

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

Position Code 1.

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) Bureau of Bridge and Structures
4. Civil Service Position Code Description Transportation Maint Worker-E	10. Division Structure Preservation and Management
5. Working Title (What the agency calls the position) Limited Term TMW	11. Section Structure Prevention
6. Name and Position Code Description of Direct Supervisor ZUBE, CHRISTOPHER W; TRANSPORTATION MAINT SPV-1	12. Unit Reach All
7. Name and Position Code Description of Second Level Supervisor NIEMI, MATTHEW; TRANSPORTATION MAINT SPV-3	13. Work Location (City and Address)/Hours of Work 6333 OLD LANSING ROAD, LANSING, MI 48917 / M-Thurs, 6:30am-5:00pm and emergency call
14. General Summary of Function/Purpose of Position	
<p>Under the direction of the crew leader, this position installs and removes traffic control devices for bridge inspection and maintenance tasks; participates in bridge repair and maintenance tasks; ensures job site safety and security; performs basic maintenance on vehicles and equipment; and operates specialized equipment. Completes annual and periodic pre-inspection safety cleaning of bridges. This position requires participation in the Transportation Maintenance Worker (TMW) work element program.</p> <p>This position requires statewide travel and the ability to respond to emergency situations on a 24/7 basis.</p>	

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**

Travel statewide, assist with installing and removing traffic control devices for bridge inspection and maintenance tasks and participate in bridge repair and bridge maintenance activities (i.e. deck blow out).

Individual tasks related to the duty:

- Set up traffic control and lane closures at the job site for adherence to MDOT's Mobility Policy, proper work zone safety, and prescribed standards.
- Work as a team to ensure proper work zone coverage and safety awareness.
- Operate crew cab truck with arrow trailer, ability to back up vehicle with trailer.
- Operate hand tools (scalars, small air hammers, chain saws, epoxy injection machines, and air operated grinding tools).
- Participate in washing bridges using 1 inch hose with up to 100 psi pressure washing debris off the steel structure and often includes the ability to drive a water tanker.
- Assist with decent control training by cleaning up ropes.
- Demonstrate a strong commitment to safety including wearing the proper personal protective equipment (PPE) and adhering to MDOT safety standards when performing all duties. Ensure equipment is locked down nightly.
- Assist in the emergency repair of bridges (i.e. concrete replacement) when required.

Duty 2

General Summary: **Percentage: 5**

Perform routine maintenance on specialized bridge inspection vehicles and maintenance equipment.

Individual tasks related to the duty:

- Perform minor repairs and routine maintenance to Reach all.
- Perform minor repairs and routine maintenance on other specialized equipment such as arrow boards, trailers, water trucks and light towers.
- Record vehicle information for daily inspection reports and logs.

Duty 3

General Summary: **Percentage: 5**

Assist various region crews on bridge maintenance operations as required.

Individual tasks related to the duty:

- Assist in the repair of bridge joints and decks using hand and power tools (i.e. scalars, small air hammers, chain saws, epoxy injection machines, and air operated grinding tools).
- Assist with deck blow outs.
- Level concrete and perform other physical labor.

Duty 4

General Summary: **Percentage: 5**

Operate specialized equipment.

Individual tasks related to the duty:

- Operate bucket, scissor lift, and reach all trucks.
- Perform other duties related to structure maintenance as requested.

Duty 5

General Summary: **Percentage: 5**

Other duties assigned.

Individual tasks related to the duty:

- Assist in the fabrication and installation of overhead signs during periods of the year when bridge inspection and maintenance are slow.
- 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.

Decide if the weather or road conditions are a hazard and remove traffic control devices if applicable.

Identify proper traffic control layout for proposed work.

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

Changes in schedule or procedures.

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.

Physical ability to move traffic control equipment, stand, and walk in outdoor temperatures for long periods of time. Climbing in and out of under bridge bucket, climbing on piers when required, and using ladders safely. Working in heavy high-speed traffic situations. Working at heights up to 150' utilizing aerial equipment. Operating 60-pound jack hammers. Lifting and carrying of heavy tools and equipment up to 100 lbs. Working around hazardous materials. Work outdoors in adverse weather conditions. Statewide travel and the ability to respond to emergency situations on a 24/7 basis. Must comply with Guidance Document 10118 –PPE Policy.

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?

Under the direction of the crew leader, this position installs and removes traffic control devices for bridge inspection and maintenance tasks; participates in bridge repair and maintenance tasks; ensures job site safety and security; performs basic maintenance on vehicles and equipment; and operates specialized equipment. Completes annual and periodic pre-inspection safety cleaning of bridges. This position requires participation in the TMW work element program.

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 Reach All Unit supports the Regions, Local Agencies, and Bridge Authorities in the inspection and maintenance of the state's bridges. This position is responsible for installing and removing traffic control devices for bridge inspection and maintenance tasks

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:

Transportation Maintenance Worker 6

No specific type or amount of experience is required

Transportation Maintenance Worker 7

One year of experience equivalent to a Transportation Maintenance Worker 6 or Laborer E6 with experience in roadway, roadside, bridge, or sign maintenance, or pavement marking.

Transportation Maintenance Worker E8

Two years of experience equivalent to a Transportation Maintenance Worker, including one year equivalent to a Transportation Maintenance Worker 7; or, one year of skilled trades experience at the E9 level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge and experience in:

- Heavy equipment operation.
- Operation of hand tools.
- Procedures and methods used in Bridge maintenance.
- Safety precautions.

Ability to:

- Operate controls on under bridge crane.
- Make minor repairs to equipment.
- Understand and follow instructions.
- Coordinate work assignments.
- Travel statewide.
- Maintain a courteous and professional manner with co-workers, customers, and the public.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Commercial Drivers License (CDL) group A with either an N or X endorsement and must be qualified to operate air brakes. **If the selected applicant has a CDL Group B and/or no N or X endorsement, they will be required to obtain a Group A CDL with either an N or X endorsement within 6 months from the date of appointment.

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.

None

I certify that the entries on these pages are accurate and complete.

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