

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Field Services (BFS)
<b>4. Civil Service Position Code Description</b> ELECTRICIAN MASTER LICENS-D-E	<b>10. Division</b> Transportation Systems Management and Operations (TSMO)
<b>5. Working Title (What the agency calls the position)</b> Contractor Inspector	<b>11. Section</b> Electrical/Signal Field Support
<b>6. Name and Position Code Description of Direct Supervisor</b> DAVIS, DANNY G; ELECTRICIAN SUPERVISOR-1	<b>12. Unit</b> Intelligent Transportation Systems (ITS)/ITS Signals
<b>7. Name and Position Code Description of Second Level Supervisor</b> OWEN, HILARY L; ENGINEER MANAGER LICENSED-4	<b>13. Work Location (City and Address)/Hours of Work</b> 6333 Old Lansing Rd. Lansing, MI 48917 / 700 am-400 pm, Monday - Friday (Hours May Vary)

**14. General Summary of Function/Purpose of Position**

This position functions at the experienced level that performs work independently or as part of an electrician work group to address the state trunkline electrical needs statewide. Responsibilities to inspect work performed by contractors hired by the Michigan Department of Transportation (MDOT) to install electronic traffic control devices and Intelligent Transportation Systems (ITS) on a statewide basis. May also inspect preventative maintenance work of contractors and contract agencies. This position is able to obtain electrical permits for electrical work as required by law. Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., bucket truck) when performing electrical activities.

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: 50**

Travel statewide inspecting traffic signal installations by contractors and local agencies for compliance with established MDOT, the National Electrical Code (NEC), and the International Municipal Signal Association (IMSA) standards. Read and interpret blueprints and schematics to verify that the contractor's installation is in accordance with plans developed by the Signals Unit. Attend pre-construction meetings.

**Individual tasks related to the duty:**

- Build up and test equipment for contract installations. Transport controller mechanism to job site when contractor is ready for final inspection. Perform inspection of final field wiring and timing. Notify Miss Dig or power companies for utility clearance when necessary.
- Contact Region personnel, consultant inspector and engineers and region engineers regarding the status of the installation.
- Upload/download controller mechanism timing, camera operations, radio operations and closed loop systems using a laptop computer to access the database.
- Oversee and instruct the contract crew during the installation of devices including but not limited to: electrical services, conduit runs, setting the pole and foundations, handing signals and traffic controllers; layout of traffic loops, traffic signal video camera systems including camera set-up, zoning, programming and placement of mounting brackets and assemblies to accommodate clear video for zoning; radio systems, including antenna placement and programming.
- Perform on-site trouble shooting of problem equipment. Verify all work meets the NEC and MDOT standards. Notify project offices of any punch list items that need addressing.
- Submit final traffic signal inspection reports, spot location inventory information, and completion report to the Lansing Signals unit upon completion of project work.

**Duty 2**

**General Summary:**

**Percentage: 30**

Serve as licensed electrician on the job site and obtain permits. Member of statewide signal shop personnel during emergency traffic signal installation. 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:**

- Work with the statewide traffic signal shop technicians and personnel during the testing, wiring, and programming of all critical traffic signal equipment before the equipment is sent to the electrical contractor for installation.
- Perform in-house trouble shooting of problem equipment. Verify all work meets the NEC and MDOT standards.
- Follow all department policies, procedures and/or requirements to ensure a safe job site.
- Submit documentation of work completed including time sheets, travel vouchers, vehicle time, job reports, material usage, and spot location inventory information upon completion of the Transportation Work Authorization.
- Obtain electrical permits for electrical work as required by law.

**Duty 3**

**General Summary:**

**Percentage: 15**

Travel throughout the state to install, upgrade and maintain traffic signals and equipment. May assist with coordination of vehicles, personnel, and materials to job sites. 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:**

- Coordinate and participate in loading, unloading preparing, fueling and minor maintenance of vehicle equipment used in transporting materials, tools, equipment and employees to job site.
- Drive equipment and vehicles to and from job sites throughout the state.
- Transport/move materials up to 100 lbs, and takes responsibility for safe vehicle and equipment operation.

**Duty 4**

**General Summary:**

**Percentage: 5**

Education and training. Other duties as assigned.

**Individual tasks related to the duty:**

- Attend classes to upgrade skills and learn new technology.
- Provide instruction to MDOT personnel in other divisions and regions, as well as contract agencies in new technology and upgrades.
- Attend classes regarding safety equipment and requirements.
- Participate in cross-training opportunities.
- Other duties assigned.

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

Acceptance or denial of non-standard equipment, some small changes in signal layouts and all decisions required under emergency conditions, i.e. signal knockdown or malfunctions. Whenever possible, identify, recommend, and implement improvements in the work methods utilized in the position.

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

Unclear issues and items that affect personnel, budget, equipment and materials. When major changes are necessary.

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.

Position requires working outdoors, including adverse weather conditions, extensive travel with overnight stays, and working long non-standard hours. Ability to move/transport items up to 100 lbs, bend, stoop, stand for long periods of time, work in a confined space, and work in and around heavy and fast-moving traffic. Ability to run heavy equipment and work from aerial towers and ladders. Manual labor such as digging, backfilling, installing conduit, driving ground rods and usage of common tools and equipment used in electrical construction. Hazardous work around primary lines and working with secondary voltages in adverse weather conditions. Work from heights of up to 150 feet requiring the use of aerial equipment, scaffolding or safety harnesses under or alongside the structure while performing electrical activities. This position is required to operate a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more and be available outside normal working hours for maintenance/emergency operations, in all weather conditions.

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.

Additional Subordinates

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

- |                            |                                    |                            |                                   |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> N | 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 functions at the experienced level that performs work independently or as part of an electrician work group to address the state trunkline electrical needs statewide. Responsibilities to inspect work performed by contractors hired by the Michigan Department of Transportation (MDOT) to install electronic traffic control devices and Intelligent Transportation Systems (ITS) on a statewide basis. May also inspect preventative maintenance work of contractors and contract agencies. This position is able to obtain electrical permits for electrical work as required by law. Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., bucket truck) when performing electrical activities

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

Added Test-designated language to Certificates, Licenses and Registration box.

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

The Statewide Signal shop is responsible for the construction, installation and maintenance of traffic control devices and other electrical equipment along the state trunklines, as well as having responsibility for inspecting contracted signal installations. This position services as inspector for contractor installed intersections as well as crew member and licensed electrician on the job site with crew during emergency installations and upgrades.

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 E10**

No specific type or amount is required beyond that required for licensure.

Two years of traffic signal experience preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Electronic control circuits or electric power line construction.
- Electrical installation, repair and maintenance.

Ability to:

- Plan, schedule and obtain supplies and materials.
- Work from aerial equipment.
- Transport materials weighing up to 100 lbs.
- Work in confined spaces.
- Communicate effectively using a variety of communication devices.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

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 a N or X endorsement and no air brake restrictions which must be obtained within 12 months from the date of hire into the position.

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 master electrician's license issued by the State of Michigan is required.

*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.

N/A

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

CHRISTINA TIJERINA

\_\_\_\_\_

Appointing Authority

6/17/2026

\_\_\_\_\_

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

