

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bridges and Structures
<b>4. Civil Service Position Code Description</b> TRANSPORTATION MAINT WORKER	<b>10. Division</b> Structure Preservation and Management
<b>5. Working Title (What the agency calls the position)</b> Transportation Maintenance Worker - Overhead Signs	<b>11. Section</b> Structure Maintenance
<b>6. Name and Position Code Description of Direct Supervisor</b> ALLINGHAM, KEVIN; TRANSPORTATION MAINT SPV-2	<b>12. Unit</b> Overhead Signs
<b>7. Name and Position Code Description of Second Level Supervisor</b> NIEMI, MATTHEW; TRANSPORTATION MAINT SPV-3	<b>13. Work Location (City and Address)/Hours of Work</b> 6333 Old Lansing Road, Lansing, MI 48917 / 7:00 am - 5:30 pm, Monday-Thursday(hours may vary)
<b>14. General Summary of Function/Purpose of Position</b>	
<p>This position performs a full range of overhead sign related activities including the installation and maintenance of large overhead signs, roadside signs, and all supporting structures. This includes performing manual labor; operating a variety of power and hand tools; driving supply trucks and other heavy equipment; loading and unloading vehicles and equipment; and setting up traffic control and lane closures when needed to perform the work. This position performs basic maintenance of equipment used in the work.</p> <p>This position is required to travel statewide when performing overhead sign related activities. This position is also required to cross-train with the Sign Fabrication Shop and participate in the Transportation Maintenance Worker (TMW) work element program.</p> <p>This position operates a vehicle and/or vehicle trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., cranes bucket trucks, backhoe, skid steer, forklift, dump truck, sky track) when performing overhead sign related activities.</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: 75**

Perform overhead sign related activities assigned to the unit, which includes but is not limited to operating heavy equipment (e.g., cranes bucket trucks, backhoe, skid steer, forklift, dump truck, sky track) and installing/repairing signs and sign structures.

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 manual labor during sign installation including digging, transporting heavy materials, cement work, and setting foundations for signs which also includes operating hand and power tools (e.g., jack hammers, air compressors, concrete saws, etc.). Work on trusses, cantilevers, and bridge mounted and ground mounted signs.
- Participate in the operation of aerial equipment and work from aerial equipment.
- Load and unload supply trucks.
- Respond to emergency sign knock downs in the Regions.
- Perform sign maintenance of damaged signs and install and repair signs.
- Haul scrap signs and scrapped structures.
- Provide information for records and reports.

**Duty 2**

**General Summary:**

**Percentage: 20**

Perform routine maintenance, inspections, and traffic control.

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:**

- Maintain and make minor repairs to equipment, tools, and vehicles used in sign installation.
- Perform pre-inspection of equipment to determine functional operation.
- Assist in activities relating to small sign maintenance, snow plowing, and salting and sanding with Region/Support Area crews.
- Assist in training new employees in all phases of the operation, explaining general work methods for adherence to acceptable procedures at the work site.
- Contribute to group decisions such as planning work activities to improve productivity and understanding of operational costs.
- Operate htorc equipment in the tightening of anchor bolts on sign support structures.
- Participate in the establishment of work zones for traffic control and lane closures including the placement of cones, safety signs, and flashing arrow boards.

**Duty 3**

**General Summary:**

**Percentage: 5**

Other related duties as assigned.

**Individual tasks related to the duty:**

- Participate in cross training opportunities.
- Assist in all activities relating to Sign Fabrication Unit.
- Other duties as assigned by the supervisor or Section Manager.

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

Judgement is used to make decisions where alternatives are determined by established policies and procedures. When participating in sign installation, a decision would be made regarding where to place a traffic control device when there are utility lines involved.

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

When known options are unworkable or when changes in policies or procedures may be involved, the supervisor is contacted for guidance.

**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.**

Inspecting and working on structures over traffic, transporting heavy tools and equipment up to 100 pounds on various types of surfaces, working in heavy traffic adjacent to fast moving traffic and during inclement weather conditions, working 45' or more above ground utilizing aerial equipment/safety harnesses, occasionally working near power lines, operating jack hammer/pounder, and statewide travel with extended overnight stays. Be available outside normal working hours for maintenance 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.**

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input 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 performs a full range of overhead sign related activities including the installation and maintenance of large overhead signs, roadside signs, and all supporting structures. This includes performing manual labor; operating a variety of power and hand tools; driving supply trucks and other heavy equipment; loading and unloading vehicles and equipment; and setting up traffic control and lane closures when needed to perform the work. This position performs basic maintenance of equipment used in the work.

This position is required to travel statewide when performing overhead sign related activities. . This position is also required to cross-train with the Sign Fabrication Shop and participate in the Transportation Maintenance Worker (TMW) work element program.

This position operates a vehicle and/or vehicle trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., cranes bucket trucks, backhoe, skid steer, forklift, dump truck, sky track) when performing overhead sign related 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 function of the work area is to install and maintain overhead and large roadside signs. This position operates specialized equipment used in installing expressway signs an assists in installing/repairing signs and sign structures.

**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 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 of:

- Procedures used in sign maintenance including safety and maintaining traffic practices.

Ability to:

- Work aloft over moving traffic.
- Transport and operate heavy materials/equipment.
- Drive long distances.
- Travel statewide for extended periods of time.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

**Transportation Maintenance Worker (Recruit) 6**

Possession of a Commercial Learner's Permit upon appointment to the position. Continuing employment requires possession of a Commercial Driver's License (CDL) Group A with either an N or X endorsement and no air brake restrictions which must be obtained within 12 months of the date of hire into the position and must maintain throughout employment in the position.

**Transportation Maintenance Worker 6, 7, 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 and must maintain throughout employment in the position.

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.

N/A

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

LOGAN BRISTOL

3/5/2026

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