

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

Position Code 1. TRMTWKRAB24R

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 Operations
4. Civil Service Position Code Description TRANSPORTATION MAINT WORKER-A	10. Division Southwest Region
5. Working Title (What the agency calls the position) Lead Worker	11. Section Operations
6. Name and Position Code Description of Direct Supervisor MCNELLY, KYLE S; TRANSPORTATION MAINT SPV-2	12. Unit Marshall Garage
7. Name and Position Code Description of Second Level Supervisor INGOLD, GLENN; TRANSPORTATION MAINT SPV-3	13. Work Location (City and Address)/Hours of Work 1242 South Kalamazoo Ave, Marshall, MI 49068 / 6:00 am to 4:30 pm, M-Th (Days & Hours will vary)

14. General Summary of Function/Purpose of Position

This position performs as the lead worker for the assigned garage within the Region, assisting the supervisor by performing maintenance activities, leading maintenance workers performing maintenance activities, and assuring that work is completed properly. Performs as the lead worker guiding the Michigan Department of Transportation's (MDOT) Mission, Vision, and Values, by leading performance activities, and participating in MDOT's House within its five pillars. Provides instruction, training, and direction, as well as performs as a working crew member. The lead worker is responsible for guiding crew members in safety practices, protocols, instructing crew members on how to operate equipment, proper maintenance operations, and guiding those participating in the Transportation Maintenance Worker (TMW) work element program. Manages the requisitioning, procurement, and documentation for the materials, supplies, and equipment required.

This position operates a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more when performing maintenance operations including but not limited to plowing snow, hauling maintenance materials/supplies, etc.

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: 60

Performs all maintenance activities listed in MDOT's "Direct Maintenance Handbook". Performs as a lead worker with a crew of up to 10-12 people, instructing and directing them in the day-to-day procedures of maintenance operations. Ensures work is completed properly. Actively participates in Traffic Incident Management, keeping in alignment with MDOT and Region goals.

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

Individual tasks related to the duty:

- Performs surface, shoulder, roadside, sign, and winter maintenance activities, including pothole patching, concrete removal and replacement, bituminous maintenance and repair, guardrail and cable repair, sign installation and repair, snow removal operations, ditching, catch basin/culvert maintenance and repair, right-of-way fence repair, carcass, and debris removal.
- Performs traffic control and work zone management in both urban and rural areas for mobile and static closures. Maintains traffic control and monitors quality and operations of temporary work zones.
- Operates and trains other employees in the following heavy motorized equipment during the performance of these activities: six-ton dump truck for hauling maintenance materials and supplies to job site, six- to nine-ton truck equipped with winter attachments such as metered salt hopper boxes, underbody scrapper blades, front snowplows, side mounted wings, tow plows, etc., front-end loader to load salt and other maintenance materials, tractor with attachment such as backhoe loader, bucket, rotary mower, one-ton dump truck, motor grader and skid steer.
- Performs equipment and facility maintenance activities.
- Performs permit inspections.
- Coordinates and maintains Traffic Incident Management (TIM) system.
- Assigns and directs crews to accomplish planned work.
- Communicates with employees and supervisor on daily activities.

Duty 2

General Summary:

Percentage: 20

Performs winter maintenance functions and training.

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

Individual tasks related to the duty:

- Performs plowing, blading, and the removal of snow and ice from state roadways and carpool lots. Trains others in these activities.
- Performs salting, liquid pre-wet, liquid anti-ice, and sanding on state roadways and carpool lots. Trains others in these activities.
- Performs winter road patrol.
- Assists with related activities for snow and ice removal including monitoring, measuring, and updating records.
- Calls in coverage in accordance with the Overtime Equalization List procedures.

Duty 3

General Summary:

Percentage: 10

Assists the Transportation Maintenance Supervisor in administrative functions relative to the work.

Individual tasks related to the duty:

- Reports and uses accurate coding for expenditures and time entry.
- Maintains records, prepares reports, and composes correspondence relative to the work.
- Contributes to team workgroup decisions such as planning maintenance activities, creating innovative products and services, improving productivity and quality, understanding costs of operations, and helping to manage to stay within budget.
- Makes purchases in accordance with purchasing, rental, fleet, and procurement card policies and procedures.
- Records maintenance activities/work in the Transportation Asset Management System (TAMS).
- Participates in the TMW Work Element Training Program and maintains required documentation.

- Uses computers and software applications such as Microsoft Word, Outlook, and Excel, ARC-GIS, Property Damage Reclamation Process (PDRP).
- Assists supervisor with monitoring crews and providing information on the Employee Services Program (ESP).

Duty 4

General Summary:

Percentage: 5

Guides crew members in safety protocols, instructs crew members on how to operate equipment safely, trains crew members in proper maintenance operations, and guides those participating in the TMW work element program.

