

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 Field Services (BFS)
4. Civil Service Position Code Description LABORER-E	10. Division Transportation Systems Management & Operations (TSMO)
5. Working Title (What the agency calls the position) Laborer	11. Section Maintenance and Fleet Services
6. Name and Position Code Description of Direct Supervisor BUSH, LUCAS C; HEAVY EQUIPMENT MCH SPV-2	12. Unit Fleet Services and Operations
7. Name and Position Code Description of Second Level Supervisor PAGE, COLBY A; DEPARTMENTAL MANAGER-3	13. Work Location (City and Address)/Hours of Work 2522 West Main Street, Lansing MI 48917 / M-F 8:00am-5:00pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position performs a variety of tasks requiring the use of hand/power tools, and motorized equipment in to assist central fleet operations for Michigan Department of Transportation (MDOT) including build-up of winter maintenance vehicles and equipment, as well as repair of a variety of vehicles and equipment supporting highway operations. Supports day-to-day operations of central fleet by performing general maintenance duties, including but not limited to clearing snow through a variety of methods including plowing, snow blowing, shoveling, sweeping.

Operate a motor vehicle or vehicle/trailer combination (e.g., light/medium weight duty vehicles, one-ton pickups, covered utility vehicles, trucks with trailer attachments, etc.) with a Gross Weight Rating (GVWR) of between 10,001 and 26,000 pounds when performing general maintenance duties, making deliveries from one location to another, and retrieving or shuttling parts, equipment, and shop supplies.

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: 90

Performs a variety of tasks using hand/power tools and motorized equipment in order to assist the central fleet garage operations and mechanics with winter maintenance build-up and repair shop operations. Places orders for parts and communicates with vendors, retrieves, and returns parts and vehicle components as needed. Completes errands using a vehicle in support of the unit.

Individual tasks related to the duty:

- Assists in the performance of mechanical tasks and vehicle maintenance tasks using manual and power hand tools including, but not limited to, welders.
- Assists in the performance of minor repairs and routine maintenance on trucks, cars, tractors, motorized machinery, attachments, etc.
- Operates rolling stock including but not limited to vehicles, tractors, snow blowers, power mowers.
- Loads, unloads, and moves supplies, materials, equipment, or furniture to and from work sites.
- Performs errands using a vehicle to retrieve or return parts or small equipment between shop and vendor(s).
- Performs grounds maintenance tasks including clearing snow, in season, using snowplows, snowblowers, shovels and/or brooms; cleans grounds, walks, parking lots and facilities such as garages and cold or heated storage building floors and drains.
- Hauls and removes garbage, non-hazardous garage waste(s), brush, and clippings.
- Pumps gas and cleans out or washes cars in a motor pool operation or garage. Helps with pool vehicles assigned to fleet and facilities operations filling gas tanks and shuttling pool vehicles for maintenance appointments.
- Schedules and assists with records maintenance for use and repair of pool vehicles.
- Assists with parts inventory, helping to count and record parts information on an as-needed basis.
- Communicates with supervisor, co-workers on an ongoing basis.
- Uses a procurement card (P Card) to purchase parts following P Card instructions and regulations. Maintains receipts.

Duty 2

General Summary:

Percentage: 10

Other duties assigned.

Individual tasks related to the duty:

- Attends and participates in professional development and training opportunities as provided.
- Assists with vehicle logs for pool vehicles, ensuring forms/clip boards/keys are kept available and in assigned location(s) on an as-needed basis.
- Assists with shop audits – installing signage, painting, and performing other similar type minor facility maintenance type duties as corrective action in response to audits.

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

Employee works primarily under the direction or supervision of others. Decisions made independently include judgement required to discern what to do if supervisor is not available. To accept an alternate item from a vendor when sent to retrieve a parts order if original item requested is out of stock.

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

Decisions that may conflict with the established processes, policies, and procedures of the unit and/or department.

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.

The job duties require an employee to perform strenuous tasks requiring strength and coordination; the job duties require an employee to bend, reach, walk, or stand for extended periods; to climb ladders; to lift and move heavy objects; to use hand and power tools; to work in a variety of weather conditions including cold and warm weather conditions out of doors. Must be able to reach/twist/bend/stoop, transport/move items weighing up to 100 lbs., work in confined spaces and climb a ladder. Ability to work in and around heavy traffic and traverse all types of terrain in all weather conditions. This position is required to operate a motor vehicle or a vehicle/trailer combination with a GVWR of between 10,001 and 26,000 pounds. Be available outside normal working hours for maintenance 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 performs a variety of tasks requiring the use of hand/power tools, and motorized equipment to assist central fleet operations for Michigan Department of Transportation (MDOT) including build-up of winter maintenance vehicles and equipment, as well as repair of a variety of vehicles and equipment supporting highway operations. Supports day-to-day operations of central fleet by performing general maintenance duties, including but not limited to clearing snow through a variety of methods including plowing, snow blowing, shoveling, sweeping.

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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 work area functions to maintain fleet assets for MDOT highway operations – procuring and building winter maintenance equipment and performing repairs on vehicles for highway operations. This position provides general utility support to the mechanics and general daily operations of the unit. Fleet Services is responsible for administering and overseeing complex and multiple operations that encompass Highway Operations and other areas of the department as well as special projects. The Bureau is responsible for administrative and operational support of Highway Operations statewide. This includes Highway Operations Executive, Regions, Lansing Bureaus/Divisions, and the Office of Business Development. This position performs a variety of tasks requiring the use of hand/power tools, and motorized equipment in order to assist central fleet operations for MDOT including build-up of winter maintenance vehicles and equipment, as well as, repair of a variety of vehicles and equipment supporting highway operations

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Employee

Date