

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

Position Code

1. TRMTCRDRA15N

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 Highways
4. Civil Service Position Code Description TRANSPORTATION MAINT COORDNATR	10. Division Metro Region
5. Working Title (What the agency calls the position) TSC Maintenance Coordinator 12	11. Section Detroit TSC
6. Name and Position Code Description of Direct Supervisor ROSE, JUSTIN P; ENGINEER MANAGER LICENSED-3	12. Unit Operations
7. Name and Position Code Description of Second Level Supervisor WILCOX, ANDREA L; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 1060 W FORT ST; DETROIT, MI 48226 / Mon.-Fri., 7:30 - 4:30 (hours may vary)

14. General Summary of Function/Purpose of Position

This position oversees, directs and monitors Michigan Department of Transportation (MDOT) maintenance contract and right-of-way (ROW) permit work activities performed by contract agencies, local governments, utility companies and private sector contractors within the Detroit Transportation Service Center (TSC). Responsibilities include overseeing ROW permit work in the field, assisting with permit closeouts, processing permit advance notices and supporting the planning and coordination of maintenance operations and contracts. Additionally, this position regularly reviews area infrastructure, such as roads, bridges, roadsides, drainage systems, signage and fencing, to identify maintenance needs to ensure public safety and functions as an Emergency First Responder for assigned routes and as a back-up responder within the Metro Region when needed.

This position requires possession of a valid driver's license to perform field reviews and to act as an emergency first responder.

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: 65

Provide construction permit inspection, coordinate and approve advance notices associated with utility related annual permit activities, roadway condition monitoring and emergency response services.

This duty requires possession of a valid driver's license to conduct field reviews.

Individual tasks related to the duty:

- Review work performed under permits and provide field guidance to customers and contractors representing private individuals, commercial businesses, utility companies and local governments on permitted construction and other activities within MDOT TSC area ROW. Coordinate with TSC Utilities-Permits and Traffic Operations staff to resolve permit and traffic control related issues with the customer. Maintain records, logs and prepare reports for permit related issues and inspection.
- Conduct periodic reviews of road, bridge, and/or roadside conditions, including assessments following weather events. Perform field investigations in response to complaints and damage claims; report findings and initiate appropriate maintenance actions to ensure safe conditions for the traveling public and protection of the environment.
- Serve as a backup responder for maintenance related emergency situations on TSC area freeways and surface arterials as assigned. Respond to emergency calls that affect public safety during regular and non-work hours. Provide expertise, recommend resources and coordinate with MDOT staff, contract agencies and other responders as necessary to maintain or restore safety in the shortest time frame possible. Participate in the development and implementation of emergency response and contingency plans.

Duty 2

General Summary:

Percentage: 15

Plan, schedule and coordinate non-routine maintenance activities (e.g., concrete patch repairs, drainage sewer repair/replacement, small asphalt overlays, etc.)

Individual tasks related to the duty:

- Identify and provide recommendations on TSC area maintenance needs. Collaborate on and coordinate the development of work plans with MDOT maintenance resource providers (e.g., Detroit Maintenance Garage, Taylor TSC Maintenance Staff, Metro Region Maintenance Superintendent, etc.) to address needs. Coordinate work performed by multiple providers (e.g., direct forces, agencies, contractors) for non-routine projects.
- Coordinate the scheduling of maintenance activities with planned construction projects in conjunction with the TSC Traffic Operations Engineer to minimize customer mobility impacts.
- Organize and support maintenance responses to requests from area stakeholders for high profile special events (e.g., Freedom Festival, Detroit Auto Show, Thanksgiving Day Parade, etc.)
- Review project design plans to ensure maintenance issues are adequately addressed. Provide maintenance related information and data for MDOT project designs.
- Participate in project scoping, plan reviews, final construction acceptance reviews and post construction evaluations.

Duty 3

General Summary:

Percentage: 10

Oversee, direct and monitor contractor and contract agency maintenance work activities, participate in work planning, budget allocation and budget monitoring to ensure effective implementation of maintenance services.

Individual tasks related to the duty:

- Participate in the planning and review of contractor/contract agency maintenance work activities as assigned. Monitor maintenance performance to ensure compliance with applicable department guidelines, practices and procedures. Document accomplishments and track budget compliance. Review billings and recommend payments based on work satisfactorily performed. Identify areas where improvements and/or instruction on aspects of maintenance operations may be required, and work with maintenance service providers and colleagues (via MDOT contract and staff administrators) to implement changes. Monitor safety practices of contractor/contract agency maintenance operations and take appropriate action where needed.
- Maintain records, prepare reports and work authorizations, and compose correspondence relative to maintenance work issues and monitoring. Use AASHTOWare for tracking, documenting and processing payments on heavy maintenance projects.

