Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy. The official position description for this position is available from the HR office for the agency.

Position Code: TRADEHLPA50R

Civil Service Class and Level: Trades Helper

Working Title (What the agency calls the position): Trades Helper

Name and Position Code Description of Direct Supervisor: GODFREY, DANIEL J; TRANSPORTATION MAINT SPV-2

Department/Agency: TRANSPORTATION CENTRAL OFFICE

Work Area: Metro Region

Work Location/Hours of Work: 2925 Lapeer Road, Auburn Hills, MI 48076 / Monday - Thursday; 6:00AM- 4:00PM hours may Vary

General Summary of Function/Purpose of Position: This position assists skilled trades people responsible for performing emergency, routine and preventative maintenance at Michigan Department of Transportation (MDOT) pumpstations and rest areas. Responsibilities also include performing ground maintenance at pumpstations and rest areas and providing backup for winter maintenance operations.

Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., pickup truck with trailer, snowplow) when performing emergency repairs for pump stations and rest areas or maintenance operations.

Assigned duties and tasks for each duty.

Duty 1 **Percentage: 80**

Assist skilled trades people by operating, maintaining, testing, repairing, and troubleshooting issues at pumpstations and rest areas.

This duty requires operating a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more.

- Assist skilled trades people as they determine materials to be used in the construction/maintenance of pumpstations and rest areas.
- Estimate labor and material costs for proposed equipment.
- Conduct tests on completed equipment of original design or commercial make.
- Make on-site inspections and measurements when problems arise and recommends solutions.
- Perform acceptance testing for all electronic equipment.
- Perform maintenance to troubleshoot system problems.
- Diagnose problems and repair.
- Test malfunctioning Supervisory Control and Data Acquisition (SCADA) systems.
- Assist region maintenance mechanics with laptop computer programs, programing, and repairs.
- Transport/operate equipment to be used at pump stations such as pick-up trucks, arrow boards, truck mounted attenuators, generators, trailer mounted signals, and message boards.
- Operate equipment such as truck mounted attenuators, arrow boards and message boards during mobile operations.
- Operate equipment such as welders, pneumatic pavement breakers, air compressors, electric generators, sandblaster, small pumps, chain saw, concrete saw, and oxygen/acetylene torches.
- Utilize small hand tools such as electric drills, saws, impact hammers, carpenter's level, etc.

Duty 2 **Percentage: 20**

Other duties as assigned.

This duty requires operating a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more.

- Perform ground maintenance at pumpstations and rest areas including mowing grass, trimming, weed whipping, trash pickup, painting, staining, etc.
- Contact users and vendors to report/resolve problems.
- Assist with demonstrations and site preparations.
- Document procedures required to perform the unit’s functions.
- Provide back up for winter maintenance operations.
- Other duties as assigned.

Types of decisions made independently and whom or what those decisions affect: Prioritize problem resolution activities to utilize best use of resources. Determine resolution of failed maintenance activities.

Types of decisions that require the supervisor's review: Decisions involving staff assignments, billable expenses, ordering new hardware.

Physical effort used to perform this job and environmental conditions of this position: May be exposed to adverse weather and traffic conditions as well as rough terrain. Ability to perform a variety of physical movements, including standing, sitting, reaching, lifting, bending, carrying, walking, and kneeling. Ability to transport 70 lbs. Position may require availability outside normal working hours based on operational needs. This position is required to operate a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more.

Names and classes and levels of employees whom this position immediately supervises:

Essential functions of this position: This position assists skilled trades people responsible for performing emergency, routine and preventative maintenance at MDOT pumpstations and rest areas. Responsibilities also include performing ground maintenance at pumpstations and rest areas and providing backup for winter maintenance operations.

Operate a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more (e.g., pickup truck with trailer, snowplow) when performing emergency repairs for pump stations and rest areas or maintenance operations.

Function of the work area: This position provides supports to skilled trades people maintaining pumpstations and rest areas. This position assists during emergencies and maintenance issues that arise.

Education, experience, and credentials typically needed to perform the position's essential functions [Equivalent combinations of education and experience can also be evaluated on an individual basis for applications providing sufficiently detailed descriptions of the other experience.]:

EDUCATION:
No specific type or amount is required.

EXPERIENCE:

Trades Helper E6
One year of experience as a laborer assisting in the construction, electrical, or mechanical trades.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Communicate effectively.
- Work as a team.

CERTIFICATES, LICENSES, REGISTRATIONS:

- This position is a Test-Designated Position. The employee is subject to random drug and alcohol testing while employed in this position.
- Possession of a Commercial Learner's Permit upon appointment to the position. Continuing employment requires possession of a Commercial Driver's License (CDL) Group A with either an N or X endorsement and no air brake restrictions which must be obtained within 12 months of the date of hire into the position and must maintain throughout employment in the position.