

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

<b>Position Code</b> 1. TRMTWKREB20R
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## 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> Highways
<b>4. Civil Service Position Code Description</b> TRANSPORTATION MAINT WORKER-E	<b>10. Division</b> Metro Region
<b>5. Working Title (What the agency calls the position)</b> Transportation Maintenance Worker-E	<b>11. Section</b> Operations
<b>6. Name and Position Code Description of Direct Supervisor</b> VACANT; TRANSPORTATION MAINT SPV-2	<b>12. Unit</b> Auburn Hills Special Crews
<b>7. Name and Position Code Description of Second Level Supervisor</b> LADENSACK, JOHN T; TRANSPORTATION MAINT SPV-3	<b>13. Work Location (City and Address)/Hours of Work</b> 2925 Lapeer Rd, Auburn Hills, MI 48326 / 7:00am - 3:30pm M-F (hours & days may vary)
<b>14. General Summary of Function/Purpose of Position</b>  This position is responsible for the maintenance of bridges and state right-of-way located within Oakland, Wayne and Macomb counties. During the winter months, this position may report to the Detroit Maintenance Garage to assist with winter trunkline maintenance and operations within the city of Detroit. This position may also be assigned to the midnight shift during the winter assignment. 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 surface, shoulder, roadside, structure, general maintenance, and winter maintenance activities listed in the MDOT Direct Maintenance Handbook. Participate in the TMW work element program. Responsible for all safety aspects of a job and be in compliance with Departmental personal safety equipment policy, hazardous waste management program and protected area policies and procedures.

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, seal patching, crack filling, crack sealing, patching gravel shoulders, tree and stump removal, litter pickup, mowing, repair steel guardrail, cable guardrail repairs, right-of-way fence repair, snow removal, salting and sanding pavements, sign installation, maintenance and fabrication of signs, delineator maintenance, chemical weed and brush control, building and repairing rustic structures, bridge painting, catch basin cleaning and repair, concrete bridge deck repair, superstructure/substructure repair, deck epoxy overlays and healer sealers, railing repair, sidewalk repair, expansion joint repairs, slope repair, pavement marking removal/replacement, concrete median barrier repair, etc.
- Operate heavy motorized equipment during the performance of these activities including, but not limited to, 6-ton dump truck for hauling maintenance materials and supplies to job sites, 6 to 9-ton dump trucks with winter attachments such as metered salt boxes, underbody scraper blades, snow plows, tow plows, etc., front end loader to load salt and other maintenance materials, tractor with attachments such as backhoe, loader bucket, rotary mower, etc., one-ton dump truck, motor grader with wing and plow, roller, bulldozer, hydraulic crane, aerial bucket, hydraulic excavator, snow blower, large truck with hydraulic lift bucket, air compressor, brush chipper, stump grinder, chemical spray machine, etc.
- Operate powered equipment including, but not limited to, chain saw, generator, electric and air power tools, pavement router, tar kettle, water pumps, cement saw, mud-jack machine, street sweeper, bump grinder, bump burner, reach-all and profiler, abrasive blasting equipment, etc.
- Utilize hand tools including, but not limited to, shovel, rake, sledgehammer, posthole digger, etc.
- Perform manual labor tasks during the performance of these activities including, but not limited to, lift objects weighing up to 100 pounds which requires twisting, bending, stooping; shovel stones and asphalt material; unload materials from truck bed; carry and set up temporary lane closures; clear roads and shoulders of dead animals and debris; work on scaffolding at different heights, climb into vehicles and equipment, etc.
- Set up, operate, maintain, and take down traffic control devices for establishing work zones on highways, roadside and bridges.
- Operate equipment including but not limited to, welders, pneumatic pavement breakers, air compressor, electric generators, sandblaster, small pumps, chain saw, concrete saw, oxygen/acetylene torches, etc.
- If assigned by supervisor, utilizes Commercial Core Pesticide Applicator certification to apply pesticides to control weeds, brush, insects, and disease.
- Train employees in the various maintenance and equipment operations.
- If assigned by supervisor, utilizes Commercial Core Pesticide Applicator certification to apply pesticides to control weeds, brush, insects, and disease.

**Duty 2**

**General Summary:**

**Percentage: 10**

Set up, maintain, and remove maintenance work zone traffic control. Adhere to the Michigan Uniform Traffic Control and Maintenance Work Zone Guidelines.

**Individual tasks related to the duty:**

- Place, maintain, and remove traffic control devices for work zones such as flashing arrows, temporary signing, channelizing devices (e.g., drums, cones), type III barricades, pavement markings, and temporary concrete or water filled barriers.
- Transport/operate equipment to be used in traffic control such as pick-up trucks, arrow boards, truck mounted attenuators, trailer mounted signals, and message boards.
- Operate equipment such as truck mounted attenuators, arrow boards and message boards during mobile operations.

**Duty 3**

**General Summary:**

**Percentage: 5**

Service maintenance equipment and vehicles. Perform miscellaneous duties and janitorial activities at garage facilities and on MDOT owned or leased properties, and other maintenance work activities as directed by the supervisor.

**Individual tasks related to the duty:**

- Operate equipment in performance of the above activities including, but not limited to, forklift, front end loader, small lawn tractor, etc.

- Perform equipment servicing including, but not limited to, making minor repairs, changing tires, changing oil and lubricating equipment, lubricating vehicles etc.
- Perform pre-inspection of equipment for determining readiness of equipment to meet function operational requirements prior to operation.
- Perform post use washing and cleaning (interior and exterior) of equipment/vehicles as directed by supervisor and/or lead worker.

**Duty 4**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Use and maintain personal safety equipment and apparel.
- Submit all timecards, leave requests, work order reports and equipment usage records as directed by the supervisor and in accordance to departmental procedures and policies.
- Other duties as assigned.

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

Exercise 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.**

Position requires working various hours, working outside in all kinds of weather, working on roadway in high traffic areas, working with chemicals, herbicides, pesticides, wearing a respirator, operating various types of equipment, performing manual labor, working from heights up to 150 feet requiring the use of aerial equipment, scaffolding, safety harnesses or working from bridge decks, entering confined spaces, twisting, bending and stooping many times and wearing personal protective equipment. Manual labor involves lifting and carrying heavy tools and materials and the ability to lift up to 100 pounds. Be available outside normal working hours for maintenance/emergency 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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.  |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> 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 is responsible for the maintenance of bridges and state right-of-way located within Oakland, Wayne and Macomb counties. During the winter months, this position may report to the Detroit Maintenance Garage to assist with winter trunkline maintenance and operations within the city of Detroit. This position may also be assigned to the midnight shift during the winter assignment. Operate a vehicle or vehicle/trailer combination with a 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:

- operation of equipment and powered/hand tools.
- safety policies/procedures.
- procedures and methods used in maintenance activities.
- proper procedures for entering confined spaces.

Ability to:

- lift objects weighing up to 100 pounds which requires twisting, bending, stooping.
- communicate effectively.
- read a blueprint and take directions.
- wear a respirator.
- to set up and meet with local utilities; be able to make decisions on sign replacement when normal placement is not possible.
- correctly fill out all paperwork for submittal of time, equipment/material usage, leave requests and other reports/documents.

- operate equipment in a safe and efficient manner.
- operate a computer.
- understand and follow directions/instructions.
- work with herbicides, pesticides, and chemicals.
- enter confined spaces.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

- This position is a Test-Designated Position. The employee is subject to random drug and alcohol testing while employed in this 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 within 12 months from the date of hire into the position.
- Satisfactory completion of MDOT's TMW Work Element training and certification program is required for specific levels.
- 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.

**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