

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

Position Code 1. LABOREREC70R

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 LABORER-E	10. Division Southwest Region
5. Working Title (What the agency calls the position) Laborer-E	11. Section Marshall TSC
6. Name and Position Code Description of Direct Supervisor KREMER, ANNJANETTE M; ENGINEER MANAGER LICENSED-4	12. Unit Coldwater Welcome Center
7. Name and Position Code Description of Second Level Supervisor THOMPSON, WILLARD S; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work NB I-69 Mile Marker 6, Coldwater, MI 49036 / Hours and Days will vary

14. General Summary of Function/Purpose of Position

This position functions in a small team to provide exceptional service to guests at the Coldwater Welcome Center. The Laborer performs a wide variety of tasks requiring the use of hand and power tools and motorized equipment in order to assist in the maintenance of Welcome Center facilities, equipment, and grounds. This position also performs preventative maintenance schedules.

This position operates a motor vehicle or vehicle/trailer combination with a Gross Weight Rating (GVWR) of between 10,001 and 26,000 lbs. while performing grounds and facility maintenance with a truck and trailer.

This position requires possession of a valid driver's license to perform grounds and facility maintenance.

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: 60

Participates in maintaining the cleanliness and orderly appearance of Welcome Center and grounds. Monitors and makes repairs to buildings, fixtures, and systems. Repairs toilets, urinals, faucets, drinking fountains, etc. Services and makes repairs to air compressors, water heaters, pumps, HVAC, etc. Performs grounds keeping duties. Monitors sewer system and lift stations.

Individual tasks related to the duty:

- Cleans rest rooms and all areas of Welcome Center.
- Picks up trash inside and outside of Welcome Center.
- Repairs of fixtures as needed. Assists in the repair of fixtures.
- Plants flower beds/planters, helps in preparation and planting beds/planters, weeding beds as needed, applies fertilizer and pesticide as needed to the grounds and flower beds.
- Maintains inventory of supplies: cleaning, equipment, and facility upkeep.
- Replaces fuses, circuit breakers and switches as needed.
- Mows and trims facility grounds, pruning of shrubs and minor pruning of trees as needed.
- Performs weekly monitoring of sewer system, coordinates with agencies and organizations as necessary to maintain optimum operational levels for lift stations.
- Assists in monitoring current service contracts, i.e., propane, garbage, pest control, etc. and reporting problems to appropriate sources.
- Services, maintains, operates heating and cooling system, filters, and belts.

Duty 2

General Summary:

Percentage: 15

Provides safe access of the grounds and facility. Maintains and operates equipment for safe access of grounds and facility in all seasons. Assists in plowing sidewalks, parking lot areas, attaching blades to tractor and truck and maintaining equipment. Coordinates with agencies on seasonal projects.

This duty requires operating a vehicle or vehicle/trailer combination (truck with trailer) with a GVWR between 10,001 and 26,000 pounds.

This position requires possession of a valid driver's license to perform grounds and facility maintenance.

Individual tasks related to the duty:

- Maintains clear pathways on all sidewalks.
- Plows and maintains entryway and exit ramp to facility using a pickup truck with a plow attached and/or a snow blower.
- Maintains clear areas for traffic in parking lots, assists in snow removal utilizing available motorized equipment.
- Coordinates with state, local, and county agencies in maintaining the grounds and facilities.

Duty 3

General Summary:

Percentage: 10

Operates and maintains tools and equipment: motorized, power, and hand. Truck, tractor, power washer, floor scrubber, drills, weed whip, chain saw, loader, skid steerer, snow blower, etc. Maintains inventory of tools and maintenance repair parts.

Individual tasks related to the duty:

- Maintains inventory of all tools, power and hand.
- Maintains inventory of repair parts.
- Services and repairs power tools.
- Maintains and monitors needs of truck and tractor, schedules for routine maintenance.
- Operates tools for improvements of facility as needed.

Duty 4

General Summary:

Percentage: 10

Under the guidance of a licensed Drinking Water Operator, assists with water purification system and chemical injection system.

Individual tasks related to the duty:

- Maintains proper chemical levels in water system: residue tank and chemical injection system adding chemicals as needed.
- Monitors residue tank and chemical injection system: daily and weekly testing.
- Performs daily and weekly testing of chemical levels of systems for Welcome Center.
- Monitors inventory of chemicals, purchases as necessary.
- Adds additional chemicals as necessary.
- Performs repairs as necessary.

Duty 5

General Summary:

Percentage: 5

Trains and directs maintenance employees (seasonal, temporary and contract). All other duties as assigned.

Individual tasks related to the duty:

- Trains and works with maintenance employees (seasonal, temporary, and contract) to maintain Welcome Center and grounds.
- Performs related duties as directed by the lead worker and Transportation Service Center (TSC) Manager.
- Participates in cross-training opportunities.
- 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.

Safety issues before normal routine. When and how to shut down the restrooms. Decisions that need to be made to assist travelers who have an emergency if a supervisor is not available. Help staff in identifying, recommending and implementing improvements in work methods.

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

When instructions need clarification, if unable to meet a traveler's request, or in the handling of an irate visitor. Major repairs to the Welcome Center; situations where no guidelines or instructions are available; emergency situations dealing with the Welcome Center facilities.

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.

Daily contact with large numbers of people; use all types of equipment including a personal computer. Ability to work outdoors in all types of weather and work with cleaning chemicals. Ability to move boxes of supplies and equipment weighing up to 50 lbs. Ability to inspect and perform assigned repairs. The position is required to operate a vehicle/trailer combination that weighs between 10,001 and 26,000lbs. Position may require availability outside normal working hours based on operational needs.

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?

This position functions in a small team to provide exceptional service to guests at the Coldwater Welcome Center. The Laborer performs a wide variety of tasks requiring the use of hand and power tools and motorized equipment in order to assist in the maintenance of Welcome Center facilities, equipment, and grounds. This position also performs preventative maintenance schedules.

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 as a rest stop for travelers. This position provides travelers with a clean and safe facility and assists in securing emergency help if required.

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

EDUCATION:

No specific type or amount is required.

EXPERIENCE:

Laborer 5

No specific type or amount is required.

Laborer E6

One year of experience performing duties involving the use of hand tools and motorized machinery equivalent to a Laborer 5.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of/Skilled In:

- Use and care of a variety of hand tools and small power tools.
- Procedures and methods used in lawn care and flowers.
- Potential dangers and safety precautions applicable to the work performed.

Ability and willingness to:

- Work nights/afternoons, weekends, and holidays as required.
- Respond to facility emergencies after hours.
- Follow directions on use of equipment and materials.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- This is a Test Designated Position. The employee is subject to random drug and alcohol testing while employed in this position.
- Possession of a valid driver's license is required and must maintain throughout employment in this position.
- Subclass Code Requirement: CMVOSSP - A safety-sensitive position in which the employee is required to operate a commercial vehicle. Requires a valid Medical Examiners Certificate for Commercial Driver Medical Certification 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

Appointing Authority

1/28/2026

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