

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

Position Code

1. TRMTWKREB20R

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 Metro Region
5. Working Title (What the agency calls the position) Transportation Maintenance Worker-E	11. Section Operations
6. Name and Position Code Description of Direct Supervisor LADENSACK, JOHN; TRANSPORTATION MAINT SPV-2	12. Unit Auburn Hills Special Crews
7. Name and Position Code Description of Second Level Supervisor WOOD, JEFFREY; TRANSPORTATION MAINT SPV-3	13. Work Location (City and Address)/Hours of Work 2925 Lapeer Rd, Auburn Hills, MI 48326 / 7:00am - 3:30pm M-F (hours may vary)

14. General Summary of Function/Purpose of 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. This position may be trained to operate any piece of equipment used in a typical maintenance garage (equipment listed in duties). Operate a vehicle or vehicle/trailer combination with a gross vehicle weight rating (GVWR) of 26,001 pounds or more when driving snowplows, bucket 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: 40

Perform all bridge maintenance activities listed in MDOT's Maintenance Activity Guides.

Individual tasks related to the duty:

- Deck Concrete Patching
- Superstructure/Substructure Repairs
- Deck Epoxy Overlays and Healer Sealers
- Railing Repair
- Sidewalk Repair
- Expansion Joint Repairs
- Slope Repairs
- Crack Sealing
- Pavement marking Removal/Replacement
- Concrete Median Barrier Repair

Duty 2

General Summary:

Percentage: 25

Perform all surface, shoulder, sign, roadside, general, and winter maintenance activities.

Individual tasks related to the duty:

- Tree Trimming/Removal
- Stump Removal
- Vegetation Management
- Soil Erosion Control
- Heavy Culvert Maintenance
- Catch Basin Repairs
- Repair Steel Guardrail
- Pot Hole Patching
- Pavement Bump Removal
- Litter Pickup
- Brush Control
- Sign Maintenance
- Blading Snow
- Salting and Sanding roadway

Duty 3

General Summary:

Percentage: 15

Operate specialized equipment.

Individual tasks related to the duty:

- Operate specialized maintenance equipment such as dump trucks with trailers, winter maintenance trucks, crane, loader, backhoe, excavator, skid steer, dozer, boom mower, roller, portable concrete batch machine, aerial equipment, etc.
- Operate equipment such as welders, pneumatic pavement breakers, air compressor, electric generators, sandblaster, small pumps, chain saw, concrete saw, and oxygen/acetylene torches.
- Use of small hand tools such as electric drills, saws, impact hammers, carpenter's level, etc.
- Use of 800 mhz radios.

Duty 4

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 (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 5

General Summary:

Percentage: 5

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:

- Operate abrasive blasting equipment while using air-fed hooded respirator or either negative or positive pressure respirators.
- Operate concrete/asphalt grinders/drills/hammers/saws.

Duty 6

General Summary:

Percentage: 5

Service and cleaning of equipment, grounds, and garage.

Individual tasks related to the duty:

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

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.

Working outside in all types of weather daily. Must have ability to traverse rough ground. Perform manual labor which involves lifting and carrying heavy tools and materials weighing up to 100 pounds and operating a 60–90-pound jackhammer. Also requires bending, twisting, stooping many times a day. Work from heights of up to 150 feet requiring the use of aerial equipment, scaffolding or safety harnesses under or alongside the structure while performing bridge maintenance activities. Work hazards include working on roadway in traffic, working with chemicals, and wearing personal

protective equipment. Work hours may vary and may require seasonal reassignment, overtime, weekend work, shift work and occasional overnight travel. The employee is required to operate vehicle or vehicle/trailer combination with a GVWR of 26, 001 pounds or more. 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?

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. This position may be trained to operate any piece of equipment used in a typical maintenance garage (equipment listed in duties). Operate a vehicle or vehicle/trailer combination with a gross vehicle weight rating (GVWR) of 26,001 pounds or more when driving snowplows, bucket 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?

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:

- Construction or farming background preferable.
- Knowledge of laws, regulations, and proper procedures for entering confined spaces and the ability to enter confined spaces.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- Position requires a valid Commercial Driver's License (CDL) group A with either an N or X endorsement and must be qualified to operate air brakes. **If the selected applicant has a CDL Group B and/or no N or X endorsement, they will be required to obtain a Group A CDL with either an N or X endorsement within 12 months of the appointment.**
- Michigan Pesticide Applicators License with certifications in categories 3A,3B, and 6 preferred.

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.

none

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

ASHLEY PARSONS

9/27/2024

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