

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**TRANSPORTATION MAINTENANCE WORKER**

**JOB DESCRIPTION**

Employees in this job perform road and bridge work, winter, surface, structure, sign, signal, shoulder, and/or roadside maintenance activities. Maintenance activities also include equipment servicing and facility and grounds maintenance.

**Position Code Title - Transportation Maint Worker-R**

Transportation Maintenance Worker (Recruit) 6

This is the recruit level Transportation Maintenance Worker (TMW). The employee performs a range of maintenance activities and equipment operations. This includes classroom and on-the-road training required to operate a vehicle or vehicle/trailer combination weighing over 26,001 lbs.

**Position Code Title - Transportation Maint Worker-E**

Transportation Maintenance Worker 6

This is the entry level. The employee, while participating in the Michigan Department of Transportation's (MDOT) TMW Work Element Program, performs a range of maintenance activities and equipment operations while learning the methods of the work.

Transportation Maintenance Worker 7

This is the intermediate level. The employee, while participating in the MDOT's TMW Work Element Program, performs an expanding range of maintenance activities and equipment operations in a developing capacity.

Transportation Maintenance Worker E8

This is the experienced level. The employee, while participating in the MDOT's TMW Work Element Program, performs a full range of maintenance activities and equipment operations, and uses independent judgment to make decisions in specific work situations.

**Position Code Title - Transportation Maint Worker-A**

Transportation Maintenance Worker 9

This is the advanced level. The employee, while participating in the MDOT's TMW Work Element Program, functions as a crew leader, overseeing the work of lower-level TMW's and/or Laborers at a work site or facility and performing experienced-level TMW assignments; or as a senior worker with complete responsibility and coordination for the most complex maintenance activities and/or equipment operations.

**NOTE:** Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Performs road and bridge work on state trunklines to include, winter, surface, structure, sign, signal, shoulder, and/or roadside maintenance.

Performs maintenance activities including equipment servicing and facility and grounds maintenance.

Operates heavy-duty dump trucks with snowplows, underbody blades, sand and salt spreaders, and liquid applications to remove ice and snow accumulation from highways and bridges.

Operates light and heavy-duty equipment, vehicles, and machinery to perform highway, bridge, and roadside maintenance. Examples include trucks, tractors with attachments, backhoes, skid steers, loaders, excavators, motor graders, rollers, air hammers, concrete saws and mixers, aerial towers, crack and pothole patching equipment, generators, air compressors, hydraulic post pullers, post-driving air hammers, gas cutting torches, air drills, and maintenance equipment.

Operates heavy-duty, highly specialized equipment such as underbridge inspection vehicles (reachall) and cranes.

Operates mechanics' hand tools to install, repair, and replace pipes, posts, signs, delineators, guardrail cable rail, and fences.

Operates traffic control devices for establishing work zones on highways and bridges.

Operates equipment and tools to fabricate signs, treat roadside vegetation, and place pavement markings.

Repairs, maintains, and installs overhead sign structures, sign structure foundations, and operates the equipment and tools used.

Installs temporary concrete barriers and attenuators.

Operates and maintains equipment and tools to prepare bridge decks and applies protective coatings such as epoxy products and waterproofing sealants or structural repairs.

Performs pre-inspection of equipment for determining functional operation of the equipment.

Changes tires and oils and lubricates equipment and vehicles used in highway and bridge maintenance.

Purchases materials for maintenance activities.

Trains other employees on operating equipment based on departmental guidelines.

Performs related work and other tasks as assigned.

### **Additional Job Duties**

#### **Transportation Maintenance Worker 9 (Crew Leader)**

Assigns work to crew members.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Prepares and maintains records related to the work.

#### **Transportation Maintenance Worker 9 (Senior Worker)**

Inspects, approves, or rejects work done by contractors or consultants.

Routinely investigates, evaluates, and reports on the safety condition of structures within the region in accordance with applicable state and federal regulations.

Coordinates creation of new methods for maintenance activities.

Coordinates the Transportation Asset Management System (TAMS).

Manages the requisitioning, procurement, and maintenance of inventory, materials, supplies, and equipment.

