

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. ELECLICAA83R

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Bridges and Structures
4. Civil Service Position Code Description Electrician Master Licensd-A	10. Division Blue Water Bridge
5. Working Title (What the agency calls the position) Crew Leader	11. Section Maintenance Garage
6. Name and Position Code Description of Direct Supervisor SMITH, DAVID W; ENGINEER MANAGER LICENSED-3	12. Unit Maintenance
7. Name and Position Code Description of Second Level Supervisor WINN-VANHOECK, AMY E; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 2900 Lewis Drive, Port Huron, MI 48060 / M-F, 6:00am-2:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position serves as a crew leader assigning and overseeing the work of lower-level Maintenance Mechanics, Trades Helpers, contractors, and others as well as maintains electrical systems on the equipment, buildings, bridges, and infrastructure at the Blue Water Bridge (BWB). This position also maintains mechanical, Heating and Ventilation and Air Conditioning (HVAC), and plumbing systems at all the BWB facilities, Welcome Center, and infrastructure. Performs maintenance activities and other duties as assigned. Assists BWB and Region Maintenance and Specialty Crews as needed.

Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., aerial bucket truck, snowplow, etc.) when performing electrical assignments or maintenance operations.

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: 70

Serves as a crew leader assigning and overseeing the work of lower-level Maintenance Mechanics, Trades Helpers, contractors, and others as well as maintains electrical systems on the equipment, buildings, bridges, Welcome Center, and infrastructure at the BWB. This includes obtaining Michigan Department of Licensing and Regulatory Affairs (LARA) permits as required by law for electrical work performed.

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

Individual tasks related to the duty:

- Assigns work to lower-level employees.
- Provides direction and training in the proper methods to carry out maintenance assignments.
- Assists and inspects lower-level employees, contractors, and others by observing and critiquing work techniques and completed assignments to ensure that the proper installation, maintenance, and repairs are completed.
- Develops plans and estimates for electrical projects including determining time, equipment, and human and material resources to complete the work.
- Repairs and maintains electrical devices while circuits are energized or de-energized to minimize impacts to the motoring public.
- Reads blueprints, inspects, troubleshoots, installs, services, provides routine maintenance, and repairs for electrical systems on the following items including, but not limited to, heaters, coolers, air compressors, air conditioning units, fans, generators, carbon monoxide sensors, electrical substations, transformers, circuit breakers, electrical panels, electrical wiring, traffic lights, gates, street lights, bridge lights, building lights, electrical plugs, permanent message boards, radio systems, hazardous containment systems, elevators, toll systems, water heaters, circulating pumps, sump pumps, grinder pumps, hand dryers, drinking fountains, hand sanitizers, etc., in all different voltages, weather, and in all different locations, including confined spaces.
- Obtains LARA permits as required by law for electrical work being performed.
- Creates, performs, and tracks work orders created in the e-maintenance system or other system. Updates e-maintenance or other systems as needed.
- Purchases supplies, materials, tools, and other necessary equipment.
- Maintains equipment assigned to individuals such as specialized hand tools, meters, wrenches, drills, compressors, electrical tools, respirators, trucks, and safety equipment.
- Works with engineers, technicians, and contractors on new construction projects at the BWB during design and construction.
- Fabricates parts as needed.

Duty 2

General Summary:

Percentage: 15

Maintains mechanical, HVAC, and plumbing systems on the BWB buildings, Welcome Center, and infrastructure.

Individual tasks related to the duty:

- Assigns work to lower-level employees.
- Creates, performs, and tracks work orders created in the e-maintenance system or other system. Updates e-maintenance or other systems as needed.
- Monitors and makes corrections to the HVAC systems using software.
- Provides direction and training as to the proper methods to carry out maintenance assignments.
- Assists contractors and other State employees to ensure that the proper installation, maintenance, and repairs are completed.
- Reads blueprints, inspects, troubleshoots, installs, services, provides routine maintenance, and repairs items including, but not limited to, chemical water treatment systems, water softeners, plumbing, water heaters, circulating pumps, sinks, toilets, drinking fountains, hand sanitizers, showers, lockers, air filters, etc.
- Inspects the work of lower-level employees and contractors to ensure that proper installation, maintenance, and repairs are completed.
- Fills out LARA permits as required by law.
- Purchases supplies, materials, tools, and other necessary equipment.
- Maintains equipment assigned to individuals such as specialized hand tools, meters, wrenches, power saws, chain saws, drills, jackhammers, compressors, plumbing tools, welders, torches, respirators, trucks, and safety equipment.

- Works with engineers, technicians, and contractors on new construction projects at the BWB during design and construction.
- Fabricates parts as needed.

Duty 3

General Summary:

Percentage: 5

Performs maintenance activities on the BWB facilities and roadways.