Duty 4

General Summary:

Percentage: 10

Serve as an emergency first responder and perform other duties as assigned.

This duty requires possession of a valid driver's license to act as an emergency first responder.

Individual tasks related to the duty:

- Respond to emergencies on MDOT trunkline and coordinate with other first responders.
- Assess the relative safety of the roadway and/or structures to maintain or reestablish traffic.
- Recommend and/or implement traffic control modifications to improve safety and address traffic back-ups.
- Communicate emergency status updates to MDOT Communication Team and others as appropriate.
- Coordinate maintenance activities with partner agencies, such as the City of Detroit General Services Division.
- Provide and oversee training for MDOT staff and partner agency or contractor personnel, including work zone safety.
- Initiate and maintain communication with local agencies, city superintendents, law enforcement officials and the public to ensure their needs are understood and appropriately addressed.
- Build and maintain a collaborative "partnering" relationship with external customers. Work jointly with external customers and other MDOT areas to resolve maintenance, permit, special event and emergency response issues while continually striving to enhance MDOT's public image.
- Promote MDOT practices, goals, and strategies, through public engagement, including meetings, field visits, correspondence, and phone conversations.
- Assist Traffic Operations and Traffic and Safety Engineers with data collection and field observations.
- 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.

The employee in this position works in an independent capacity and primarily makes decisions regarding priority and methods of completing construction permit and contract maintenance work. Decisions are made daily that affect the condition of roadway surfaces, bridges, drainage, guardrails, roadside and traffic control devices to keep them in safe condition for the traveling public. Whenever possible, improvements within the area of responsibility are identified and recommended.

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

Most decision are made independently. However, matters of policy change, contractual provisions or political sensitivity, or when a decision is required which surpasses TSC authority, those that have the potential of becoming a major department or region issue require the supervisor's input.

All public safety and public relations issues are communicated upward to keep the supervisor informed.

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.

Extensive driving of a vehicle in all types of weather conditions. Work outside in adverse weather conditions during emergencies. Traversing uneven terrain including climbing up and down roadway slopes, moving in and out of traffic. Climbing under bridges, over water, wading in water and continuously working in heavy traffic occurs regularly. May have extended periods of time remaining in a stationary position at a computer. Function as an emergency first responder for assigned routes and as a backup responder within the Metro Region as needed. Ability to make effective decisions in emergency situations. Position requires possession of a valid driver's license. Be available outside normal working hours for maintenance operations, in all weather conditions.

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?

This position oversees, directs and monitors MDOT maintenance contract and ROW permit work activities performed by contract agencies, local governments, utility companies and private sector contractors within the Detroit TSC. Responsibilities include overseeing ROW permit work in the field, assisting with permit closeouts, processing permit advance notices and supporting the planning and coordination of maintenance operations and contracts. Additionally, this position regularly reviews area infrastructure, such as roads, bridges, roadsides, drainage systems, signage and fencing, to identify maintenance needs to ensure public safety and functions as an Emergency First Responder for assigned routes and as a back-up responder within the Metro Region when needed.

This position requires possession of a valid driver's license to perform field reviews and to act as an emergency first responder.

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 Detroit TSC manages the state transportation system for the cities of Detroit, Highland Park, Hamtramck, Harper Woods and the Grosse Pointe communities, providing customer service to the public, business agencies, and municipalities. This includes issuing permits, administering maintenance activities, resolving complex traffic and safety issues, developing maintenance of traffic (MOT) plans, managing the design of road and bridge projects, coordinating and managing construction projects, and evaluating road and bridge facilities within the jurisdictional areas of the TSC. This position serves as the lead resource in providing oversight of contracted maintenance work, right-of-way permit construction and other permitted activities for the Detroit TSC service area. The employee in this position frequently coordinates with government agency, business and utility company representatives, contractors and the general public to ensure that these activities are conducted in a safe, appropriate and cost effective manner and road conditions remain safe for the traveling public.

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 Coordinator 12

One year of experience equivalent to a Transportation Maintenance Supervisor 11 or two years of experience equivalent to a Transportation Maintenance Worker 9.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- All aspects of transportation maintenance procedures and practices.
- The contracting process.

Ability to:

- Communicate effectively.
- Work cooperatively with others within MDOT, local units of government and the public and business sectors.
- Work with computers and MDOT computer programs.
- Evaluate work processes and identify areas of improvement for efficiency in operations.
- Determine if completed projects meet specifications and guidelines.
- Make mathematical computations.

**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.

None

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

ASHLEY PARSONS

9/8/2026

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