

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

Position Code 1. EQUPOPRAA65R

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 DOC-CORRECTN CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration (CFA)
4. Civil Service Position Code Description EQUIPMENT OPERATOR-A	10. Division Fleet Transportation
5. Working Title (What the agency calls the position) Truck Driver	11. Section MBP
6. Name and Position Code Description of Direct Supervisor HOLZSCHU, ANDREW; DEPARTMENTAL MANAGER-1	12. Unit Transportation
7. Name and Position Code Description of Second Level Supervisor SANDBORN, MELISSA L; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 1960 US 41 S, Marquette, MI 49855 / Monday - Thursday / 6:00AM - 4:00PM

14. General Summary of Function/Purpose of Position

This position will function as equipment operator to operate multiple types of trucks and forklifts including a semi-tractor and trailer for the Department of Corrections. The purpose of the position is to pick up and deliver freight, prisoner property, recycle goods and MSI customer product throughout the state in a safe and timely manner. This position works within the secure perimeter of the Regional Warehouse. This position has direct supervisory contact with the prisoners from a Secure Level I facility, supervising prisoners during the performance of the employee's tasks and duties, enforcing the facility's rules and has direct participation in the disciplinary process. This position requires a Class A Commercial Drivers License, with no restrictions. The incumbent is required to complete 40 hours of mandatory training due to prisoner contact and supervision.

This is a safety-sensitive position in which the incumbent is required to operate a commercial motor vehicle, an emergency vehicle, or dangerous equipment or machinery. This is a position in which the incumbent is responsible for handling and using hazardous or explosive materials. Considerable independent judgement is required to carry out assignments that have significant impact on services or programs.

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: 80

Operate all Class A and B trucks and forklifts including manual transmission semi-tractor/trailers to move/lift loads of at least 100 pounds. Supervise and direct prisoners while performing individual tasks.

Individual tasks related to the duty:

- Pick up and deliver freight, prisoner property and MSI customer product to various locations throughout the state in a safe and timely manner. Multiple location stops in a day. (warehouses, factories, and customer deliveries)
- Select the most economical route to travel from point of origin to facility receiving the freight, based on knowledge of highways, truck routes, class of highways and bridge clearances.
- Follow all Department of Transportation (DOT) rules weight, speed, and scales.
- Maintain mileage log.
- Supervise and direct prisoners to ensure compliance with policy procedure and work rules.
- Inspect and maintain constant surveillance of all materials picked up from various MSI factories, customers, etc. to detect and prevent the possibility of transfer of any contraband.
- Maintain professional relations with customers at all times.

Duty 2

General Summary:

Percentage: 10

Monitor the loading process and general warehouse related activities as assigned by the supervisor. Supervise and direct prisoners while performing individual tasks.

Individual tasks related to the duty:

- Assist in the orders to be shipped.
- Ensure proper loading techniques by effective good blocking and bracing methods.
- Ensure wheel chocks are under wheels of vehicle before loading.
- Protect product by securing with load locks when loading trailers.
- Observe the loading dock area to protect against unsafe or hazardous conditions.
- Drive forklift truck.
- Enforce work rules with prisoner workers.
- Search of prisoners and facilities for dangerous and non-dangerous contraband or stolen merchandise.

Duty 3

General Summary:

Percentage: 5

Ensure that all vehicles and equipment are functioning properly.

Individual tasks related to the duty:

- Check vehicles, tractors, and trailers to ensure that all are in perfect working condition, including but not limited to, tires, brakes, air lines and proper adjustment in brakes.
- Schedule repairs for items not properly working with the appropriate repair facility.
- Check liquid levels, both cooling and lubricant ensuring they are at safe operating levels.

Duty 4

General Summary:

Percentage: 5

Ensure all applicable paperwork is completed. Prepare reports and maintain records. Prepare travel vouchers. Monitor email account. Request leave and timesheets timely.

Individual tasks related to the duty:

- Must be able to operate and use a state computer for accessing a personal SOM e-mail account. Also need to access SIGMA to maintain personal time keeping and submitting leave requests in a timely fashion.
- Must keep paperwork up to date and submit paperwork on a timely basis.
- Review and respond to emails on a routine basis.
- Maintain receipts for travel expenses and submit to supervisor in a timely manner.
- Prepare applicable reports as necessary.

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

Any decisions that are not in violation of published and known policies, directives, rules and regulations, explicit orders/instructions, administrative rules/statutes and operating procedures. To deviate from a scheduled route in effort to avoid road construction or accidents.

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

When additional data/information or clarification is needed to make a decision, situation, request, or instructions would require violation of any item listed above. To pick up or deliver other than the specified items on orders. If items are damaged to notify supervisor. To determine whether an overnight stay is required.

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.

Adverse weather conditions. Possible problems with truck on the road. Physical labor of unloading and loading goods on trailers due to unavailability of prisoner workers. This position will work with prisoner workers located at the facilities.

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?

To deliver goods to facilities, Central Office, and other agencies by driving semi-truck/trailer or box truck. Assist with the supervision of prisoner worker who will load and unload trailers. Service and maintain vehicles assigned to the fleet.

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

Requesting to update SPR language for position EQUPOPRAA65R in accordance with Civil Service Regulation 4.01. This PD is being updated to reflect correct SPR language to update the General Summary and Certificates, Licenses, Registrations to replace "without a restriction for a manual transmission" to state "with no restrictions."

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

Provides services to MDOC facilities and outside customers transporting equipment and products.

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 9

Three years of experience operating motorized equipment used in construction, maintenance, heavy transport, agriculture, or forestry including two years equivalent to an Equipment Operator 8.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the operation of motorized equipment; semi-trucks, straight and tractor/trailer.
Knowledge of refrigeration units/heater units.
Knowledge of gasoline and diesel engine operations.
Knowledge of safety rules and regulations while driving.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Selective Position Requirement: This position requires possession of Class A Commercial Driver's License (CDL) with no restrictions issued by the Secretary of State as required by Public Act 346 of 1988 to operate both Class A and Class B designated vehicles.

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.

KATLYN SAYLOR

1/22/2026

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