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

Individual tasks related to the duty:

- Performs related work to the operation and maintenance of the BWB outside facilities, bridges, and roadways.
- Assists in performing traffic control as needed.
- Assists in keeping the larger electrical generators maintained.
- Assists with utility, trenching, backfilling, and installing utilities.
- Operates equipment including, but not limited to, welders, cranes, pneumatics, pavement breakers, large and small trucks, trailers, air compressors, electric generators and sandblasters, and acetylene.
- Uses hand tools such as electrical drills, saws, impact hammers, carpenter's levels, etc.
- Sandblasts, paints, repairs steel, repairs concrete decks, finishes concrete, builds forms, works with epoxies and polymers, replaces expansion joints, installs reinforcement steel, patches potholes, repairs manholes, and performs landscaping duties.
- Removes and installs large and small signs, sets poles with crane, and hangs traffic signals.
- Locates State and BWB underground utilities, which could include electrical, traffic lights, streetlights, storm, sanitary, telephone, video, ITS cables, etc.
- Snowplows BWB grounds and facilities as needed utilizing MDOT snowplow truck, pickup truck with snowplow attachment, utility vehicle with snowplow attachment, hand shovel, etc.

Duty 4

General Summary:

Percentage: 5

Training.

Individual tasks related to the duty:

- Participates in ongoing safety and work method training as requested by supervisor or the Department.
- Attends classes on updates and revisions to the National Electrical Code.
- Attends training to upgrade skills and to learn new products and technologies.
- Attends meetings with contractors, electricians, and other interested groups to discuss State Electrical Code requirements and the State Electrical Act.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Other duties as assigned.

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

This position uses independent judgement to make decisions requiring the application of procedures and practices to specific work situations. The motoring public could be affected if the work pertains to the Bridge or Toll Booths. Also, United States Customs and Border Protection, United States Drug Administration, Federal Drug Administration, Homeland Security, and the General Services Administration (GSA) could be affected if the work pertains to the Plaza Buildings. These decisions impact garage operations, worker safety, and reliable service to the traveling public.

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

- Those situations that deviate from standard practice.
- Expenditures of more than \$500.

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.

Be able to move up to 100 pounds, utilize stairs and ladders, and inspect equipment including under and over equipment. Constant exposure to exhaust fumes and various chemicals. Duties must be performed outdoors during inclement weather

when needed. When necessary, required to work in roadside environment, whether in a lane closure or not, near highway traffic and/or construction activities. At times, must work in confined spaces and repair equipment on bridges up to and over 200 feet above the water requiring the use of aerial equipment and/or scaffolding or safety harnesses. The job requires extended periods of remaining in a stationary position and operating a computer. Be available outside normal working hours for maintenance operations, in all weather conditions. This position is required to operate a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more.

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>
DEERING, PAUL	TRADES HELPER E6	THORNTON, THOMAS G	TRADES HELPER E6
VACANT	MAINTENANCE MECHANIC-E		

Additional Subordinates

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?

This position serves as a crew leader assigning and overseeing the work of lower-level Maintenance Mechanics, Trades Helpers, contractors, and others as well as maintains electrical systems on the equipment, buildings, bridges, and infrastructure at the BWB. This position also maintains mechanical, HVAC, and plumbing systems at all the BWB facilities, Welcome Center, and infrastructure. Performs maintenance activities and other duties as assigned. Assists BWB and Region Maintenance and Specialty Crews as needed.

Operate a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more (e.g., aerial bucket truck, snowplow, etc.) when performing electrical assignments or maintenance operations.

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

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

The work area is responsible for the maintenance of electrical, mechanical, plumbing, and HVAC systems of state-owned buildings. Some of them are leased to the Federal Government and private businesses. In this capacity, the position maintains, restarts, and repairs electrical, mechanical, plumbing, and heating and cooling units as part of the BWB and Bridge Plaza. The failure of an electrical, mechanical, plumbing, or HVAC unit could cause unbearable work conditions for customers and the traveling public. The repairs of these facilities are demanded by the lease of GSA. This position helps out with Statewide and region maintenance crews as needed. Also, this position helps, on an as needed basis, with BWB snowplowing operations.

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:

Electrician Master Licensed 11

One year of electrical trade experience equivalent to an Electrician Master Licensed E10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Accepted practices, processes, materials, and tools of the maintenance trade.
- Generators, pumps, pressure systems, water systems, and other equipment and systems found in state facilities and buildings.
- Occupational hazards and safety precautions of the building maintenance trades.

Ability to:

- Interpret blueprints and sketches.
- Maintain records.
- Perform routine mechanical maintenance.
- Use a computer.
- Care for tools and equipment.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- Possession of a master electrician's license issued by the State of Michigan is required.
- Possession of a Commercial Learner's Permit is required 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.
- Possession of a current Western Hemisphere Travel Initiative document (WHTI) (e.g., Passport, Passport Card, NEXUS Card, State Enhanced Driver's License) within 90 days from the date of hire into the position and maintain throughout employment in the position.
- For entry purposes, must be able to satisfy all border crossing requirements for both United States Customs and Canada Border Services Agency.

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.

KELSEA COLE

10/9/2025

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

