

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

Position Code 1. TRMTSPV2A40N

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) Highways
4. Civil Service Position Code Description TRANSPORTATION MAINT SPV-2	10. Division Superior Region
5. Working Title (What the agency calls the position) Supervisor - Houghton Maintenance Facility and Portage Lake Lift Bridge	11. Section Ishpeming Transportation Service Center
6. Name and Position Code Description of Direct Supervisor FILPUS, KENNETH P; ENGINEER MANAGER LICENSED-3	12. Unit Operations / Houghton Maintenance Facility and Portage Lake Lift Bridge
7. Name and Position Code Description of Second Level Supervisor TERVO, ROBERT T; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 51750 Industrial Dr, Calumet MI / M-F 6:00 am to 4:30 pm (days and hours may vary)

14. General Summary of Function/Purpose of Position

This position supervises and directs personnel and maintenance operations for the Houghton Maintenance Facility and Portage Lake Lift Bridge and plans, budgets, coordinates, oversees, and measures work performance and accomplishments of day-to-day highway maintenance operations. This position functions as the Transportation First Responder (TFR) for the assigned area and coordinates the Department's response during emergencies.

The duties of this position require the incumbent to operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., snowplow) when performing maintenance operations.

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: 35

Supervise, direct, and coach employees.

Individual tasks related to the duty:

- Supervise work activities performed by maintenance staff in such operations as pavement, patch, seal coat, shoulder rebuild, guardrail reconstruct, cut and fill roadside embanks, culvert and underdrain repairs, and large erosion repairs.
- Coordinate scheduling of work performed by staff in accordance with approved union contracts.
- Approve time sheets timely as well as the use of leave privileges for staff.
- Instruct and explain to employees the department's strategic plan and instill a culture that supports the strategic goals.
- Identify operational training needs and provide training opportunities for staff as required to safely perform duties consistent with Michigan Department of Transportation (MDOT) standards.
- Coordinate the work element training to be conducted in the work unit. Guide employees in the operation of the work element system. Maintain training records for the work unit.
- Hold team members accountable by setting clear expectations, monitoring performance, providing timely feedback, and implementing corrective actions when necessary. This includes establishing performance expectations, completing performance evaluations, and ensuring the effective use of the performance management system.
- Handle employee relations including the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and labor relations activities. Ensure compliance with equal employment opportunities (EEO).
- Mentor staff and facilitate knowledge management. Proactively work with staff to understand their professional goals and to identify professional development opportunities to help them achieve those goals.
- Review union contracts and Civil Service rules/regulations and consistently reference in decision making to ensure compliance with contracts and rules. Contact the Office of Human Resources, Labor Relations Section for guidance or questions.
- Schedule and conduct meetings with staff on a regular basis.
- Review and ensure staff compliance with certifications/licenses of subordinate positions.

Duty 2

General Summary:

Percentage: 25

Maintenance Operations Oversight.

This duty requires operating a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more.

Individual tasks related to the duty:

- Serve as a Transportation First Responder for geographic area covered by the facilities which includes being available outside normal working hours for emergency situations and responding to incident scenes involving our infrastructure by coordinating with police/fire/Emergency Medical Service to ensure the road is in a safe condition before being re-opened.
- Monitor the performance of maintenance operations to ensure trunkline maintenance activities comply with applicable department guidelines, practices, and procedures and are in alignment with strategic plans established within the Transportation Service Center (TSC) and Region. Ensure uniformity of highway maintenance operations, methods, and procedures through field- inspections and instructions. Make maintenance decisions considering cost and department policy.
- Monitor road conditions in the field as required to ensure public safety.
- Conduct field investigations for complaints received on road, bridge, or roadside conditions.
- Maintain records, prepare reports, prepare work authorizations, and compose correspondence relative to work issues.
- Perform winter maintenance activities which may include clearing the roadway, salting, and sanding.
- Monitor, track, and manage data collection for road maintenance rating systems. Ensure staff are trained on asset management collection to ensure accurate data collection.
- Coordinate bid processes for materials, services, and equipment including obtaining bids and supporting documents, tracking the work, and submitting requests for payment.
- Develop work orders for scheduled work activities and track and report on staff hours, equipment, and materials used within the Transportation Asset Management System.
- Monitor, assign, track, and review work requests established within the Property Damage Reclamation Program.
- Assist Transportation Maintenance Coordinators in the development of detailed work plans for geographic areas of responsibility.
- Monitor and ensure spending remains within allotted budget.
- Procure and coordinate materials, supplies and equipment needed for maintenance activities.

