

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. EQUPOPRE

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 MIL AFFR CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan Army National Guard
4. Civil Service Position Code Description Equipment Operator-E	10. Division Fort Custer Training Center
5. Working Title (What the agency calls the position) Equipment Operator	11. Section Roads & Grounds
6. Name and Position Code Description of Direct Supervisor TREAT, CHADWICK J; BUILDING TRADES SUPERVISOR-2	12. Unit Civil Engineering
7. Name and Position Code Description of Second Level Supervisor SULLIVAN, WALTER F; FACILITIES SUPERVISOR-5-FZN	13. Work Location (City and Address)/Hours of Work 2590, 26th St, Augusta, MI 49012 / 7am-3:30pm Hours and Days May Vary

14. General Summary of Function/Purpose of Position

The purpose of this position is to operate gasoline and diesel-powered engineering and construction equipment including, but not limited to, motor graders, excavators, bulldozers, skid steers, wheel loaders, tractors, earth scrapers, cranes, fork trucks, boom and scissor lifts, and large dump trucks under 26,000 pounds. The employee operates equipment associated with the repair and maintenance of Fort Custer Training Center's infrastructure and training areas. Work includes, but is not limited to, mowing rights-of-way, road repair and construction, maintaining ditches and training areas, performing work associated with ordnance ranges, and preventive maintenance on the equipment utilized for assigned tasks. The incumbent performs a range of equipment operator assignments developing proficiency through experience and training in accordance with established procedures, methods, and practices, seeking guidance when necessary.

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**

Operate heavy and light motorized equipment to repair and maintain Fort Custer roads, grounds, ditches, right-of-way and training areas, including snow removal.

Individual tasks related to the duty:

- Operate heavy equipment such as graders, earthmovers, excavators, bulldozers, front end loaders, skid steers, fork trucks, cranes, lifts, and plow trucks, using clutches, levers, brakes etc., to accomplish assigned work while exercising caution when operating on loose material.
- Properly read gauges to ensure equipment is operating within proper temperature and pressure ranges.
- Operate light and medium weight vehicles such as mowers, trucks, and tractors with various accessories.
- Changes attachments and make necessary adjustments for proper positioning and working order.
- Operate skid-steer with all appropriate attachments such as trencher, bucket, landscape rake, snow blower, auger, brush cutter, etc.
- Transport appropriate materials to project sites.
- Operate hand power equipment such as chainsaws, power augers, and landscaping equipment.
- Landscape selected areas on Fort Custer and associated training lands for erosion control, seeding, fertilizing and tree planting. Uses motorized hydraulic tree spade.
- Maintain ditches and fence line with the application of pesticide/herbicide.
- Operate wheeled loaders to load dump trucks under 26,000 pounds with gravel, salt, sand, etc.
- Transport gravel, salt, sand, etc. around the installation to and from stockpile locations and construction sites.

Duty 2**General Summary:****Percentage: 20**

Perform or assist with construction and repair of pavement and grounds.

Individual tasks related to the duty:

- Performs or assists with construction and repair of concrete or asphalt surfaces, including preparation of work areas and materials
- Operates a compressor, air hammer, and concrete saw to break up cement, asphalt, ground, etc.
- Uses mobile elevated work platforms to maintain perimeter fence and roads.
- Repair manholes and foundations of structures base wide.

Duty 3**General Summary:****Percentage: 10**

Repair and maintain training area, roads, trails, and fence lines.

Individual tasks related to the duty:

- Operates heavy and light equipment associated with maintenance and repair of training roads and trails.
- Cut trees, clear slash and brush from training areas and perimeter fence lines.
- Operate bucket truck, dozers, loaders, chain saws and other related equipment associated with tree cutting and brush clearing.
- Move equipment from one project site to another.

Duty 4**General Summary:****Percentage: 5**

Perform preventive maintenance and minor repairs to motorized vehicles and equipment.

