

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) Highway Operations
4. Civil Service Position Code Description HEAVY EQUIPMENT MECHANIC-A	10. Division Southwest Region
5. Working Title (What the agency calls the position) Heavy Equipment Mechanic SS 11	11. Section Maintenance
6. Name and Position Code Description of Direct Supervisor LAMPROS, SHAWN E; TRANSPORTATION MAINT SPV-2	12. Unit Coloma Garage
7. Name and Position Code Description of Second Level Supervisor INGOLD, GLENN; TRANSPORTATION MAINT SPV-3	13. Work Location (City and Address)/Hours of Work 3880 Red Arrow Hwy, Benton Harbor, MI 49022 / 6:00 am to 4:30 pm, M-Th (Days & Hours will vary)
14. General Summary of Function/Purpose of Position	
<p>As a senior level Heavy Equipment Mechanic, this position performs complex maintenance, repair, and inspection services on Michigan Department of Transportation (MDOT) vehicles and equipment. This position provides expert mechanical and technical advice, consultation, and support to staff in maintenance, repair, and service activities of heavy equipment. Maintains inventory and orders parts, tools, equipment, and supplies. Prepares work orders and cost/materials estimates using computerized programs. Designs and fabricates equipment to meet the needs of the service area and provides expert technical advice, consultation, and support to staff in fabrication of parts and equipment. Responsible for outsourcing repairs of vehicles and equipment and serving as a resource to vendors in the special needs and functions of MDOT vehicles. This position may require working overtime, odd hours, days, nights, or days of the week, and completing emergency repairs. This position is responsible for ensuring equipment is available and working properly so it can be used to perform maintenance of Michigan's highway infrastructure.</p> <p>This position operates a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more while performing road tests and diagnostic tasks.</p>	

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

General Equipment Repair.

Diagnose and perform standard repair on heavy equipment including, but not limited to tune-ups, electrical repairs, cooling systems, drive train, steering, suspensions, and exhaust systems, hydraulic systems, brake systems, including hydraulic and air, electrical towing and coupling systems, salt distribution systems, and emergency repairs.

This duty requires the incumbent to drive a vehicle and/or vehicle/trailer combination with a GVWR weighing more than 26,001 pounds.

Individual tasks related to the duty:

- Schedules and prioritizes work within the garage or facility
- Researches and provides recommendations for improvements for complex repairs to improve efficiencies and to identify best practices within the garage/facility/region, and if applicable, statewide, and develop an implementation plan.
- Performs the most complex repairs, such as: Monitors and repairs hydraulic valve stack systems and aerial devices. Manages and monitors calibration of the salt distribution systems. Installs, repairs, and monitors Automated Vehicle Locator (AVL)/Global Positioning System (GPS) systems and components, audible detection equipment, and future alternative energy initiatives.
- Regularly inspects fleet and equipment within the garage/maintenance facility and reports condition trends to supervisor and Southwest Region Fleet Manager-Heavy Equipment Supervisor 12.
- Maintains fluency in diagnostic software.
- Oversees the service, maintenance, and repair of the garage's fleet of trucks and specialty motorized equipment.
- Performs complex repairs to ensure equipment is available and working properly so it can be used to perform maintenance of Michigan's highway infrastructure.
- Provides training, instruction, and technical support to garage staff in the proper repair and maintenance of MDOT vehicles.
- Coordinates with supervisor to prioritize repairs to ensure availability of tools, trucks, and equipment.
- Inspects MDOT vehicles and equipment to ensure safety.
- Makes emergency field repairs to MDOT vehicles and equipment.
- Road tests new and older equipment to evaluate condition.
- Assists in the inspection of the condition of shop and mechanic tools and recommends purchasing replacements when necessary.
- Performs all duties of a Highway Equipment Mechanic.

Duty 2

General Summary:

Percentage: 20

Maintains inventory, orders, purchases parts, tools, equipment, and supplies. Maintains procurement card, records, and reports. Prepares work orders, cost/materials estimates using computerized programs, computerized software, and tools for diagnosis. Enters maintenance and repair data into fleet management software.

