

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

Position Code 1. TRMTWKREA85R

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-R	10. Division Southwest Region
5. Working Title (What the agency calls the position) Transportation Maintenance Worker	11. Section Operations
6. Name and Position Code Description of Direct Supervisor LITZ, CARL M; TRANSPORTATION MAINT SPV-2	12. Unit South Haven Garage
7. Name and Position Code Description of Second Level Supervisor MARSH, LISA A; TRANSPORTATION MAINT SPV-3	13. Work Location (City and Address)/Hours of Work 09235 Blue Star Memorial Highway, South Haven, MI 49090 / Mon-Thurs 6:00am-4:30pm (days & hours may vary)
14. General Summary of Function/Purpose of Position Maintenance of state trunklines within the right-of-way for an assigned maintenance garage geographic area. Employee may be trained to operate any piece of equipment or operation done in a typical maintenance garage. The major operations or equipment used is listed in the following duties. Employees in this class are required to participate in the work element system and travel with crews in assigned geographic areas of the garage. Employees in this class may be required to work region wide while on temporary assignment to the Region Maintenance facility or a traveling Crew.	

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: 70

Perform all surface, shoulder, sign, roadside, general, and winter maintenance activities listed in MDOT's Maintenance Activity Guides. Operate and train employees in various operations.

Individual tasks related to the duty:

- Patrol patching, crack filling, blading gravel shoulders, litter pick-up, repair steel guardrail and/or median cable rail, snow removal, sign maintenance, seal patching, gravel shoulders, tree removal, mowing, right-of-way fence repair, salting and sanding pavements, and delineator maintenance.
- Operate a vehicle and/or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more and train 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.
- Operate and train other employees in the powered equipment such as a chain saw for cutting trees and posts, brush chipper, tar kettle, hot patcher, air compressor and air-powered tools such as an air hammer, electric tools, generator, and pavement router, etc.
- Perform manual labor tasks in the performance of the above activities such as shoveling stones and asphalt materials, unloading materials from truck bed, carrying, and setting up signs for temporary lane closures, clearing roads and shoulders of dead animals.
- Perform and train other employees in highway maintenance work using hand tools such as a shovel, sledgehammer, rake, post-hole digger, etc.
- Participate in encouraging all employees to work together to accomplish required planning, scheduling, and completion of maintenance tasks.

Duty 2

General Summary:

Percentage: 10

Servicing and cleaning of equipment, grounds, and garage.

Individual tasks related to the duty:

- Perform equipment servicing and cleaning, garage facilities, and ground activities.

Duty 3

General Summary:

Percentage: 10

May be required to operate abrasive blasting equipment, enter confined spaces, and concrete/asphalt grinding/drilling/sawing/abrading which require the use of air-fed hooded respirator, negative or positive pressure respirator. The physical requirements are pass an annual medical exam, pass a fit test with this equipment, which requires a clean-shaven face.

Individual tasks related to the duty:

- Operate abrasive blasting equipment, knowledge of laws, regulations, and proper procedures for entering confined spaces and the ability to enter confined spaces.
- Operate concrete/asphalt grinders/drills/hammers/saws, knowledge of laws, regulations, and proper procedures for their operations.
- Proper training, knowledge, and procedures for the wearing and use of an air-fed hooded respirator, negative, or positive pressure respirator are required.

Duty 4

General Summary:

Percentage: 5

Operate specialized equipment.

Individual tasks related to the duty:

- Operate specialized maintenance equipment such as backhoe, excavator, motor grader, dozer, unimog, boom mower, roller, aerial equipment, etc.

Duty 5

General Summary:

Percentage: 5

Miscellaneous work.

Individual tasks related to the duty:

- Perform related work as assigned by supervisor.

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

Exercise's judgment 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.

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

Exercise's judgment 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.

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 lifting and carrying heavy tools and materials weighing up to 100 pounds. Operate a 60–90-pound jackhammer.

Operate heavy equipment, climb ladders, work in areas with moving traffic and heavy equipment. Work hazards include working on roadway in traffic, working with chemicals, and wearing personal protective equipment. Ability to sit for long periods, work in confined spaces, complete physical qualifications for CDL, sustained extensive and repetitive twisting, bending, stooping, crouching, kneeling, reaching, climbing, lifting, and squatting and working at heights up to 66 feet from a bucket truck. The employee is required to operate 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.

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?

Responsible for participating in the TMW work element program, and maintenance of state trunkline for an assigned geographic area

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?

Responsible for maintenance of state trunkline for an assigned geographic area, it takes this position to maintain this function.

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 6 (Recruit), Transportation Maintenance Worker 6

No specific type or amount of experience is required

Transportation Maintenance Worker 7

One year of experience equivalent to a Transportation Maintenance Worker 6 or Laborer E6 with experience in roadway, roadside, bridge, or sign maintenance, or pavement marking.

Transportation Maintenance Worker E8

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Construction or farming background preferable.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Transportation Maintenance Worker 6 (Recruit)

Possession of a Commercial Learner's Permit at the time of hire. Continuing employment requires possession of a CDL Group A with N or X endorsement and no air brake restrictions which must be obtained within twelve months from the date of hire.

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 and/or no 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 twelve months from the date of hire.

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

3/1/2024

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