- Oversee, review, and approve procurement card usage, fleet operations, and vehicle logs.
- Coordinate and/or conduct safety training and inspections.
- Participate in the development and implementation of emergency response and contingency plans.
- Maintain records, prepare reports, prepare work authorizations, and compose correspondence relative to work issues.

Duty 3

General Summary:

Percentage: 20

Facility Operations and Oversight.

Individual tasks related to the duty:

- Input/track work orders and requests within the Department's facility management computer system. Track time, equipment, and materials utilized for facility repairs and report those costs within the facility management computer system.
- Manage private vendor contracts and facility operations.
- Ensure proper environmental function including material data sheets, energy consumption, and air quality. Maintain a current Pollution Incident Prevention Plan (PIPP) and ensure compliance with the PIPP for all assigned facilities including weekly inspections and the proper disposal and record keeping of waste disposal.
- Manage the material inventory for the facility.
- Perform quality control activities of the facilities including conducting facility assessments and identifying and scheduling necessary repairs and modifications.
- Ensure the security of the facility and all of its contents.
- Ensure the safety of the maintenance operations as well as the facilities including maintaining the Michigan Occupational Safety HA 300 log, posting appropriate safety information, and adhering to any safety protocols. Continuously stress safety and correct unsafe conditions and activities.

Duty 4

General Summary:

Percentage: 10

Supervision of operations of the Portage Lake Lift Bridge.

Individual tasks related to the duty:

- Meet with U.S. Coast Guard and other regulatory agencies.
- Maintain emergency and contingency plans.
- Participate in navigational and port security task forces.
- Ensure that preventative maintenance activities are performed timely.
- Participate in the Portage Lake Lift Bridge Contingency Planning Group.
- Schedule back up bridge operators when a bridge operator is off on leave. Ensure that there are enough trained back-up operators and that they stay up to date on training to be able to operate the bridge as needed.

Duty 5

General Summary:

Percentage: 5

Maintain and share knowledge and expertise on maintenance policy, practices, and procedures.

Individual tasks related to the duty:

- Maintain knowledge of the most current maintenance standards, practices, and procedures. Continue to be well-informed on modern and innovative maintenance work methods.
- Provide information for Freedom of Information (FOIA) inquiries and interrogatories.
- Participate in legal depositions as required.
- Provide recommendations on trunkline maintenance needs.
- Provide maintenance related information and data for design of MDOT projects.
- Participate in project scoping, plan reviews, final construction reviews and post construction critiques.
- Serve as a resource person for other business areas in the region and Lansing.

Duty 6

General Summary:

Percentage: 5

Provide leadership in alignment with MDOT's mission, visions & values. Establish and maintain effective staff and customer relations.

Individual tasks related to the duty:

- Serve as a liaison with the public, local agencies, law enforcement officials, etc. to ensure their needs are understood and adequately addressed. Professionally and effectively meet with the public and respond to and work with customers to investigate complaints, resolve, and provide follow-up. Communicate plans for maintenance activities and discuss potential impacts.
- Implement and administer MDOT strategic goals and objectives.
- Create a "partnering" relationship with external customers. Jointly coordinate with external customers and other areas within MDOT to resolve maintenance, special events, and emergency response issues.
- Continually strive to improve the "image" of MDOT.
- 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.

Decisions regarding items encountered when serving as a Transportation First Responder as well as decisions related to the facilities, work methods, contract administration, handling labor relations, and recommending disciplinary actions.

Whenever possible, identify, recommend, and implement process or work method improvements.

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

Questions involving department policies, standards, guidelines, and procedures. Situations where department policy is unclear, issues that could be politically sensitive, fleet, equipment, or facility repairs that exceed local purchasing authority levels.

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.