Individual tasks related to the duty:

- Maintains inventory of commonly needed parts to minimize downtime of vehicles and equipment.
- Procures parts, supplies, and tools needed to maintain MDOT vehicles, equipment, and facilities.
- Secures bids for equipment, parts, and services.
- Properly completes, scans, and submits bi-weekly procurement card documentation and receipts within deadlines indicated. Properly codes all purchases made, and follows all purchasing guidelines, procedures, and policies.
- Monitors preventative maintenance needs, maintain compliance, and scheduling.
- Maintains records, including time and material data entry into M-5 Fleet Maintenance Management software, prepares performance and safety reports as conditions require.
- Monitors and maintains compliance with equipment manufacturers warranty and recalls.
- Utilizes manufacturers computer software and/or scan tools for diagnosis and programming of on-board computer control system on vehicles and equipment.

Duty 3

General Summary:

Percentage: 20

Performs vendor oversight.

Contacts vendors, obtains estimates, and assists supervisor and Southwest Region Fleet Manager-Heavy Equipment Supervisor 12 with purchase orders for outside repairs from contracts and/or approved vendors. Assists supervisor and Southwest Region Fleet Manager-Heavy Equipment Supervisor 12 with vehicle and equipment request process.

Individual tasks related to the duty:

- Investigates the capability of all heavy equipment service vendors used by the region, garage, or maintenance facility and establish a contract/approved/preferred vendors list. Works with vendors to resolve service complaints and payment disputes and monitors the quality of vendor service. Monitors and analyzes spending for vendor services to ensure MDOT gets the best value. Works with outside vendors on repair and maintenance of MDOT equipment.
- On behalf of the garage/maintenance facility, facilitates and coordinates large contracts for parts and/or services in collaboration with Paw Paw Central Repair Facility, Transportation Systems Management & Operations (TSMO) Division Central Fleet, and as necessary with MDOT Contract Services Division and/or Department of Technology Management & Budget (DTMB) purchasing, in alignment with procurement and purchasing guidelines/procedures/policies.
- Contacts vendors, obtains estimates, and assists with purchase orders for outside repairs.
- Authorizes vendors to conduct repairs.
- Instructs vendors on special needs and functions of MDOT vehicles and equipment to ensure they are repaired properly.
- Inspects outsourced repairs once completed.
- Monitors costs, and quality of repairs from outside repair vendors.
- Requests payments for invoices from outside repair vendors.
- Assists supervisor and Southwest Region Fleet Manager-Heavy Equipment Supervisor 12 with the process and completion of the "Vehicle and Equipment Request" form 2534 to replace, reassign, or purchase vehicles/equipment.

Duty 4

General Summary:

Percentage: 5

Training, Interaction and Communication.

May provide standard training to employees on basic maintenance, repairs, and systems. Interact and communicate with supervisor, operators, users, vendors, dealers, and suppliers on basic issues and problems.

Individual tasks related to the duty:

- Monitors the equipment maintenance/repair training needs of MDOT staff. Researches, develops, and provides complex training on existing and/or new equipment, safety standards, or other areas identified to improve efficiencies and effectiveness in the repair and maintenance of equipment. Recommends and arranges outside, specialized training to improve skills and abilities. Provides technical assistance to MDOT staff to ensure that the highest quality maintenance and repairs are achieved. Ensures training completion documentation is processed for compliance and recordkeeping purposes.
- Coordinates funding, venue, and logistics for training opportunities.
- Researches and works with vendors, dealers, and suppliers to stay current on new technology and makes recommendations for efficiencies and changing industry practices.
- Interacts and communicates with supervisor, Southwest Region Fleet Manager-Heavy Equipment Supervisor 12, operators, users, vendors, dealers, and suppliers on complex issues and problems.

Duty 5

General Summary:

Percentage: 5

Performs equipment modifications.

Under the direction of supervisor and Southwest Region Fleet Manager-Heavy Equipment Supervisor 12, fabricates, modifies, and installs special equipment or replacement parts using mills, lathes, welders, torch sets, plasma cutter and metal cutting saws. Provides expert technical advice, consultation, and support to staff in fabrication of parts and equipment.

