State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. TRMTWKRAA77R

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 WORKER-A	**10. Division** Superior Region
5. Working Title (What the agency calls the position) Transportation Maintenance Worker A - Lead Worker	**11. Section** Ishpeming Transportation Service Center
6. Name and Position Code Description of Direct Supervisor JAHFETSON, ROGER; TRANSPORTATION MAINT SPV-2	**12. Unit** Houghton Maintenance Facility
7. Name and Position Code Description of Second Level Supervisor FILPUS, KENNETH P; ENGINEER MANAGER LICENSED-3	**13. Work Location (City and Address)/Hours of Work** 51750 Industrial Dr, Calumet MI 49913 / M-F 6am-3:30pm (days and hours may vary)

14. General Summary of Function/Purpose of Position

This position functions as a lead worker overseeing the work activities of other Transportation Maintenance Workers (TMWs) at a work site or facility. This position performs maintenance of state trunk lines, structures, and right-of-way in the Superior Region while participating in the TMW work element program and performs senior level functions with complex responsibilities for the most complex equipment operations and high maintenance activities.

Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., snowplow, dump truck) 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: 55**

Perform all surface, shoulder, roadside, structure, general maintenance, and winter maintenance activities listed in the Michigan Department of Transportation (MDOT) Direct Maintenance Handbook. Participate as a member of a Team Managed Work Group. Contribute to Team Managed Work Group decisions such as planning maintenance activities, improving productivity and quality, creation of innovative ideas, and understanding costs. Allocate work assignments to TMWs and ensure equipment and material resources are available to work teams.
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:

- Perform maintenance activities including, but not limited to: patrol patching, pavement repairs, crack filling and sealing, grading gravel shoulders, tree and stump removal, litter pickup, mowing, repair guardrail, right-of-way repair, snow removal, salting and sanding pavements, mechanical weed and brush control, building and repairing rustic structures, bridge painting, catch basin cleaning, repair drainage culverts and drainage structures, ditching, and concrete bridge deck/structure repair.
- Operate the following heavy motorized equipment during the performance of these activities, but not limited to: 6-ton dump truck for hauling maintenance materials and supplies to job sites, (6) to (9) ton dump trucks with winter attachments, such as metered salt boxes, underbody scraper blades, snow plows, etc., front end loader, tractor with attachments such as backhoe, loader bucket, rotary mower, etc., one-ton dump truck, motor grader with wing and plow, roller, bulldozer, hydraulic crane, hydraulic excavator, large truck with hydraulic lift bucket, air compressor, brush chipper, stump grinder, patching and crack sealing equipment.
- Operate powered equipment, including, but not limited to: chain saw, generator, electric and air power tools, pavement router, tar kettle, water pumps, cement saw, jackhammer, mud jack, street sweeper, reach-all, shot blaster for flood coating (profiler) and abrasive blasting equipment.
- Utilize hand tools including, but not limited to: shovel, rake, sledgehammer, and post hole digger.
- Allocate team member group work assignments to assist in team decision making. Foster a team approach to accomplish assignments.
- Schedule equipment and arrange special equipment needs.
- Coordinate work with vendors and maintenance agencies to obtain equipment and personnel resource to enhance the cost efficiency and effectiveness of the work team.
- Set up, operate, maintain, and take down traffic control devices for establishing work zones on highways, roadside and bridges.
- Operate abrasive blasting equipment and enter confined spaces which requires the use of an air fed hooded respirator, or negative or positive pressure respiration.

Duty 2

General Summary: **Percentage: 20**

As lead worker, oversee teams of transportation maintenance workers performing routine, relative and preventative maintenance; review/approve the work of contractors performing maintenance activities: maintain inventory and perform inspections. Develop and maintain a work team environment while accomplishing assigned tasks.

Individual tasks related to the duty:

- Ensure equipment and materials are available. Instruct TMWs on proper procedures and guidelines. Instruct TMWs on the adherence to Department guidelines related to employment safety and equipment operation, etc.
- Coordinate and oversee on-the-job work for quality, timeliness, and cost efficiency. Explain general work assignments to crew while participating in the work, adapt general methods and procedures in order to meet required needs. Train new TMWs on the job in all phases of equipment operation and highway maintenance operations.
- Perform inspections of highways, roadsides, roadside parks, culverts, and facilities. Complete inventories of physical features and facilities. Complete reports and inventories.
- Oversee the work of contractors performing maintenance work. Approve/disapprove the work accomplished. Maintain records to determine payment and document acceptance of work.
- Submit all timecards, leave request, work order reports, accomplishment reports, and other written documents as directed by the supervisor and in accordance with departmental procedures and policies.
- Participate in Team Managed Work Groups, contribute to Team Managed Work Group decisions, support team actions; coach team members; oversee and assure the quantity and quality of workflow. Support team adherence to established guidelines and procedures; participate in the team's work. Complete and submit the reporting of activities as required for the Maintenance Activity Reporting System (MARS). Review the reporting by team members for accuracy, completeness, and timeliness. Use data to determine cost effectiveness. Make recommendations on total quality improvements. Support other TMWs in making process improvements.
- Notify the supervisor as to problems related to employee attendance and performance and provide information for evaluations.