Prepares and maintains records related to the work.

Provides input for the creation of material specifications used in the contract purchasing process.

Performs maintenance condition assessments and updates inventories of road features.

Investigates complaints and conducts inspections on road or bridge conditions and right-of-way encroachments.

Operates, maintains, and trains others on the use of heavy-duty, highly specialized equipment such as underbridge inspection vehicles (reachall) and cranes.

Provides input for the preparation of specifications to be used for contracting maintenance work.

Coordinates maintenance training including winter school, spring school, and truck driving school.

Performs as Bureau, Region, or Transportation Service Center (TSC) Coordinator for the TMW Work Element Program.

Coordinates TSC maintenance safety practices/program.

Performs related work and other tasks as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of procedures and methods used in road and bridge work to include, winter, surface, structure, sign, signal, shoulder, and roadside maintenance activities as well as safety and maintaining traffic practices.

Knowledge of methods, techniques, materials, tools, and equipment used in the work.

Knowledge of the operation of heavy-duty, highly specialized equipment such as underbridge inspection vehicles (reachall) and cranes.

Knowledge of the repair, maintenance, and installation of overhead sign structures and sign structure foundations.

Knowledge of the procedures for performing pre-inspection of equipment for determining functional operation of the equipment.

Knowledge of material purchasing procedures.

Knowledge of all bridge and culvert elements.

Knowledge of occupational hazards and safety precautions applicable to the work.

Knowledge of street and highway traffic rules and regulations, and temporary signing and safety precautions to be observed while working on or near highways.

Skill in the operation of motorized equipment, power tools, and hand tools.

Ability to recognize various stages of structure deterioration and the relative causes and impacts of such deterioration.

Ability to make minor repairs to equipment, tools, and vehicles used in maintenance work.

Ability to communicate effectively.

### **Additional Knowledge, Skills, and Abilities**

#### **Transportation Maintenance Worker 9 (Crew Leader)**

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to prepare and maintain records related to the work.

#### **Transportation Maintenance Worker 9 (Senior Worker)**

Knowledge of the Transportation Asset Management System (TAMS).

Ability to operate and maintain complex equipment.

Knowledge of MiBridge and the Request for Action (RFA) and Work Recommendation process for bridges, culverts, and ancillary structures.

### **Working Conditions**

Some jobs require extensive statewide travel and extended overnight stays.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to be exposed to hazardous work environments.

### **Physical Requirements**

The job duties may require an employee to sit for long periods.

The job duties may require an employee to sustain long periods in confined spaces.

The job duties may require an employee to work from ladders, scaffolds, and platforms.

The job duties may require an employee to wear adequate personal protective equipment.

The job duties may require an employee to complete the physical qualifications required by the Federal Commercial Driver's License.

The job duties may require an employee to lift and/or move heavy objects.

The job duties may require an employee to be exposed to outdoor weather elements.

The job duties may require an employee to traverse rough terrain.

The job duties require an employee to bend, reach, stoop, stand, and/or walk for extended periods.

### **Education**

Education typically acquired through completion of high school.

### **Experience**

#### **Transportation Maintenance Worker (Recruit) 6, 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.

### Transportation Maintenance Worker 9

Three years of experience equivalent to a TMW, including one year equivalent to a TMW E8.

### **Special Requirements, Licenses, and Certifications**

TMW (Recruit) 6:

Possession of a Commercial Learner's Permit at the time of hire.

TMW 6, 7, E8, 9:

Possession of a Commercial Driver's License (CDL) at the time of hire.

TMW E8, 9:

The MDOT Statewide Work Element Coordinator must approve satisfactory completion of the MDOT TMW Work Element training and certification program.

See individual position descriptions for other requirements.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

#### **Job Code**

TRANMTWKR

#### **Job Code Description**

TRANSPORTATION MAINTENANCE WORKER

#### **Position Title**

Transportation Maint Worker-E

#### **Position Code**

TRMTWKRE

#### **Pay Schedule**

A31-005

Transportation Maint Worker-A

TRMTWKRA

A31-011

Transportation Maint Worker-R

TRMTREC

A31-024

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