

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

Position Code

1. TRMTWKREA99R

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	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 MCNELLY, KYLE S; TRANSPORTATION MAINT SPV-2	12. Unit Maintenance
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, MI 49068 / Mon-Thurs 6:00am - 4:30pm (days & hours may vary)

14. General Summary of Function/Purpose of Position

This position performs maintenance of state trunklines within the right-of-way for an assigned maintenance garage geographic area. This position 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. This position is required to participate in the work element system and travel with crews in assigned geographic areas of the garage. This position may be required to work region wide while on temporary assignment to the Region Maintenance facility or a traveling Crew.

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 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: 70

Performs all surface, shoulder, sign, roadside, general, and winter maintenance activities listed in MDOT's Maintenance Activity Guides. Operates and trains employees in various operations.

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:

- Completes 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.
- Operates 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.
- Operates and trains 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.
- Performs 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.
- Performs and trains other employees in highway maintenance work using hand tools such as a shovel, sledgehammer, rake, post-hole digger, etc.
- Participates in encouraging all employees to work together to accomplish required planning, scheduling and completion of maintenance tasks.

Duty 2

General Summary:

Percentage: 10

Performs equipment servicing and cleaning of garage facilities/grounds.

Individual tasks related to the duty:

- Performs equipment servicing and cleaning, garage facilities/grounds cleaning and maintenance.

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.

Individual tasks related to the duty:

- Operates abrasive blasting equipment, which also requires obtaining knowledge of laws, regulations, and learning the proper procedures for entering confined spaces.
- Operates concrete/asphalt grinders/drills/hammers/saws, which also requires obtaining knowledge of laws, regulations, and proper procedures for their operations.
- Attends proper training, obtains knowledge, and follows 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

Operates specialized equipment.

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:

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

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.
- Performs related work as assigned by supervisor.
- Submits all timecards, leave requests, work order reports and other 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.

Exercises 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.

When assignment is unclear or involves a policy decision or when alternative methods are used in the repair or replacement of anything within the right-of-way.

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

Additional Subordinates

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

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 maintenance of state trunklines within the right-of-way for an assigned maintenance garage geographic area. This position 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. This position is required to participate in the work element system and travel with crews in assigned geographic areas of the garage. This position may be required to work region wide while on temporary assignment to the Region Maintenance facility or a traveling Crew.

This position operates a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more when performing 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?

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 (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 of:

- Traffic rules/regulations and temporary signing/safety precautions.

- Safety policies/procedures
- Procedures and methods used in maintenance of roads, bridges, and signs.

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.

**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 the position.

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.

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.

Satisfactory completion of MDOT's TMW Work Element training and certification program is required for specific levels.

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.

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

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