

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

Position Code

1. STATEWKRJ34R

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 BRIDGE AUTHORITIES-INTERNATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Highways
4. Civil Service Position Code Description STATE WORKER	10. Division Maintenance
5. Working Title (What the agency calls the position) State Worker	11. Section Bridges
6. Name and Position Code Description of Direct Supervisor EIDENIER, MARCUS J; TRANSPORTATION MAINT SPV-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor HANSEN, KARL P; ENGINEER MANAGER LICENSED-3	13. Work Location (City and Address)/Hours of Work 934 Bridge Plaza, Sault Ste. Marie, MI 49783 / Rotating Shifts, 24 Hour Operation

14. General Summary of Function/Purpose of Position

The general function of this position is to maintain the International Bridge properties, facilities, and equipment in a condition of proper repair.

This position requires possession of a valid driver's license to perform road, grounds, and equipment maintenance as well as assisting bridge services with escorting duties.

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

Assist in bridge, road, equipment, and grounds maintenance.

This duty requires possession of a valid driver's license to perform road, equipment, and grounds maintenance.

Individual tasks related to the duty:

- Perform traffic control.
- Operate tools and equipment used in bridge maintenance.
- Assist full-time maintenance staff with various projects on the bridge.
- Perform grounds keeping tasks such as mowing grass, trimming, weeding, and plant/flower care on both plazas.
- Perform minor carpentry work.
- Assist full-time maintenance staff with projects that may involve plumbing and electrical work.
- Perform painting.
- Assist with general equipment repair such as oil changes, washing vehicles, refueling, etc.
- Assist with snow removal from sidewalks and parking areas on both plazas.

Duty 2

General Summary:

Percentage: 20

Provide janitorial assistance.

Individual tasks related to the duty:

- Assist the full-time janitors with janitorial duties including, but not limited to:
 - Sweeping
 - Mopping
 - Removing trash
 - Dusting
 - Washing windows
 - Sanitizing public surfaces
 - Recycling

Duty 3

General Summary:

Percentage: 10

Assist Bridge Services.

This duty requires possession of a valid driver's license to perform vehicle escort assistance.

Individual tasks related to the duty:

- Assist bridge services in performing escort duty for hazardous materials and over-weight/over-width trucks.
- Drive timid motorists across the structure.
- Assist motorists with minor breakdowns such as flat tires, out of gas, etc.
- Other related duties as assigned.

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

Whenever possible, identify, recommend, and implement improvements in the work methods and materials utilized in the position.

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

When guidelines are unclear, unavailable, or do not apply to the situation; also decisions concerning policy.

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.

The position requires ability to move/transport heavy objects up to 50 pounds. Work in heavy traffic. Work in various weather conditions. Be available outside normal working hours for maintenance operations, in all weather conditions. This position requires possession of a valid driver's license.

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.

23. What are the essential functions of this position?

The general function of this position is to maintain the International Bridge properties, facilities, and equipment in a condition of proper repair.

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?

To maintain the bridge, facilities, and properties of the International Bridge Administration.

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:

- Knowledge of:
 - the use and care of a variety of hand tools and motorized machinery.
 - potential dangers and safety precautions applicable to the work performed.
- Ability to:
 - perform strenuous tasks requiring strength and coordination.
 - follow directions on the use of equipment and materials.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid driver's license is required.
- Possession of a valid Western Hemisphere Travel Initiative Document is required.
- For entry purposes, must be able to satisfy all border crossing requirements for both United States Customs and Canada Border Services Agency.

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

1/15/2026

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