Individual tasks related to the duty:

- Monitors compliance with safety policies and procedures.
- Ensures the Department's Accident Prevention Plan is provided to each employee and in every vehicle.
- Assists employees on properly filling out Injury/Illness Report (0003), Disability Management Office form, and Motor Vehicle Incident Report (0007).
- Assists supervisor with the review and updating of the facility Pollution Incident Prevention Plan (PIPP).
- Assists the supervisor in coordinating and conducting weekly safety talks.
- Attends safety, cardiopulmonary resuscitation (CPR), and First Aid training.
- Assists the supervisor in developing job site and equipment safety training plan.
- Trains and assists new employees with the TMW work element program.
- Maintains an inventory of materials, supplies, and safety equipment needed for the safe operation of all maintenance activities. Provides Personal Protective Equipment (PPE) and other safety materials for staff.

Duty 5

General Summary:

Percentage: 5

Performs miscellaneous work.

Individual tasks related to the duty:

- If assigned by supervisor, utilizes Commercial Core Pesticide Applicator certification to apply pesticides to control weeds, brush, insects, and disease.
- Attends assigned training.
- Performs related work as assigned by supervisor.
- Works with crew members to develop/share new and improved methods for performing maintenance activities.
- Conducts monthly meetings to review maintenance best practice efforts.
- Submits all timecards, leave requests, work order reports and other written documents as directed by the supervisor and in accordance with departmental procedures and policies.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Exercise judgment to select and apply the most appropriate work methods.
- When to start or stop work in different traffic situations due to safety considerations or weather conditions.
- Whenever possible, identify, recommend, and implement improvements in the work methods and materials utilized in the position.
- Make decisions that will enhance activity performance.

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

- Assignment is unclear or involves a policy decision
- Working overtime
- Working in travel status
- Employee relations or safety issues

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.

Working outside in all kinds of weather daily. Must have the ability to traverse rough ground and high structures utilizing a bucket truck. Perform manual labor which involves moving heavy tools and materials weighing up to 100 pounds. Operate a 60–90-pound jackhammer. Operate heavy equipment, utilize ladders, work in areas with moving traffic and heavy equipment. Work hazards include working on a roadway in traffic, working with chemicals, and wearing personal protective equipment. Ability to remain in a stationary position for long periods, work in confined spaces, complete physical qualifications for CDL, sustained extensive and repetitive motions when performing maintenance activities. The position is required to operate a vehicle or a vehicle/trailer combination with a GVWR of 26,001 pounds or more. Work hours may vary

and may require seasonal reassignment and occasional overnight travel. 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	TRANSPORTATION MAINT WORKER-E E8		TRANSPORTATION MAINT WORKER-E E8
	TRANSPORTATION MAINT WORKER-E E8		TRANSPORTATION MAINT WORKER-E E8

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?

The function of the work area is to maintain the transportation infrastructure in a reasonable and safe condition.

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:

- Proper methods of traffic work zone controls/signing/safety precautions.
- Operation of equipment and powered/hand tools.
- Procedures for performing pre-inspection of equipment.
- Safety policies/procedures and methods used in maintenance activities.
- Statewide Integrated Governmental Management Applications System (SIGMA).
- Maintenance activities guides.
- Material purchasing procedures.

Ability to:

- Operate motorized equipment and powered/hand tools in a safe and efficient manner.
- Perform minor repairs to equipment, tools, and vehicles.
- Operate a computer
- Understand and follow directions/instructions.
- Communicate effectively.
- Work in inclement weather.
- Wear a respirator and safety equipment.
- Have a working phone.
- Work outside regularly assigned hours.
- Work with herbicides, pesticides, and chemicals.
- Perform physical labor.
- Maintains knowledge and compliance of any rules, regulations or laws that are related to the work performed in the maintenance division that is delegated by MDOT, Department of Environment, Great Lakes, and Energy (EGLE), Department of Natural Resources (DNR), Michigan Occupational Safety and Health Administration (MIOSHA), Department of Labor, or any other affected entity.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- This position is a Test Designated Position. The employee is subject to random drug and alcohol testing while employed in this position.
- Possession of Commercial Driver's License (CDL) Group A with N or X endorsement and no air brake restrictions is required at the time of appointment to the position and must maintain throughout employment in the position.
- Possession of current Certified Storm Water Operator (Certified Storm Water Operator) or possession within twelve months from the date of hire and must maintain throughout employment in the position.
- Possession of Soil Erosion and Sedimentation Control (SESC) part 91, Certification or possession within twelve months from the date of hire and must maintain throughout employment in the position.
- Satisfactory completion of MDOT's TMW Work Element Training and Certification program required for the specific level.
- If assigned by supervisor, must obtain a Commercial Core Pesticide Applicator certification as well as categories 3A (Turfgrass Pesticide Management), 3B (Ornamental Pesticide Management), 5 (Aquatic Pesticide Management), and 6 (Right-of-Way Pesticide Management) from the Department of Agriculture and Rural Development (MDARD) while being assigned these duties.

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.

N/A

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

LOGAN BRISTOL

Appointing Authority

8/4/2026

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