Duty 3

General Summary: **Percentage:** **10**

Responsible for all safety aspects of a job and be in compliance with Departmental personal safety equipment policy. Review work operation for compliance with department guidelines, Michigan Occupational Safety and Health Administration (MIOSHA) Standards and other controlling agency directives.

Individual tasks related to the duty:

- Use and maintain personal safety equipment and apparel. Ensure safety equipment and apparel is available for other TMWs and is used as required.
- Train or assist in training other employees on operating equipment and in the use of departmental guidelines for performance of work activities.
- Review the work of other TMWs. Assist in the set up and evaluation of work zones, work sites and operations with required safety standards. As lead worker, instruct the TMWs on safe work practices and adherence to Department policy and procedures. Coordinate the training of TMWs and arrange training.
- Participate and assist in inspection of facilities and work sites performed by Department and Region staff, MIOSHA, and other controlling agencies. Assist in the responses to inspection reports and coordinate corrective actions.

Duty 4

General Summary: **Percentage:** **10**

Perform equipment servicing and cleaning. Perform miscellaneous duties and janitorial activities at garage facilities and on MDOT owned or lease properties, and other maintenance work activities as directed by the supervisor.

Individual tasks related to the duty:

- Operate equipment in performance of the above activities including, but not limited to: forklift, front end loader, small lawn tractor and other miscellaneous equipment and hand tools.
- Change tires, oil, and lubricate equipment and vehicles used in highway, roadside, and bridge maintenance work activities.
- Perform inspection of equipment for determining readiness of equipment to meet functional operational requirements prior to operation.
- Allocate work assignments to team members to maintain facilities and equipment.
- Instruct other TMWs on proper maintenance, servicing and security of facilities and equipment.
- Maintain inventories of supplies and materials. Develop procedures to control inventory security and measure accomplishments.

Duty 5

General Summary: **Percentage:** **5**

Perform the following sign maintenance activities.

Individual tasks related to the duty:

- Perform sign maintenance activities including sign fabrication, small sign maintenance, special pavement marking, small sign erection.
- Utilize motorized and power equipment during the performance of these activities including, but not limited to: sign truck with lift bucket, sign fabrication equipment, hydraulic post puller, stake rack truck, post driving hammer, air powered drills.
- Meet with local utilities when setting up maintenance sign work activities. Make decisions on sign placement when normal placement is not possible.
- Operate mechanics hand tools to install, repair and replace pipes, signs, delineators, and fence.
- 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.

Employee (TMW9) exercises judgement to select and apply the most appropriate guideline from available alternatives. Whenever possible identify, recommend, and implement improvements in the work methods and materials utilized in the position. Decisions are based on Department policies and practices regarding maintenance operations, work team assignments, and vehicle and equipment allocation.

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

When assignments are unclear or do not conform to established guidelines/procedures. Decisions concerning personnel issues, team assignments, material and equipment purchases, and employee performance should be referred to the supervisor.

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.

Position requires working various hours, working outside in all kinds of weather, working on roadway in high traffic areas, working with chemicals, herbicides, pesticides, wearing a respirator, operating various types of equipment, performing

manual labor, working from heights up to 50 feet requiring the use of aerial equipment or working from bridge decks, entering confined spaces, twisting, bending and stooping many times and wearing personal protective equipment. Manual labor involves lifting and carrying heavy tools/materials and the ability to lift up to 90 pounds. Be available outside normal working hours for maintenance/emergency operations, in all weather conditions.
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.

NAME	CLASS TITLE	NAME	CLASS TITLE
O'CONNOR, KENNETH	TRANSPORTATION MAINT WORKER-E E8	WALKER, RANDY J	TRANSPORTATION MAINT WORKER-E E8
PINTAR, STEVEN	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
FRANTTI, JEFFREY L	TRANSPORTATION MAINT WORKER-E 7		

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.	Y	Assign work.
N	Provide formal written counseling.	Y	Approve work.
N	Approve leave requests.	Y	Review work.
N	Approve time and attendance.	Y	Provide guidance on work methods.
N	Orally reprimand.	Y	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?

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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 coordinates the operations of work teams to ensure resources are available, team members are fully instructed on assignments, and training on key skills are completed.

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 9
Three years of experience equivalent to a TMW, including one year equivalent to a TMW E8.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:
· Operation of equipment and powered/hand tools.
· Safety policies/procedures.
· Procedures and methods used in maintenance activities.

Ability to:
· Communicate effectively.
· Read a blueprint and take directions.
· Understand and follow directions/instructions.
· Work with herbicides, pesticides, and chemicals.
· Wear a respirator.
· Organize, plan and coordinate the transportation maintenance worker activities of a specific work area.
· Allocate work to other TMWs and to determine priorities.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Position requires a Commercial Driver's License (CDL) Group A with N or X endorsement and no air brake restrictions.
- This position is a Test-Designated Position. The employee is subject to random drug and alcohol testing while employed in this 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 9/4/2025

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