

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) Highway
4. Civil Service Position Code Description TRANSPORTATION MAINT SPV-3	10. Division Metro Region
5. Working Title (What the agency calls the position) Maintenance Supervisor	11. Section Operations
6. Name and Position Code Description of Direct Supervisor JAHAN, ISHRAT; ENGINEER MANAGER LICENSED-4	12. Unit Maintenance
7. Name and Position Code Description of Second Level Supervisor GARZA, JASON M; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 18101 W Nine Mile Rd, Southfield, MI 48075 / M-F 7:30-4:30 (hours may vary)
14. General Summary of Function/Purpose of Position	
<p>This position serves as a supervisor coordinating and directing the work of subordinate personnel through supervisors and has responsibility for directing the Region in the management of maintenance activities to ensure uniformity in maintenance standards. This position works with Region maintenance, operations, and Transportation Service Center (TSC) staff to optimize maintenance planning, organization, and control. This position serves as the Metro Region representative for the Statewide Maintenance Superintendent Alignment (MSAT) team with Transportation Maintenance Operations (TSMO) to ensure statewide/Region uniformity in maintenance operations. This position is also responsible for monitoring work item accomplishments as it relates to the Transportation Asset Management System (TAMS)/Signal Asset Management System (SigAM)/VueWorks/etc. and instituting changes to ensure planned work is completed.</p> <p>This position requires possession of a valid driver's license to conduct field reviews.</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: 35

Oversee Metro Region maintenance operations. Lead the optimization of Metro Region maintenance activities and ensure alignment with statewide initiatives.

Individual tasks related to the duty:

- Function as the Region's maintenance expert.
- Schedule, report and monitor maintenance operations performance in accordance with the maintenance activity sheets, Department operating instructions and other applicable Department guidelines.
- Develop detailed maintenance work programs within specified budget allocations.
- Coordinate documents detailing maintenance work programs.
- Assist with monitoring the Region maintenance budget.
- Plan, monitor, and ensure that all Department safety guidelines and procedures are provided for each employee. Ensure that all employees are provided with personal protective equipment (PPE) and training in its use.
- Maintain a summer work plan of maintenance activities across the region.
- Attend statewide meetings as required to ensure alignment across the states.
- Prepare reports, letters and memos.
- Develops and delivers various presentations as required.

Duty 2

General Summary:

Percentage: 25

Coordinate and optimize Metro Region maintenance activities. Provide support to TSCs in the administration of contract agency and maintenance operations.

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

Individual tasks related to the duty:

- Serve on the Metro Region Maintenance Business Team.
- Establish a formal agenda of issues requiring resolution and action items for team members.
- Recommend, participate and help with the resolution of issues, problems and directives to optimize all Metro Region operations.
- Ensure that the Metro Region Maintenance Budget model is updated yearly to reflect current practices.
- Ensure that all budget deadlines associated with the budget model are met by the Maintenance Business Team.
- Plan, organize, prioritize and control maintenance call for discretionary projects in accordance with the budget model.
- Ensure that the maintenance discretionary projects and Special Crews operations are integrated and consistent with the Metro Region road and bridge capital programs.
- Review maintenance operations periodically and instruct Michigan Department of Transportation (MDOT) lead workers and contract agency personnel in various aspects of maintenance work to ensure uniformity in procedures.
- Conduct field reviews to monitor roadway and roadside conditions to ensure all work is being performed within the scope of the maintenance contract.
- Assist the TSCs in developing maintenance work programs within specified budget allocations.
- Assist in the preparation, negotiation and monitoring of the contractual budget allocation.
- Coordinate special equipment and training with the contract agencies to maintain uniformity in statewide procedures and standards.
- Serve as a resource for the integration of maintenance activities into system optimization by evaluating maintenance methods and their impact on congestion and daily relief.

Duty 3

General Summary:

Percentage: 20

Serve on the MSAT. Coordinate with TSMO to ensure maintenance uniformity and consistency. Serve as the Metro Region representative/leader on the statewide Safety and Security Team; and co-lead the Metro Region Safety Team with the Administrative Service Unit Manager.

Individual tasks related to the duty:

- Serve as a liaison between Metro maintenance and TSMO. Share information and updates with Metro Region maintenance staff. Request input from Metro Region maintenance as needed for discussions with TSMO.
- Attend maintenance demonstrations to remain current on industry standards.
- Coordinate with peers on maintenance activities as needed.

- Provide input on maintenance contracts use by Region staff.
- Serve as the liaison between Metro Region Safety Team and the statewide Safety and Security Team. Provide safety updates to the Metro Region Team.
- Collaborate with Metro Region Bridge Unit, Bureau of Bridges and Structures (BOBs), contract county and TSCs to address bridge Request for Actions (RFAs).
- Provide directions on selecting facility projects.

