

POSITION DESCRIPTION

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| 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 DOC-MACOMB FACILITY |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration |
| 4. Civil Service Position Code Description Electrician Licensed-A | 10. Division Maintenance Department |
| 5. Working Title (What the agency calls the position) Electrician | 11. Section 12300 – Physical Plant |
| 6. Name and Position Code Description of Direct Supervisor MCDONALD, JAMES T; PHYSICAL PLANT SUPERVISOR-1 | 12. Unit A31 |
| 7. Name and Position Code Description of Second Level Supervisor TROTT, LARRY; ADMINISTRATIVE MANAGER-3 | 13. Work Location (City and Address)/Hours of Work 34625 26 Mile Road, Lenox Twp., MI 48048 / Hours may vary |
| 14. General Summary of Function/Purpose of Position Maintain all electrical lighting and power systems, including electronic security systems, duress systems and camera systems, fire alarm systems, and emergency power generator. Supervise inmates on minor repairs and maintenance. Troubleshoot and diagnose any electrical problems, using blueprints and service manuals. Order material and assure that all work is performed in a workmanlike manner. Comply with all codes. This position is behind the secure perimeter of the facility. | |

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: 15**

Ensure all security systems are operating and performing properly. Supervise inmates in this function.

Individual tasks related to the duty:

Ensure all security systems are operating and performing properly. Maintenance of fire alarms systems, duress systems. This is to include troubleshooting and repair.

Duty 2

General Summary: **Percentage: 50**

Make job assignments and supervise inmate workers in the repair of lights, lighting controls, replacement of ballasts, general maintenance of building, minor repairs on appliances and equipment.

Individual tasks related to the duty:

Make assignment of work orders to inmates and check out all necessary tools and obtain all material such as ballasts, light bulbs, switches, receptacles, relays and over plates. Supervise work to ensure it is performed in a workmanlike manner and meets all state electrical codes. Assist with installation of perimeter and walkway lighting. Clean and lubricate equipment and maintain records on equipment status and maintenance. Clean and maintain tools and perform routine maintenance on special equipment used in electrician's and other staff's work.

Duty 3

General Summary: **Percentage: 20**

Supervise the remodeling and additions to the building. New equipment installations.

Individual tasks related to the duty:

Make materials list with pricing information. Submit ordering documents of equipment and supplies. This is to include new circuits and new equipment, as well as installation. Supervise inmates ensuring the work is done in a workmanlike manner, meeting all state electrical codes.

Duty 4

General Summary: **Percentage: 5**

Run emergency generator weekly and maintain accurate records. Assist in conducting weekly, monthly, quarterly, and annual fire safety inspections as assigned.

Individual tasks related to the duty:

Inform Control Center when tests are being run. Monitor instruments, such as temperature, oil pressure, RPM, voltages and current readings. Preventive maintenance on electrical systems and generators.

Duty 5

General Summary: **Percentage: 10**

Assist other trades.

Individual tasks related to the duty:

Assist other trades such as plumbers, heating and ventilation and maintenance mechanics.

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

When to call manufactures for technical information on repairs of security equipment. When ordering parts to see if different brands are compatible, or to get a parts breakdown of specific equipment.

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

Priority of work orders, security issues, repair vs. replacement costs.

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.

Daily unsupervised access and direct contact with prisoners. Climbing, sitting, standing, kneeling, crouching, crawling, lifting, reaching, bending and walking in the following environmental conditionals: cold, heat, wet, noisy, smoke, dust, fumes, chemicals and contaminated air, soil and water.

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):

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| <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?

The repair and maintenance of all electrical systems.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

This position was downgraded from an 11 level.

25. What is the function of the work area and how does this position fit into that function?

The main function of this position is to maintain all electrical systems in working order and to maintain the security on the compounds.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Educational level typically acquired through completion of high school. Equivalent combinations of education and experience that provide the required knowledge, skills and abilities will be evaluated on an individual basis.

EXPERIENCE:

Electrician Licensed E9 - No specific type or amount is required beyond that required for licensure.

Electrician Licensed 10 - One year of electrical trade experience equivalent to an Electrician Licensed 9.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of electrical tool, devices, and electrical hazards

Skill in use of tools of the trade

Diagnostic Skills

Ability to read blueprints

Ability to work from ladder and other climbing devices, tunnel and crawl spaces.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a journeyman electrician's license issued by the state of Michigan.

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.

This position had to be established at the 10 level due to the Electrician-Masters 11 position did not have any eligible applicants interested and available for a lateral transfer.

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

ELAINE DAVIS

12/13/2019

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