

## 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 Numb</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Field Services (BFS)
<b>4. Civil Service Position Code Description</b> HEAVY EQUIPMENT MECHANIC-E	<b>10. Division</b> Transportation Systems Maintenance and Operations (TSMO)
<b>5. Working Title (What the agency calls the position)</b> HEAVY EQUIPMENT MECHANIC	<b>11. Section</b> Maintenance & Operations Services
<b>6. Name and Position Code Description of Direct Supervisor</b> BUSH, LUCAS C; HEAVY EQUIPMENT MCH SPV-2	<b>12. Unit</b> Fleet Services
<b>7. Name and Position Code Description of Second Level Supervisor</b> PAGE, COLBY A; DEPARTMENTAL MANAGER-3	<b>13. Work Location (City and Address)/Hours of Work</b> 2522 WEST MAIN STREET, LANSING MI 48917 / M-F 8:00am-5:00pm (hours may vary)

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

As a heavy equipment mechanic for the Bureau of Field Services (BFS), Transportation Systems Management & Operations (TSMO), Fleet Services Section, Heavy Equipment Unit, this position performs and participates in the department's winter maintenance truck build-up and performs a full range of maintenance, repair, and preventive maintenance activities on light, medium and heavy-duty vehicles and on various pieces of heavy equipment. Duties also include repair and maintenance of the Michigan Department of Transportation (MDOT) vehicles and equipment with the use of a welder, cutting torch, and plasma cutter including design, fabrications, and /or modification of specialized equipment. This position performs collision, rust, mechanical, and structural repair on vehicles and equipment and will involve painting and finishing work of new components and chassis for MDOT's fleet of winter maintenance trucks. This position maintains service logs and records of maintenance on vehicles and motorized equipment and utilize the department's fleet management system. Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more when performing maintenance 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**

Perform a full range of maintenance, repair, and preventive maintenance activities on light, medium, and heavy-duty vehicles and on heavy equipment as well as perform and participate in the build-up of winter maintenance trucks. Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more when performing maintenance activities.

**Individual tasks related to the duty:**

- Perform winter maintenance truck build-up activities to include welding and body refinishing/painting.
- Service, diagnose, and repair various systems that are found on light, medium, and heavy duty vehicles and on pieces of heavy equipment such as mechanical and computer electronic controls, air brake systems, transmissions, computer controlled automatic and manual transmissions, high voltage generators, propane powered equipment, pneumatic and hydraulic systems, drive systems, cooling and air conditioning systems, power steering and suspension, coupling devices, electrical systems, and exhaust and emission systems.
- Perform operational tests including road tests; perform routine maintenance checks and adjustments on such things as field levels, hoses, belts, brakes, tires, and clutches, change filters and oil; and lubricate vehicles and equipment.
- Tune, diagnose, repair, and rebuild gas and diesel engines using manufacturer guidelines and specifications.
- Maintain, diagnose and repair braking systems, including hydraulic and air with or without Anti-lock Braking System (ABS).
- Maintain, diagnose, and repair electrical systems including computer-controlled systems and multiplex circuits.
- Utilize scan tools for diagnosis of onboard computer control systems.
- Perform diagnosis on various systems utilizing the latest technology in diagnostic equipment (i.e., Volt-ohm-multimeter (VOM) testers, laptop computers with diagnostic software, air conditioning stations, hydraulic pressure and flow meter, oscilloscopes, load testers, etc.).

**Duty 2**

**General Summary:**

**Percentage: 25**

Repair, maintain, and fabricate light, medium, and heavy-duty vehicles and equipment with the use of welders, cutting torches, metal cutting saws, and plasma cutters. Perform collision, rust, mechanical, and structural repair on MDOT's fleet of light, medium, and heavy-duty vehicles, and equipment. Perform painting and finish work of new components and chassis for MDOT's fleet of winter maintenance trucks including component installation.

**Individual tasks related to the duty:**

- Fabricate and assemble complete devices of equipment by using metal forming and cutting tools such as presses, punches, brakes and drills to bend, shape, and cut parts to be welded and bolted, screwed, or riveted together.
- Perform ARC welding; gas welding; MIG welding; and soldering and brazing as necessary.
- Use a plasma cutter; cutting torch; and metal cutting saw and design, layout, and fabricate specialized equipment.
- Plan/execute equipment transfers and modify equipment/vehicles if approved with use of welding and cutting tools.
- Use chain falls, hoists, and cranes during mounting and transfer operations.
- Perform installation of safety lighting, hitches, distance measuring devices, throttle controls, etc.
- Replace, repair, bump out, and refinish damaged bodies and parts of light, medium, and heavy-duty vehicles and heavy equipment.
- Apply protective coatings and paints to winter maintenance trucks as part of the build-up operations.
- Use heavy sheet metal breaks, shears, welders, and all other tools associated with fabrication and body repair.
- Assess damaged vehicles and equipment and provide recommendations for repair to supervisor/lead workers.
- Assess rust and corrosion on vehicles and equipment and make or recommend repairs and/or treatments.
- Practice appropriate safety and environment guidelines when finishing or refinishing vehicles and/or equipment.
- Inspect and clean safety equipment daily or as required to ensure it meets functionality requirements.

