

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

**Position Code**

1. TRMTWKREB02R

## 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> Highway Operations
<b>4. Civil Service Position Code Description</b> TRANSPORTATION MAINT WORKER-E	<b>10. Division</b> University
<b>5. Working Title (What the agency calls the position)</b> Transportation Maintenance Worker-E (6/7/E8)	<b>11. Section</b> Delivery
<b>6. Name and Position Code Description of Direct Supervisor</b> STILSON, SCOTT R; TRANSPORTATION MAINT SPV-2	<b>12. Unit</b> Region Special Crews
<b>7. Name and Position Code Description of Second Level Supervisor</b> HICKS, DONALD D; TRANSPORTATION MAINT SPV-3	<b>13. Work Location (City and Address)/Hours of Work</b> 800 Chanter Road., Jackson, MI 49201 / 6:00 am - 4:30 pm, Monday - Thursday (hours may vary)

**14. General Summary of Function/Purpose of Position**

This position performs maintenance activities on State trunk lines within the right of way. This position operates equipment used in performing listed tasks. This position is required to perform all tasks in a safe manner and participate in the TMW Work Element Program. This position performs roadside activities of spraying pesticide, planting, trimming, and removal of trees and shrubs, as well as maintenance activities at all roadside parks and rest areas. This position performs bridge/culvert maintenance activities involved in repairing substructure and superstructure of concrete and steel. Assists Region Electricians in the maintenance and/or installation of energized traffic devices. During the winter, duties continue but may include working at one of the University Regions highway maintenance garages performing snow/ice removal and related road maintenance. Overnight travel may be required outside of University Region. This position operates a Motor Vehicle or vehicle/trailer combination with a Gross Weight Rating (GVWR) of more than 26,000 pounds when operating aerial trucks, snowplow trucks, etc.

**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: 80**

Perform Maintenance 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:**

- Activities include, but are not limited to, sandblasting, painting, concrete deck removal, finishing concrete, building forms, working with epoxies and polymers, replacing expansion joints, installing reinforcement steel.
- Use hand tools such as electric drill, saw, impact hammer, carpenter's level, etc. for maintenance activities.
- Operate equipment such as welders, hydraulic cranes, loaders, pneumatic pavement breakers, large and small trucks, Aerial Truck including Hi-Ranger, trailers, air compressors, electric generators and sandblasters.
- Follow all MDOT policies and procedures including wearing personal protective equipment (PPE).
- Respond to work requests assigned by supervisor.
- Ensure all activities are performed in a safe and efficient manner. Ensure all the work and procedures are performed to MDOT specifications. Ensure all needed material and equipment are available for each job assignment.
- Continuous training to perform the types of work listed above with or without supervision.
- Participate in the TMW Work Element Training Program.

**Duty 2**

**General Summary:**

**Percentage: 10**

Perform roadside activities, including but not limited to, planting, trimming and removal of trees and shrubs, and spraying of pesticides. Perform maintenance of roadside parks and rest areas.

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:**

- Apply pesticides to control weed, brush, insects and disease.
- Planting, trimming and removal of trees and shrubs involve the use of tree spade, backhoe, chain saw, aerial tower, brush chipper, stump grinder, skid steer loader, large and small trucks with trailer and various hand tools.
- Perform maintenance of roadside parks and rest area involve building and repairing rustic structures, cultural care of trees and shrubs and turf management (seeding, fertilizing & sodding).
- Follow all MDOT policies and procedures including wearing PPE.
- Respond to work requests assigned by supervisor.
- Ensure all activities are performed in a safe and efficient manner. Ensure all the work and procedures are performed to MDOT specifications.
- Continuous training to perform the types of work listed above with or without supervision.

**Duty 3**

**General Summary:**

**Percentage: 5**

Perform winter operations.

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:**

- Respond to work requests assigned by supervisor.
- Perform all types of winter maintenance activities which include but are not limited to salting and sanding operations, plowing and blading snow, winter road patrol, and anti-icing operations.

- Work as necessary to repair region assets damaged as a result of winter weather.
- Ensure all activities are performed in a safe and efficient manner. Ensure all the work and procedures are performed to MDOT specifications.
- Continuous training to perform the types of work listed above with or without supervision.

#### **Duty 4**

**General Summary:**

**Percentage: 5**

Other Functions.

**Individual tasks related to the duty:**

- Perform additional duties as required.
- Report time and activities accurately.
- Participate in Work Element Training Program and maintain required documentation.
- Attend training.

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

- Whenever possible, identify, recommend and implement improvements in the work methods and materials utilized in the position.
- Make decisions that will enhance activity performance.

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

- When directions are not clear or problems occur.
- Working overtime.
- Working in travel status.

**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.**

Position requires working various hours, working outside in all kinds of weather, working on roadway in high traffic areas, working with chemicals, operating various types of equipment, performing manual labor, working from heights up to 50 feet requiring the use of aerial equipment or working from bridge decks, entering confined spaces, bending, twisting, and stooping many times a day, and wearing personal protective equipment. Manual labor involves lifting and carrying heavy tools and materials and the ability to lift up to 100 pounds. This position is required to operate a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more. Be available outside normal working hours for maintenance/emergency 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):**

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?

This position performs maintenance activities on State trunk lines within the right of way. This position operates equipment used in performing listed tasks. This position is required to perform all tasks in a safe manner and participate in the TMW Work Element Program. This position performs roadside activities of spraying pesticide, planting, trimming, and removal of trees and shrubs, as well as maintenance activities at all roadside parks and rest areas. This position performs bridge/culvert maintenance activities involved in repairing substructure and superstructure of concrete and steel. Assists Region Electricians in the maintenance and/or installation of energized traffic devices. During the winter, duties continue but may include working at one of the University Regions highway maintenance garages performing snow/ice removal and related road maintenance. Overnight travel may be required outside of University Region. This position operates a Motor Vehicle or vehicle/trailer combination with a Gross Weight Rating (GVWR) of more than 26,000 pounds when operating aerial trucks, snowplow trucks, etc.

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?

University Region Wide Crews are responsible for maintenance of bridges and culverts throughout the 9-county Region, for fabricating, installing and maintaining traffic signs, applying chemicals to roadway vegetation, maintaining traffic signal installations and electrical devices of all kinds, and maintenance of rest areas and roadside parks. This position performs maintenance duties as assigned by supervision. Bridge maintenance and repair is the main function of this position.

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 Transportation Maintenance Worker 6 or Laborer E6 with experience in roadway, roadside, bridge, or sign maintenance, or pavement marking with the required MDOT work elements.

**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 with the required MDOT work elements.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- 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.
- Procedures and methods used in maintenance activities.
- Facility Pollution Incident Prevention Plan (PIPP).
- Current safety policies and procedures.
- Must have considerable knowledge and be certified to ensure proper application and safe handling practices

Ability to:

- Make repairs to equipment and facilities.
- Understand and follow directions/instructions.
- Communicate effectively.
- Work in inclement weather.
- Wear PPE and respirator.
- Operate equipment in a safe manner.

**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 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-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.

**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

3/5/2025

\_\_\_\_\_  
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