

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

Position Code

1. TRMTWKREB16R

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-E	10. Division University
5. Working Title (What the agency calls the position) Transportation Maintenance Worker-E (6/7/E8)	11. Section Lansing Transportation Service Center
6. Name and Position Code Description of Direct Supervisor SHEPLER, STEPHEN E; TRANSPORTATION MAINT SPV-2	12. Unit Williamston Garage
7. Name and Position Code Description of Second Level Supervisor LONGWORTH, MELISSA R; ENGINEER MANAGER LICENSED-3	13. Work Location (City and Address)/Hours of Work 3737 E.Grand River Road, Williamston, MI / Monday thru Friday, 7AM-3:30PM (Hours may vary)

14. General Summary of Function/Purpose of Position

This position performs maintenance of State trunk lines within the right of way within the garage geographic area; however, work may be assigned anywhere within the region. Special assignments may be made outside the Region area. Duties include, but are not limited to, performing all surface, roadside general maintenance, and winter maintenance activities, operating various types of equipment, participating in team managed work groups, participating in the Transportation Maintenance Worker (TMW) work element program, and traveling to assigned work areas.

Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., dump truck, snowplow, etc.) 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: 80

Perform all surface, roadside general maintenance, and winter maintenance activities listed in MDOT's Transportation Asset Management System (TAMS) Activity Maintenance Guides. Participate in the TMW work element program.

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 maintenance activities including, but not limited to, patrol patching, crack filling, litter pick-up, repairing steel guardrail, snow removal, sign maintenance, seal patching, tree removal, mowing, right-of-way fence repair, salting and sanding pavements, delineator maintenance, etc.
- Operate heavy motorized equipment during the performance of these activities including, but not limited to, six-ton dump truck for hauling maintenance materials and supplies to the job site, nine-ton truck equipped with winter attachments such as metered salt hopper boxes, underbody scrapper blades, snowplows, etc., front-end loader to load salt and other maintenance materials, tractor with attachment such as a backhoe loader, bucket, rotary mower, one-ton dump truck, motor grader, roller, backhoe, excavator, dozer, Unimog, boom mower, aerial equipment, etc.
- Operate powered equipment during the performance of these activities including, but not limited to, chain saw for cutting trees and posts, brush chipper, tar kettle, air compressor and air-powered tools such as an air hammer, electric tools, generator, and pavement router, etc.
- Perform manual labor during the performance of these activities including, but not limited to, 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, etc.
- Utilize hand tools during the performance of these activities including, but not limited to, shovel, sledgehammer, rake, post-hole digger, etc.
- Train employees in the various maintenance and equipment operations.
- Participate in team managed work groups encouraging all employees to work together to accomplish required planning, scheduling, and completion of maintenance tasks.

Duty 2

General Summary:

Percentage: 10

Service equipment and clean and maintain grounds and garage.

Individual tasks related to the duty:

- Perform equipment servicing including, but not limited to, making minor repairs to equipment/tools/vehicles, changing oil, lubricating equipment, etc.
- Perform pre-inspection of equipment to determine functional operation.
- Clean and maintain garage facilities and grounds.

Duty 3

General Summary:

Percentage: 5

Operate abrasive blasting equipment and enter confined spaces which require the use of air-fed hooded respirator, negative or positive pressure respirator. The physical requirements is to pass an annual medical exam for use of this equipment.

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.
- Both activities above require the use of air-fed hooded respirator or negative or positive pressure respirator.

Duty 4

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 judgement 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.
- 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.

- 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):

- | | |
|---|--|
| <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?

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Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., dump truck, snowplow, etc.) 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 trunk line 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**

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:

- 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.
- Safety policies/ procedures.
- Procedures and method used in maintenance activities.

Acquire knowledge:

- Facility PIP Plan.
- Current safety policies and procedures.

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:**

- Possession of a Commercial Driver's License (CDL) is required at the time of appointment. **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 within twelve months of the date of hire into the position.
- 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.

N/A

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

<hr/>	1/10/2025
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.

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Employee	Date