Duty 4

General Summary:

Percentage: 10

Perform supervisory responsibilities.

Individual tasks related to the duty:

- Provide direction and oversight of staff activities and practices, determine best practices and ensure sharing of these best practices across the state.
- Delegate work assignments and coordinate the workload of subordinates.
- 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.
- 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.
- Approve timesheets timely to ensure all hours worked are recorded properly, any time away from work (e.g., annual leave, school leave, sick leave/time, lost time, union leave, Family Medical Leave Act, etc.) was recorded properly, and ensure timesheet compliance with Civil Service rules/regulations, collective bargaining agreements, and MDOT policies/procedures.
- 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.
- Facilitate the development of Transportation Maintenance Workers (TMWs) at regionwide crews by recommending additional training.
- Facilitate the development of Transportation Maintenance Supervisors (TMSs) and Transportation Maintenance Coordinators (TMCs) by recommending additional training.
- Review and ensure staff compliance with certifications/licenses of subordinate positions.

Duty 5

General Summary:

Percentage: 10

Oversees the vehicle and Equipment fleet. Perform other duties as assigned.

Individual tasks related to the duty:

- Manage the Region's vehicles, tagged equipment and fleet.
- Supervise and work with the Regional Automotive and Equipment (A&E) supervisor to ensure timely preventive and reactive equipment maintenance.
- Participate in regional equipment reviews.
- Coordinate the utilization of specialized equipment across the region.
- Participate in training such as the winter operations workshops.
- Participate in the review and development of process improvements related to maintenance work methods.
- Prepare contingency plans for the Region in the event a contract agency experiences a work stoppage/slowdown or opts to give up the maintenance contract.
- Respond to questions from both internal/external customers and continually strive to present a positive image of MDOT.
- Coordinate and recommend heavy maintenance projects as required.
- Coordinate with region resource analyst and environmental coordinator to support environmental audits in Auburn Hills and Detroit Maintenance Garages.
- 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 that affect the maintenance operations of Metro Region such as how budgets are developed, what projects or assignments are required, and how system condition goals are going to be met. The approval of leave privileges for staff.. Determines if and when disciplinary action is needed.

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

Decisions which impact statewide procedures, policies, or goals.

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.

Ability to work in and around heavy traffic with heavy equipment. Exposure to hazardous materials requiring the usage of PPE. Ability to work from heights requiring the use of aerial equipment, scaffolding or safety harnesses. Must be able to remain in a stationary position for extended periods of time and move throughout various terrains. Position requires possession of a valid driver's license. Position may require availability outside normal working hours based on operational needs.

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>
CHEEK, NINA	DEPARTMENTAL TECHNICIAN-E E9	COLEMAN, JANICE M	DEPARTMENTAL TECHNICIAN-E E9
HATCHER, JAMES F	ELECTRICIAN SUPERVISOR-1 11	GOVE, MARK W	HEAVY EQUIPMENT MCH SPV-2 12
BANKS, CECIL M	MAINTENANCE MECHANIC- E E9	BRANDOM, BRIAN K	TRANSPORTATION MAINT SPV-2 12
LADENSACK, JOHN	TRANSPORTATION MAINT SPV-2 12		

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 serves as a supervisor coordinating and directing the work of subordinate personnel through supervisors and has responsibility for directing the Region in the management of maintenance activities to ensure uniformity in maintenance standards. This position works with Region maintenance, operations, and TSC staff to optimize maintenance planning, organization, and control. This position serves as the Metro Region representative for the Statewide MSAT team with TSMO to ensure statewide/Region uniformity in maintenance operations. This position is also responsible for monitoring work item accomplishments as it relates to TAMS/SigAM/VueWorks/etc. and instituting changes to ensure planned work is completed.

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

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?

This position provides the foundation for successful maintenance operations in Metro Region. Metro Region encompasses three counties and includes both direct and contract agency maintenance activities.

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 13

One year of experience equivalent to a Transportation Maintenance Supervisor 12 or Transportation Maintenance Coordinator 12; or two years equivalent to a Transportation Maintenance Supervisor 11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Methods and materials used in road maintenance.
- Occupation hazards and safety precautions.
- Employee relations.
- MDOT policies and procedures.
- Supervisory practices.
- EEO rules and regulations.
- Maintenance management systems.
- Budget preparation, oversight and control.

Ability to:

- Read and interpret plans and blueprints.
- Plan work schedules.
- Plan, coordinate and supervise the work of others.
- Determine maintenance needs.
- Inspect and oversee road maintenance projects.
- Organize work and schedules to meet emergency road conditions.
- Maintain and prepare reports.
- Communicate effectively.
- 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.

None

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

ASHLEY PARSONS

2/18/2026

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