

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

Position Code 1. MOTVOPREA22R

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 MICHIGAN VETERAN HOMES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description MOTOR VEHICLE OPERATOR-E	10. Division Michigan Veteran Homes at Grand Rapids
5. Working Title (What the agency calls the position) Transporter	11. Section General Services
6. Name and Position Code Description of Direct Supervisor SINKLER, CLARENCE; PHYSICAL PLANT SUPERVISOR-1	12. Unit Grounds/Transportation
7. Name and Position Code Description of Second Level Supervisor MACDONALD, CARLY; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 2950 Monroe Avenue NW Grand Rapids, MI 49505 / Hours adjusted as needed for member appointments
14. General Summary of Function/Purpose of Position This position's responsibilities and duties will include transportation of patients to local doctor appointments and hospitals located in Detroit and at times, Ann Arbor VA hospitals. Provide transportation for all off-ground 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: 70

Transport members to and from off-ground appointments and activities (locally and long distance)

Individual tasks related to the duty:

- Prior to trips, conduct pre-trip check list(s) which includes fuel levels and oil levels, etc.
- Abide by all traffic laws.
- Assist members as necessary in and out of vehicle/van; securing wheelchairs and safety harnesses.
- Making sure members arrive to appointments and activities timely.
- Completion and submitting of milage logs.
- Report any incidents and damage to vehicle timely to supervisor.

Duty 2

General Summary:

Percentage: 20

Takes appropriate steps to ensure that vehicle maintenance needs are known and addressed.

Individual tasks related to the duty:

- Ensure State of Michigan vehicles are washed and maintain the integrity of appearance.
- Routine preventative maintenance is completed (i.e. oil changes)
- Coordinating of vehicle maintenance as needed.

Duty 3

General Summary:

Percentage: 10

Other Duties as assigned.

Individual tasks related to the duty:

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.

Work with Scheduler on a daily basis in efforts to coordinate route and times for member appointments. Work with Scheduler to coordinate off-ground transportation needs.

Member transportation to these appointments on time is very important.

As vehicle operator, driving without close supervision; good judgement must be exercised at all times.

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

Any shift changes, vehicle needs.

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.

Exposure to noxious fumes and odors.

Handles the physical demands of the work, including, lifting and positioning patients, walking, use of restraints, and aggressive behavior management practices.

Occasionally bending down to talk with resident, i.e. in wheel chair speaks softly or hard of hearing.

Exposed to extreme temperature changes, from the cold of the freezer to the heat of the ovens and kettles.

May walk on wet and slippery floors at times.

Regularly conduct work activities in an awkward position requiring reaching, twisting, bending, stooping, kneeling, crouching and sitting.

Regularly carrying objects weighing up to 35 pounds.

Periodically work out-of-doors, subject to all weather conditions.
Often observe and listen to operating machines or equipment to diagnose machine malfunctions.
Regularly use hand-eye coordination while operating hand and power tools and equipment.
Occasionally work from heights.
Occasional exposure to loud noises.
Always wear required safety equipment.

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"/> Complete and sign service ratings.	<input type="checkbox"/> Assign work.
<input type="checkbox"/> Provide formal written counseling.	<input type="checkbox"/> Approve work.
<input type="checkbox"/> Approve leave requests.	<input type="checkbox"/> Review work.
<input type="checkbox"/> Approve time and attendance.	<input type="checkbox"/> Provide guidance on work methods.
<input type="checkbox"/> Orally reprimand.	<input type="checkbox"/> 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 - management developed PD.

23. What are the essential functions of this position?

This position's responsibilities and duties will include transportation of patients to local doctor appointments and hospitals located in Detroit and at times, Ann Arbor VA hospitals. Provide transportation for all off-ground activities.

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

This PD is being updated for the first time in several years, and the updates bring this PD in line with our other Motor Vehicle Operator at the Chesterfield Home. Updates include slight changes in the percentages of time spent on each duty, the combination of duties 3 and 4 into duty 1, and a few minor updates to the individual tasks.

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

Transportation/grounds, this position functions as a driver.

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:

Motor Vehicle Operator E6
No specific type or amount of experience is required.

KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of traffic laws and regulations applicable to work.
Knowledge of motor vehicle safety procedures.
Ability to routinely lift and/or move heavy objects
Ability to operate various motor vehicles in a safe manner on a continuing basis

Ability to follow instructions
Ability to make minor repairs and adjustments to motor vehicles.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid Michigan driver's license with good standing driving record, CDL, Type CB with P endorsement. - 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.

Appointing Authority

3/30/2023

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