

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

Position Code

1. STATEWKRA07N

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 STATE WORKER	10. Division Southwest Region
5. Working Title (What the agency calls the position) STATE WORKER	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

At the direction of the supervisor, the Welcome Center lead worker, or other permanent Welcome Center/MDOT staff, this position assists the full-time laborers in performing a wide variety of tasks in order to carry out the maintenance of the Welcome Center facility, equipment and grounds.

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

At the direction of the supervisor, the Welcome Center lead worker, or other permanent Welcome Center/MDOT staff, maintains the cleanliness and orderly appearance of the Welcome Center.

Individual tasks related to the duty:

- Cleans rest rooms and all areas of the Welcome Center.
- Removes rubbish removal and picks up litter/trash inside and outside of the Welcome Center.
- Performs grounds keeping duties.
- Assists in making minor repairs to buildings, fixtures, and building systems.
- Paints surfaces of less than major proportions.

Duty 2

General Summary:

Percentage: 20

At the direction of the supervisor, the Welcome Center lead worker, or other permanent Welcome Center/MDOT staff, operates small machinery and uses related hand tools and equipment. Assists in winter activities as needed.

Individual tasks related to the duty:

- Operates a push mower, tractor style mower, vacuum sweeper, floor scrubber, power washer and related tools and equipment.
- Plants and maintains flower beds and landscaped areas.
- Sweeps parking lots, curbing and walkways and performs other related work as assigned.
- Assists in plowing sidewalks and parking areas using state truck and tractor (less than 10,000 lbs.) with snow blades attached.
- Assists in preparing state truck and tractor for winter use salting and clearing pathways for safe entry into facility shoveling areas as necessary.

Duty 3

General Summary:

Percentage: 10

At the direction of the supervisor, the Welcome Center lead worker, or other permanent Welcome Center/MDOT staff, performs related work as assigned.

Individual tasks related to the duty:

- Interacts with guests and answer their questions. If their question is beyond knowledge, directs the visitor to one of the travel counselors.
- Biweekly Payroll: Enters time worked into SIGMA ESS and checks state e-mail account.
- All 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 rest rooms. Decisions that need to be made to assist travelers who have an emergency if a supervisor is not available. Help full time 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. Elements include working outdoors in all types of weather and working with cleaning chemicals. Moving loads/boxes of supplies. Required to move up to 50 pounds. Ability to inspect and perform assigned repairs. Physical activity required when performing duties in carrying out the maintenance of the Welcome Center.

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?

At the direction of the supervisor, the Welcome Center lead worker, or other permanent Welcome Center/MDOT staff, this position assists the full-time laborers in performing a wide variety of tasks in order to carry out the maintenance of the Welcome Center facility, equipment and grounds.

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:

State Worker 4

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability and willingness to workdays/nights/afternoons, weekends, and holidays as required. Ability to follow directions on use of equipment and materials. Knowledge and skill in the use and care of a variety of hand tools and small power tools. Knowledge of procedures and methods used in lawn care and flowers. Considerable knowledge of potential dangers and safety precautions applicable to the work performed.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is 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.

LOGAN BRISTOL	6/12/2025
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