Individual tasks related to the duty:

- Researches, creates, monitors, and ensures all equipment modifications are done following the "Modifications to MDOT-owned vehicles and equipment" guidance document for the safety of the public and MDOT employees. Submits the "Modification to MDOT-owned vehicles and equipment" form to the supervisor, Southwest Region Fleet Manager-Heavy Equipment Supervisor 12, and Southwest Region Transportation Maintenance Superintendent for review, approval, and submission to the TSMO Fleet Manager.

- Provides expert technical advice, consultation, and support to staff in fabrication of new or existing parts and equipment.
- Creates innovative ways to improve functionality of MDOT equipment and improve productivity and efficiency.
- Researches best practices to improve functionality of existing equipment.
- Identifies, recommends, and implements improvements to existing equipment that improve garage operations.
- Designs, engineers, layout, and fabricates tools, parts, and equipment.
- Sources materials and parts for fabrication of new parts and equipment.

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

Determining whether a vehicle or equipment should be removed from service for repairs or maintenance based on the current and future needs of the work crew. Determining if a vehicle or equipment needs to be removed from service for safety reasons. Determining whether to repair in house or outsource based on available resources. Authorizing outside vendors to conduct repairs. 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 procedures.

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.

Must have the ability to perform manual labor which includes transporting heavy tools and materials weighing up to 100 lbs. Install equipment, including over and under vehicles. Ability to detect and troubleshoot problems on machines and programs. Inspect vehicles and/or equipment and perform assigned repairs. Constant exposure to exhaust fumes and various chemicals. Some duties must be performed outdoors during inclement weather when needed. The ability to traverse uneven ground. Ability to work in confined spaces. At times, the job requires remaining in a stationary position over time and extensive use of a computer. Be available outside normal working hours for maintenance/emergency operations, in all weather conditions. Ability to travel throughout the region. This position is required to operate a vehicle or a 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.

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. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | 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?

As a senior level Heavy Equipment Mechanic, this position performs complex maintenance, repair, and inspection services on Michigan Department of Transportation (MDOT) vehicles and equipment. This position provides expert mechanical and technical advice, consultation, and support to staff in maintenance, repair, and service activities of heavy equipment. Maintains inventory and orders parts, tools, equipment, and supplies. Prepares work orders and cost/materials estimates using computerized programs. Designs and fabricates equipment to meet the needs of the service area and provides expert technical advice, consultation, and support to staff in fabrication of parts and equipment. Responsible for outsourcing repairs of vehicles and equipment and serving as a resource to vendors in the special needs and functions of MDOT vehicles. This position may require working overtime, odd hours, days, nights, or days of the week, and completing emergency repairs. This position is responsible for ensuring equipment is available and working properly so it can be used to perform maintenance of Michigan's highway infrastructure.

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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 function of the work area is to maintain the transportation infrastructure in a reasonable and safe condition. This position is responsible for ensuring equipment is available and working properly so it can be used to perform maintenance of Michigan's highway infrastructure.

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:

Heavy Equipment Mechanic 11

Five years of experience assisting skilled trades workers in the repair and maintenance of heavy equipment, including one year equivalent to a Heavy Equipment Mechanic E10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Standard practices, materials, tools, and equipment used in the repair and maintenance of motor vehicles and

heavy equipment including safety issues in use of tools, equipment, and supplies.

- Gas and electric cutting/welding equipment.
- Determine work priorities and assign work to employees.

Ability to:

- Diagnose mechanical, electrical, and hydraulic malfunctions.
- Read manuals and schematics.
- Utilize computer software and enter repair into fleet maintenance management software.
- Communicate effectively.
- Provide training and explain instructions and guidelines to others effectively.
- Organize and coordinate the work of the unit.
- Determine work priorities and assign work to employees.

**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 Driver's License (CDL) is required at the time of appointment to the position. **If the selected applicant has a CDL Group A or B with or without the N or X endorsement, they will be required to obtain a CDL Group A with either an N or X endorsement and no air brake restrictions which must be obtained within 12 months from the date of hire into the position and must maintain throughout employment in the position.

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.

LOGAN BRISTOL

3/9/2026

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