

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

Position Code

1. TRMTWKREA03R

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) Bridges and Structures
4. Civil Service Position Code Description TRANSPORTATION MAINT WORKER-E	10. Division Structure Preservation and Management
5. Working Title (What the agency calls the position) Transportation Maintenance Worker (Recruit) 6-E8	11. Section Statewide Bridge Maintenance
6. Name and Position Code Description of Direct Supervisor BARNHART, JASON L; TRANSPORTATION MAINT SPV-2	12. Unit Reach-all
7. Name and Position Code Description of Second Level Supervisor NIEMI, MATTHEW; TRANSPORTATION MAINT SPV-3	13. Work Location (City and Address)/Hours of Work 6333 Old Lansing Road, Lansing, MI 48917 / Mon-Thurs, 7:00am-5:30pm & emergency calls

14. General Summary of Function/Purpose of Position

Under the direction of a crew leader, this position operates specialized bridge inspection equipment (Reach-all unit) in the performance of bridge inspection, bridge repair and bridge maintenance assignments in accordance with the goals of Statewide Bridge Maintenance and Preservation. Maintains equipment and provides storage and security for the unit. Performs basic maintenance on vehicles and equipment. Sets up traffic control when needed to perform the work. This position requires participation in the Transportation Maintenance Worker Element program.

This position requires statewide travel and availability outside normal working hours for maintenance operations in all weather conditions. This position operates a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more when performing bridge inspection, bridge repair and bridge 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: 65

Travel statewide, operate specialized equipment at the job site and participate in bridge inspection, bridge repair, and bridge maintenance activities.

This duty requires operating a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more when performing bridge inspection, bridge repair and bridge maintenance activities.

Individual tasks related to the duty:

- Operate Underbridge Inspection Reach-all in a manner that ensures the safety of all occupants.
- Operate crew cab with arrow trailer, ability to back vehicle with trailer.
- Operate hand tools (scalers, small air hammers, chain saws, epoxy injection machines, and air operated grinding tools.)
- Operate bucket trucks.
- Participate in washing bridges including the ability to drive a water tanker.
- Assist in the emergency repair of bridges when required.
- Perform other duties related to structure maintenance as requested.

Duty 2

General Summary:

Percentage: 15

Ensure job site safety and security and adhere to MDOT safety guidelines.

Individual tasks related to the duty:

- Lock down equipment nightly.
- Attend Sky Genie training and ensure the safe use and operation of equipment at the job site.
- Ensure the safety of personnel from the Reach-all including safe loading and unloading.
- Set up traffic control and lane closures at the job site for adherence to MDOT's Mobility Policy, proper work zone safety and prescribed standards.

Duty 3

General Summary:

Percentage: 10

Perform routine maintenance on specialized bridge inspection vehicles and maintenance equipment.

Individual tasks related to the duty:

- Perform minor repairs and routine maintenance to Reach-all.
- Perform minor repairs and routine maintenance on other specialized equipment such as arrow boards, trailers, water trucks and light towers.
- Record vehicle information for daily inspection reports and logs.

Duty 4

General Summary:

Percentage: 5

Work with various region crews on bridge maintenance operations as required.

Individual tasks related to the duty:

- Assist in the repair of bridge joints and decks using hand and power tools and air hammers.
- Assist in the installation of false decking.
- Level concrete and perform other physical labor.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Assist in the fabrication and installation of overhead signs during periods of the year when bridge inspection and maintenance are slow.
- State-wide winter maintenance as needed.

- 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.

Decide if the weather or road conditions are a hazard and to keep off the roads during hazardous conditions. Determine need for traffic control to perform work.

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

Whenever typical options are unworkable. When there are changes in schedule or procedures.

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.

Performing work traversing various types of terrain and utilizing various pieces of equipment. Working in heavy high-speed traffic situations. Working at heights up to 150' from a bucket truck or reach-all while performing bridge maintenance activities. Operating 60-pound jack hammers. Moving heavy tools and equipment up to 100 lbs. Working around hazardous materials. Must be respirator fitted. Be available outside normal working hours for maintenance operations, in all weather conditions. Work outdoors in adverse weather conditions, travel with extended overnight stays - statewide. This position is required to operate vehicle or a 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.

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

Under the direction of a crew leader, this position operates specialized bridge inspection equipment (Reach-all unit) in the performance of bridge inspection, bridge repair and bridge maintenance assignments in accordance with the goals of Statewide Bridge Maintenance and Preservation. Maintains equipment and provides storage and security for the unit. Performs basic maintenance on vehicles and equipment. Sets up traffic control when needed to perform the work. This position requires participation in the Transportation Maintenance Worker Element program.

This position requires statewide travel and availability outside normal working hours for maintenance operations in all weather conditions. This position operates a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more when performing bridge inspection, bridge repair and bridge maintenance activities.

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 Reach-all Unit supports the Regions, Local Agencies and Bridge Authorities in the inspection and maintenance of the state's bridges in accordance with the goals of the Bureau of Bridges and Structures.

This position functions as a specialized equipment operator and operates the bridge Reach-all for bridge projects.

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 (Recruit) 6, Transportation Maintenance Worker 6

No specific type or amount of experience is required.

Transportation Maintenance Worker 7

One year of experience equivalent to a TMW 6 or Laborer E6 with experience in roadway, roadside, bridge maintenance/construction, sign maintenance, or pavement marking.

Transportation Maintenance Worker E8

Two years of experience equivalent to a TMW, including one year equivalent to a TMW 7; or, one year of skilled trades worker experience at the E9 level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge and experience in:

- Heavy equipment operation.
- The operation of hand tools.
- Procedures and methods used in Bridge Maintenance.
- Safety precautions.

Ability to:

- Operate controls on under bridge crane.
- Make minor repairs to equipment.
- Understand and follow instructions.
- Coordinate work assignments.
- Travel statewide.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Transportation Maintenance Worker (Recruit) 6

Possession of a Commercial Learner's Permit at the time of hire. Continuing employment requires possession of a Commercial Driver's License (CDL) Group A with N or X endorsement and no air break restrictions which must be obtained within 12 months from the date of hire into the position and maintained throughout employment in the position.

Transportation Maintenance Worker 6-E8

Possession of a Commercial Driver's License (CDL) is required at the time of appointment to the position. **If the selected applicant has a CDL Group A or B with or without the N or X endorsement, they will be required to obtain a CDL Group A with either an N or X endorsement and no air brake restrictions which must be obtained within 12 months from the date of hire into 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.

N/A

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

LOGAN BRISTOL

1/9/2025

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