

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

Position Code

1. STUDASTEK93R

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) Bridges and Structures
4. Civil Service Position Code Description STUDENT ASSISTANT-E	10. Division
5. Working Title (What the agency calls the position) Student Assistant	11. Section Structure Construction
6. Name and Position Code Description of Direct Supervisor FILCEK, MATTHEW; ENGINEER MANAGER LICENSED-3	12. Unit Structural Fabrication
7. Name and Position Code Description of Second Level Supervisor LIPTAK, RICHARD E; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 8885 Ricks Road, Dimondale MI, 48917 / Monday – Friday 7:30 – 4:00 (hours will vary)

14. General Summary of Function/Purpose of Position

This position supports the Structure Construction Section – Structural Fabrication Unit with day-to-day operations. Additionally, the position assists the Structural Fabrication Unit with maintaining standard operating procedures, and collecting metrics to be shared at meetings, workshops, and conferences. The position may also include various other duties or other operational needs of the Structural Fabrication Unit.

This position requires possession of a valid driver's license to transport material samples when requested.

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

Support the day-to-day operation of the Structural Fabrication Unit in the Structure Construction Section.

This duty requires possession of a valid driver's license to transport material samples when requested.

Individual tasks related to the duty:

- Prepare samples including bringing samples in, logging samples, etc.
- Perform basic metals testing on products such as high strength bolts and share results with higher level staff.
- Perform visual inspection dimensional checks on high strength bolts.
- Obtain and distribute project contract document.
- Attend fabrication meetings and take meeting minutes.
- Transport material samples.

Duty 2

General Summary:

Percentage: 30

Maintain Structural Fabrication Unit's standard operating procedures and assist with collecting metrics for use at meetings, workshops, and conferences.

Individual tasks related to the duty:

- Prepare changes to documents based on directions.
- Order supplies.
- Make printouts and copies for workshops and conferences.
- Collect metrics.

Duty 3

General Summary:

Percentage: 10

Other miscellaneous duties as assigned.

Individual tasks related to the duty:

- Miscellaneous laboratory housekeeping.
- Assist with fabrication inspection as directed.
- Other miscellaneous duties as assigned.

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

Perform assignments and use judgment in making decisions where alternatives are determined by established policies and procedures.

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

Decisions that may conflict with the established policies and procedures of the office and/or department.

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 and routine tasks consist of:

Must be able to remain in a stationary position for extended periods of time while working with precision/hand tools, load frames, and machinery.

Extensive use of a computer.

Noise due to testing operations will be present and hearing protection may be required.

Ability to move up to 50 pounds.

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):**

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

This position supports the Structure Construction Section – Structural Fabrication Unit with day-to-day operations. Additionally, the position assists the Structural Fabrication Unit with maintaining standard operating procedures, and collecting metrics to be shared at meetings, workshops, and conferences. The position may also include various other duties or other operational needs of the Structural Fabrication Unit.

This position requires possession of a valid driver's license to transport material samples when requested.

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 Structural Fabrication Unit is responsible for implementing the Departments statewide quality assurance program for structural elements fabricated structural precast concrete and structural steel bridge and highway elements; providing technical support to the design and construction staff located in the Design/TSC/Region offices; performing final inspections on statewide highway structures; reviewing contract documents and special provisions; developing unique special provision; reviewing shop drawings, and testing metal lab samples prior to the material being incorporated into the project. This position assists the Structural Fabrication Unit with statewide quality assurance, specification and shop drawing review, housekeeping tasks, laboratory testing, and other operational needs.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**EDUCATION:**

Current enrollment in vocational or technical school, or post-secondary educational institution.

Current enrollment in pre-engineering at a community college or civil engineering at a four year university preferred.

EXPERIENCE:**Student Assistant A**

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Terminology and subject matter in the area of work to be performed.
- Office equipment or materials used in the work.

Ability to:

- Use a computer.

- Follow oral and written instructions.
- Learn the work of the agency.
- Communicate effectively with others.
- Maintain favorable public relations.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is required and must maintain throughout employment in the position.

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

4/20/2026

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