Individual tasks related to the duty:

- Checks and maintains proper fluid levels in motorized vehicles and machinery.
- Cleans and washes equipment.
- Cleans and performs minor repairs on power hand tools.
- Complete vehicle usage records and maintenance charts and other operator usage documents.
- Lubricates joints and gearing.

Duty 5**General Summary:****Percentage: 5**

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.

- Decisions include but are not limited to specific equipment to be utilized to accomplish the work and proper material and amounts to be used. Improper use of equipment may result in an unsafe working environment.
- What type of protective clothing to wear or what type of tools to use for specified tasks.
- Minor adjustments to equipment and required preventive maintenance in order to keep equipment in safe operating condition.

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

- Decisions beyond the scope of authority delegated to the position.
- Overtime authorization.
- Request for materials outside those already allocated for the project.

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.

Requirements include sitting, standing, climbing in and out of heavy equipment, reaching, lifting, carrying, bending and stooping on a regular basis.
Protective equipment is provided and must be worn.
Weather/environmental conditions include wet, cold, heat, dust, noise, fumes, and vegetation. Occasional fires and contaminated soil are encountered.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

The purpose of this position is to operate gasoline and diesel-powered engineering and construction equipment including, but not limited to, motor graders, excavators, bulldozers, skid steers, wheel loaders, tractors, earth scrapers, cranes, fork trucks, boom and scissor lifts, and large dump trucks under 26,000 pounds. The employee operates equipment associated with the repair and maintenance of Fort Custer Training Center's infrastructure and training areas. Work includes, but is not limited to, mowing rights-of-way, road repair and construction, maintaining ditches and training areas, performing work associated with ordnance ranges, and preventive maintenance on the equipment utilized for assigned tasks. The incumbent performs a range of equipment operator assignments developing proficiency through experience and training in accordance with established procedures, methods, and practices, seeking guidance when necessary.

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

New Position

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

Site function is a military training base consisting of approximately 4,600 acres of training and maneuver acres, 500 acres of ordinance training ranges, 500 acres of improved grounds and 2,000 acres of range impact area. There are 30 miles of improved roads and trails, 30+ miles of maintained rights-of-way, and 10+ miles of flood control drainage ditches.

The employee in this position will be responsible for maintaining the roads, ditches and rights-of-way. This provides the users of this facility with safe and adequate conditions to conduct their training exercises. It also ensures that the perimeter fences are cleared of brush and debris for compliance with regulation and to minimize the potential for damage.

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:

Equipment Operator 7

One year of experience operating motorized equipment used in construction, maintenance, heavy transport, agriculture, or forestry equivalent to an Equipment Operator 6.

Equipment Operator E8

Two years of experience operating motorized equipment used in construction, maintenance, heavy transport, agriculture, or forestry, including one year equivalent to an Equipment Operator 7.

Alternate Education and Experience

Equipment Operator 7

Completion of vocational training that provided practical experience in operating equipment used by these classifications may be substituted for six months of experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have knowledge and ability to dig utilities trenches for existing and new utilities, setting grade elevation using transit and level for proper water run-off, must have skill required for felling trees using chainsaw and bulldozer.

Ability to work outside in all environments.

Ability to perform strenuous tasks requiring both strength and coordination.

Knowledge of the operation of motorized equipment, such as tractors, trucks, bulldozers, backhoes, and front-end loaders.

Knowledge of the use and care of hand and power tools, such as chain saws, pumps, air hammers, compressors, and mixers.

Knowledge of safety precautions to be observed in working on or near highways.

Knowledge of street and highway traffic rules and regulations.

Ability to operate motorized equipment with skill and in a safe manner.

Ability to read, understand and work in conformance with work orders, blueprints, or construction plans.

Ability to make minor repairs and adjustments to equipment.

Ability to detect unsafe or hazardous conditions of equipment and work environment.

Ability to follow instructions.

Ability to communicate effectively.

CERTIFICATES, LICENSES, REGISTRATIONS:

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.

_____	8/28/2026
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