

**State of Michigan
Civil Service Commission**

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

Position Code

1. TRMTWKRAB40R

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 University Region
5. Working Title (What the agency calls the position) Lead Worker	11. Section BRIGHTON TRANSPORTATION SERVICE CENTER
6. Name and Position Code Description of Direct Supervisor TOTH, JOHN F; TRANSPORTATION MAINT SPV-2	12. Unit Brighton Garage
7. Name and Position Code Description of Second Level Supervisor HEIDELBERG, CRAIG; ENGINEER MANAGER LICENSED-3	13. Work Location (City and Address)/Hours of Work 10102 E Grand River, Brighton, MI 48116 / Mon - Fri, 6:00am - 2:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

Under the direction of a Transportation Maintenance Supervisor, this position functions as a lead worker responsible for performing, overseeing and directing maintenance crews to perform maintenance functions of state trunklines within the right of way. Provide instruction, training, and direction to staff and function as a working crew member ensuring work is completed safely and properly. The lead worker is responsible for guiding crew members in safety practices, protocols, instructing crew members on how to operate equipment and proper maintenance operations. Participate in the Transportation Maintenance Worker (TMW) Work Element Program and travel with a crew to assigned work areas throughout the Region.

This position operates a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., snowplow, etc.) when performing maintenance activities.

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: 50

As the lead worker, perform and lead TMWs performing routine, relative and preventative maintenance on highways, bridges, roadsides, and signs including equipment servicing. Develop and maintain a team environment while accomplishing assigned tasks.

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:

- Communicate with employees and supervisors on daily activities.
- Organize, perform, train, and direct work activities of other employees in all surface, shoulder, roadside, and general maintenance activities listed in the Michigan Department of Transportation's (MDOT's) Direct Maintenance Handbook. This includes, but is not limited to, patrol patching, ditch clean out, crack filling, culvert and under drain maintenance, blading gravel shoulders, litter pickup, removing and replacing pavement, repairing steel guardrail and endings, bump removal, seal patching, patching gravel shoulders, removing trees, mowing, and right-of-way fence repair.
- Operate specialized equipment (e.g., excavators, Harley rake, brush mowers, fecon head) and train employees in operating and maintaining specialized equipment.
- Operate equipment and train employees in operating and maintaining all equipment.
- Coordinate and oversee on-the-job work for quality, timeliness, cost efficiency, and safety.
- Explain general work assignments to crew while participating in the work and adapt as necessary pertinent 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.
- Review, inspect, and approve/disapprove the work of contractors performing maintenance activities. This includes overseeing the operations and/or inspecting the work once complete.
- Participate in and guide those participating in the TMW Work Element Program.
- Provide information for records and reports related to the work.
- Work with other employees in a team-managed environment and perform any other related maintenance work as assigned by supervisor.

Duty 2

General Summary:

Percentage: 35

Serve as lead worker overseeing and performing winter operations activities.

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:

- Organize, perform, train, and direct the work activities of other employees in winter operation activities.
- Perform snow removal and deicing of public roadways using heavy duty trucks with underbody blades, snowplows, and deicing equipment.
- Perform snow removal including salting and sanding pavements.
- Change blades on cutting edge of underbody blades and snowplows weighing up to 100 lbs.
- Explain general work assignments to crew while participating in the work and adapt as necessary pertinent general methods and procedures in order to meet required needs.
- Train new TMWs on the job in all phases of equipment operation and winter maintenance operations.
- Participate in and guide those participating in the TMW Work Element Program.
- Provide information for records and reports related to the work.
- Perform winter road patrol on weekends and holidays upon supervisor's request.

