlook.
- Maintain logs and reports such as travel logs, credit card logs, work reports, and time and attendance.
- Maintain unit asset inventory.
- Purchase of construction supplies and unit consumables. Track project budgets and material quantities.
- Assist with interviewing and making recommendations for hiring of unit employees.
- Oversee work and assignments of subordinate/seasonal employees.
- Attend training to improve skills and knowledge pertaining to scope of position.
- Assisting with permitting of projects (i.e., EGGLE/USACE, SESC local health department permits)

Duty 3

General Summary:

Percentage: 20

General Maintenance

Individual tasks related to the duty:

- Individual tasks include but are not limited to the following:
- Assist with facility maintenance, sweep, mop, clean, paint and perform minor repairs.
- Daily equipment maintenance which includes checks on oil, coolant, batteries, grease, and inspection for missing or broken parts, etc.
- Annual maintenance on heavy and small equipment which includes inspection of equipment for broken or missing parts, tune-ups, rebuild or replace engines, service brakes, exhaust systems, coolant systems, hydraulic systems, transmissions, gear boxes, fuel systems, etc.
- Fabrication using steel and aluminum with hand and power shop tools such as, gas welding, Mig and Tig welders, plasma cutters, cutting torches, air compressors, portable generators, etc.
- Fabrication using wood materials with hand and power tools such as circular saws, compound miter saws, pneumatic nail guns, belt sanders, tile saws, pipe traders, planers, drills, etc.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions in planning and prioritizing daily workload may affect timely completion of scheduled work projects. Various decisions relative to personal safety will affect the safety of other employees and the public. Determine travel routes when transporting equipment. Order small quantities of needed material on site in the absence of the supervisor. Make repair determinations on equipment in the absence of a supervisor.

17. Describe the types of decisions that require the supervisor's review.

Expenditures of large amounts of money to do special projects and any projects that may have an impact on sensitive ecosystems. Procurement of supplies or services over \$1500.00. Safety needs and problems need to be reported to supervisors as soon as possible. Verification of construction standards and techniques to ensure the construction projects are completed according to plans in an efficient and timely manner.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Employee will spend up to 70% of time working outdoors and in various weather and social conditions. Work exposes employee to all types of weather conditions including but not limited to the following: extreme cold, heat, poisonous plants, bugs, rain, etc. Employees must be able to bend, sit, lift, stand, push, climb, don a wet or dry suit and work in cold water for extended periods of time. Employee will work with hand and power tools, various equipment such as loaders, backhoes, forklifts, vibrating rollers, excavators, graders, scrapers, dozers, skid-steers, woodchippers, stump grinders, boom lifts, scissor lifts, heavy dump trucks and semi-trucks, etc. Employee must know how to swim or survive working in water over their head. Employee may rarely be exposed to upset public.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	EQUIPMENT OPERATOR-E E8		

Additional Subordinates

Work area intends to hire another employee into EQUPOPREA11R

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

N	Complete and sign service ratings.	Y	Assign work.
N	Provide formal written counseling.	Y	Approve work.
N	Approve leave requests.	Y	Review work.
N	Approve time and attendance.	Y	Provide guidance on work methods.
N	Orally reprimand.	Y	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Provide construction and major maintenance for the Division's recreational programs, which includes general maintenance, fabrication with wood and steel, operation of equipment, maintaining equipment, heavy transport of equipment and materials, identify safety and maintenance concerns, mitigating these concerns and other support to this program. The recreation program includes State Parks, Boat Access Sites, Trails and Stewardship projects. This person must be a public advocate of the DNR and PRD mission, and able to work well with co-workers for extended periods away from home.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

No PD in FILENET. Duties and tasks remain the same and reflect current responsibilities of the position.

25. What is the function of the work area and how does this position fit into that function?

The Department of Natural Resources, Parks and Recreation Division, Grayling Construction Crew, is responsible for construction, demolition, and repair of Boating Access Sites and Parks, trails and Recreation site development, construction, and demolition. The Equipment Operator is responsible for construction, major maintenance, and land management within our department and could include but is not limited to assisting other Departments and agencies as requested.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Equipment Operator 9

Three years of experience operating motorized equipment used in construction, maintenance, heavy transport, agriculture, or forestry including two years equivalent to an Equipment Operator 8.

Alternate Education and Experience

Equipment Operator 7 - 9

Completion of vocational training that provided practical experience in operating equipment used by these classifications may be substituted for six months of experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of computer programs and equipment. The ability to safely operate various types of equipment hand, and power tools. Ability to repair and adjust equipment. Ability to read and understand work orders and blueprints. Skills needed to load, transport, and operate a variety of wheeled or tracked construction or maintenance equipment such as bulldozers, graders, excavators, backhoes, skid-steers, vibrating rollers, front-end loaders, chippers, stumpers, boom lifts, scissor lifts, heavy maintenance trucks such as heavy dump trucks, semi-trucks with trailers, etc. Ability to communicate well with the public and other employees. Ability to identify safety concerns for the general public. Ability to work independently. Ability to work in water around heavy equipment. Ability to work away from home for one-week periods.

CERTIFICATES, LICENSES, REGISTRATIONS:

Class A Commercial Driver's License with air brake endorsement.
EGLE SESC Storm Water Construction A-1J License

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

RYAN STARKWEATHER

11/7/2023

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date