**Duty 3**

**General Summary:**

**Percentage: 15**

Utilize fleet management system and maintain service logs and records of maintenance on vehicles and motorized equipment.

**Individual tasks related to the duty:**

- Utilize and maintain fleet maintenance and fleet management software.
- Maintains service logs and records of maintenance on vehicles and motorized equipment.
- Perform work order data entry, cost material estimates, and the ability to look up equipment specification information utilizing fleet maintenance and fleet management software.
- Maintain time and materials using fleet maintenance management software.
- Utilize computer resources to locate equipment data and repair information.

**Duty 4****General Summary:****Percentage: 10**

Other duties as assigned.

**Individual tasks related to the duty:**

- Assist in training and cross-training workers in mechanical repair techniques.
- Load, unload, and move supplies, materials, equipment, or furniture to and from work site.
- Foster positive working relations with both internal and external customers.
- 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.**

Resolve day-to-day technical and operational issues. Identify and recommend enhancements and improvements, and as approved, implement enhancements and improvements.

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

Decisions that exceed the authority delegated to this position. Decisions that are significant in scope that would compromise department policy or credibility or have no precedence, decisions impacting significant budget issues or significant organizational changes, etc.

**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.**

Duties require moving/transporting objects up to 100 pounds and traversing rough terrain. Working on equipment including over and under vehicles with possible exposure to inclement weather and hazardous work environments. Must adhere to all safety rules and requirements including wearing person protection equipment (PPE) as designed by the department. Operate a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more when performing maintenance activities. Position may require travel, overnight stays, and non-standard hours. 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?**

As a heavy equipment mechanic for the Bureau of Field Services (BFS), Transportation Systems Management & Operations (TSMO), Fleet Services Section, Heavy Equipment Unit, this position performs and participates in the department's winter maintenance truck build-up and performs a full range of maintenance, repair, and preventive maintenance activities on light, medium and heavy-duty vehicles and on various pieces of heavy equipment. Duties also include repair and maintenance of the Michigan Department of Transportation (MDOT) vehicles and equipment with the use of a welder, cutting torch, and plasma cutter including design, fabrications, and /or modification of specialized equipment. This position performs collision, rust, mechanical, and structural repair on vehicles and equipment and will involve painting and finishing work of new components and chassis for MDOT's fleet of winter maintenance trucks. This position maintains service logs and records of maintenance on vehicles and motorized equipment and utilize the department's fleet management system. Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more when performing maintenance activities.

**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?**

Maintenance & Operations Services is responsible for administering and overseeing complex and multiple operations as well as special projects. The office is responsible for administrative and operational support to the BFS and Highway Operations statewide. This includes Highway Operations Executive, Regions, Lansing Bureaus and Divisions. This position provides maintenance and repair of light, medium, and heavy-duty vehicles and equipment, and build-up of winter maintenance trucks. Duties also include use of a welder, cutting torch, and plasma cutter including design fabrication and /or modification of specialized equipment. This position performs collision, rust, mechanical, and structural repair on vehicles and equipment and involves painting and finishing work of new components and chassis for MDOT's fleet of winter maintenance trucks. This position maintains service logs and records of maintenance on vehicles and motorized equipment and utilize the department's fleet management system.

**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 8**

No specific type or amount is required.

**Heavy Equipment Mechanic 9**

Two years of experience assisting skilled trades workers in the repair and maintenance of heavy equipment.

**Heavy Equipment Mechanic E10**

Four years of experience assisting skilled trades workers in the repair and maintenance of heavy equipment, including two years equivalent to a Heavy Equipment Mechanic 9.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Standard practices, materials, tools, and equipment used in the repair and maintenance of motor vehicles and engines.
- Safety issues in the use of tools, equipment, and supplies used in repair of motorized vehicles and equipment.
- Body and frame construction.

Skill in usage of:

- A variety of hand tools.
- Gas and electric welding equipment.
- Mechanized tools, jacks, and hoists.
- A variety of diagnostic testing and tuning equipment.

Ability to:

- Diagnose mechanical, electrical, and hydraulic malfunctions.
- Read manuals and schematics.
- Rebuild engines and major driveline components.
- Communicate with other mechanics about repair work needed.
- Enter repair information in fleet maintenance management software.
- Foster positive, professional, and cohesive work environment.

**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.

Master mechanic certification in automotive and/or heavy-duty trucks is preferred.

**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

3/2/2026  
\_\_\_\_\_  
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