Duty 3

General Summary:

Percentage: 5

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

Individual tasks related to the duty:

- Report time and activities accurately utilizing proper coding in Statewide Integrated Governmental Management Application (SIGMA) and assist staff as necessary.
- Participate in planning and maintenance activities.
- Attend training as needed.
- Participate in TMW Work Element Training Program and maintain required documentation.
- Complete all paperwork for submittal of time, equipment, and material usage, leave requests, and other reports/documents as directed by the supervisor.
- Maintain inventory of guardrail, salt, blades, etc. as needed.
- Review, analyze, and interpret equipment rental process and rent equipment as needed.
- Review, analyze, and interpret purchasing policies and procedures and make purchases as necessary.
- Keep records of work time for Property Damage Reclamation Program (PDRP).

Duty 4

General Summary:

Percentage: 5

Responsible for all safety aspects of a job including 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:

- Attend safety, cardiopulmonary resuscitation (CPR) and First Aid training.
- Work with supervisor with the review and updating of the facility Pollution Incident Prevention Plan (PIPP).
- Assist new employees with the TMW work element program.
- Review, analyze, and interpret safety policies and procedures and guide/train employees.
- Review, analyze, and interpret Department Accident Prevention Plan.
- Follow equipment safety procedures and train others on equipment safety.
- Complete Safety Data Sheets for new products and file as appropriate.
- Review and discuss MIOSHA safety standards at monthly safety review topic meetings.
- Use and maintain personal protective equipment (PPE) and apparel.
- Ensure safety equipment and apparel is available for other TMWs and is used as required

Duty 5

General Summary:

Percentage: 5

Perform related work as assigned.

Individual tasks related to the duty:

- 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.

- Exercise judgement to select and apply the most appropriate work methods.
- When to start or stop work in different traffic situations due to the safety considerations or weather conditions.
- Whenever possible, identify, recommend, and implement improvements in work methods, materials, or safety.
- Decisions are based on Department policies and practices regarding maintenance operations, work team assignments, and vehicle and equipment allocation.
- 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 performance.

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.

NAME	CLASS TITLE	NAME	CLASS TITLE
MASON, JEFFREY	TRANSPORTATION MAINT WORKER-E E8	FULKERSON, MARK A	TRANSPORTATION MAINT WORKER-E E8
MCADAMS, PAUL T	TRANSPORTATION MAINT WORKER-E E8	BLAZOK, MATTHEW A	TRANSPORTATION MAINT WORKER-E 7
MELAVEY, ROBERT N	TRANSPORTATION MAINT WORKER-E E8	GREEN, BRYAN D	TRANSPORTATION MAINT WORKER-E E8
PAYNE, STEVE R	TRANSPORTATION MAINT WORKER-E E8	CLACHER, DANIEL W	TRANSPORTATION MAINT WORKER-E E8
TERBURGH, BRIAN C	TRANSPORTATION MAINT WORKER-E E8	SULLA, RICHARD J	TRANSPORTATION MAINT WORKER-E E8
KALISZEWSKI, BRIAN G	TRANSPORTATION MAINT WORKER-E E8	GILES, ERIC M	TRANSPORTATION MAINT WORKER-E E8
JONES, SHAWN	TRANSPORTATION MAINT WORKER-E 6	VANDYKE, BRET E	TRANSPORTATION MAINT WORKER-E 7
DHOOGHE, MATTHEW V	TRANSPORTATION MAINT WORKER-E 7	HUDSON, DERICK G	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):

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 coding
- overall budget
- equipment rental process
- purchasing policies and procedures
- Statewide Integrated Governmental Management Applications System (SIGMA)
- 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
- TAMS
- maintenance performance guides
- material purchasing procedures

Ability to:

- make minor repairs to equipment, tools, and vehicles
- understand and follow directions/instructions
- communicate effectively with others
- work in inclement weather
- wear PPE, a respirator and safety equipment
- perform physical labor
- work with herbicides, pesticides, and chemicals
- operate motorized equipment and powered/hand tools in a safe and efficient manner
- understand and use guidance documents
- maintain a working phone

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 an 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.
- Ability to obtain and maintain an Operator's Card in accordance with MIOSHA regulations.
- Satisfactory completion of the TMW Work Element Training program required for the specific level.

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.

CHRISTINA TIJERINA

7/24/2026

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