Be a first responder to emergencies which include being available outside normal working hours for maintenance/emergency operations in all weather conditions and making effective decisions in emergency situations. Field and maintenance work requires frequently working in heavy traffic, confined spaces, traversing steep slopes/embankments, bending, twisting, stooping, wearing required safety apparel and working from heights utilizing aerial equipment or bridge decks in all weather conditions. Position requires the ability to lift up to 100 pounds. Extensive travel is required due to work requirements. Position requires extensive use of a computer and remaining in a stationary position for extended periods of time. This position is required to operate a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
POISSON, DAVID J	BRIDGE OPERATOR-E E8	PETERSON, STEVE P	BRIDGE OPERATOR-E 6
HENDRICKSON, SCOTT W	BRIDGE OPERATOR-E 6	VACANT	GENERAL SPS EMPLOYEE
KAURA, JOHN P	HEAVY EQUIPMENT MECHANIC-A 11	SCHNEIDERHAN, EDWARD	HEAVY EQUIPMENT MECHANIC-A 11
VACANT	TRANSPORTATION MAINT WORKER-A	BISHOP, MICHAEL D	TRANSPORTATION MAINT WORKER-A 9
NICOLS, JAMES P	TRANSPORTATION MAINT WORKER-A 9	VACANT	TRANSPORTATION MAINT WORKER-A
O'CONNOR, KENNETH	TRANSPORTATION MAINT WORKER-E E8	WALKER, RANDY J	TRANSPORTATION MAINT WORKER-E E8
PINTAR, STEVEN J	TRANSPORTATION MAINT WORKER-E E8	FRAKI, LEON J	TRANSPORTATION MAINT WORKER-E E8
KERANEN, DUSTIN M	TRANSPORTATION MAINT WORKER-E E8	LUTZ, JOSHUA B	TRANSPORTATION MAINT WORKER-E E8
LARAMORE, ROBERT L	TRANSPORTATION MAINT WORKER-E E8	HARJU, SHAWN C	TRANSPORTATION MAINT WORKER-E 7
HIGGINS, JESSE A	TRANSPORTATION MAINT WORKER-E 7	SPAGNOTTI, DAVID D	TRANSPORTATION MAINT WORKER-E 7
PINTAR, COLE A	TRANSPORTATION MAINT WORKER-E 7	FRANTTI, JEFFREY L	TRANSPORTATION MAINT WORKER-E 7
SOMERO, BRETT L	TRANSPORTATION MAINT WORKER-E 6		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" 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?

This position supervises and directs personnel and maintenance operations for the Houghton Maintenance Facility and Portage Lake Lift Bridge and plans, budgets, coordinates, oversees, and measures work performance and accomplishments

of day-to-day highway maintenance operations. This position functions as the TFR for the assigned area and coordinates the Department's response during emergencies.

The duties of this position require the incumbent to operate a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more (e.g. snowplow) when performing maintenance operations.

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 function of the work area is to maintain the transportation infrastructure in a reasonable and safe condition. This position oversees the Houghton Maintenance Facility and the Portage Lake Lift Bridge.

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 Supervisor 12

One year of experience equivalent to a Transportation Maintenance Supervisor 11; or two years equivalent to a Transportation Maintenance Worker 9; or three years equivalent to a Bridge Worker E8, Electrician Licensed E9, Heavy Equipment Mechanic E10, Maintenance Mechanic E9, Steeplejack E9, or Welder E9.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Be available outside normal working hours for emergency situations.
- Effectively communicate.
- Be persuasive with patience/firmness to convince the public/employees of the merits of our policies/methods.
- Maintain records and prepare reports.
- Plan and coordinate work.

Knowledge of:

- Maintenance methods/equipment/materials/operations applicable to road surfaces/shoulders/drains/signs/roadside areas, and snow/ice removal.
- SIGMA Employee Self-Service, Manager Self-Service, Financial.
- Transportation Asset Management System, Facility Management Computer System, and Road Maintenance Rating System.
- Administration of contracts.
- Preventative Maintenance Program.
- Supervisory practices/policies/procedures.
- Budget preparations.
- Effective communication with staff.
- Safety compliance, regulations, and guidelines and apply them to maintenance activities, and facility operations.
- The principles of self-managed work teams and the department's strategic plan.

CERTIFICATES, LICENSES, REGISTRATIONS:

Subclass Code: CDLT – Possession of a valid Commercial Driver's License (CDL). Position requires a CDL Group A with either an N or X endorsement and no air brake restrictions 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

1/16/2026

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