

CS-214 PC  
8-93

<b>1. Position Number</b>
---------------------------

State of Michigan  
Department of Civil Service  
Classification and Selection Operations Bureau  
Classification Division

A portion of this information is protected by federal privacy laws and/or state confidentiality requirements.

AUTHORITY: In accordance with Article XI, Section 6, Michigan Constitution on 1963 and Public Act 431 of 1984.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each party sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THIS PAGE SHOULD BE FILLED OUT BY SUPERVISOR/APPOINTING AUTHORITY.**

<b>2. Name of Incumbent (Last, First, M.I.)</b> Vacant	<b>8. Department/Agency</b> Corrections
<b>3. Social Security Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> CFA
<b>4. Civil Service Classification of Position</b> Plumber A-10	<b>10. Division</b> G. Robert Cotton Correctional Facility
<b>5. Working Title of Position (What Agency Titles the Position)</b> Plumber 10	<b>11. Section</b> Business Office
<b>6. Name and Classification of Immediate Supervisor</b> Vacant, Physical Plant Superintendent 13	<b>12. Unit</b> Maintenance
<b>7. Name and Classification of Next Higher-Level Supervisor</b> T. Schubring, CFM 14	<b>13. Work Location (City and Address)/Hours of Work</b> 3500 N. Elm, Jackson, MI 49201 6:00 a.m.-2:30 p.m./Reassigned as necessary

**14. General Summary of Function/Purpose of Position**

Maintains all plumbing and sewer systems, in addition to installation and repair of the hydronic heat systems within the Physical Plant of the institution. This position also ensures all work either new installation or repairs meet current plumbing codes. All work is performed within the secure perimeter.

**For Civil Service Use Only**

**15. Please describe your assigned duties, percent of time spent performing the duty, and explain what is done to complete the duty.**

**List duties in order of importance from most important to least important.**

Duty 1

**General Summary of        60 % of Time**

**Duty**

Assemble, install and repair all types of plumbing systems including gas, air, steam, potable water, storm and sanitary sewers in accordance with all applicable plumbing and mechanical codes with inmate crews.

**Individual tasks related to the duty.**

1. Install and/or repair plumbing, fixtures such as: commodes, showers, water heaters, hot water tanks, liquid dispensers, garbage disposal units, water softeners, radiators and drinking fountains.
2. Install, modify and repair new and existing high temperature water and steam and high pressure piping systems and equipment such as steam and hot water heating, steam generating, expansion tanks, condensate equipment and systems, circulating pumps and radiators.
3. Install and maintain equipment and plumbing systems in food service areas such as dishwashers, cooking kettles, disposal, pulper machines, drainage systems and grease traps.
4. Install, maintain and repair gas lines, hot water heaters, and heating units.
5. Perform welding, fabricating, steam fitting and pipe setting operations.

Duty 2

**General Summary of        20 % of Time**

**Duty**

Preventive maintenance on various plumbing systems.

**Individual tasks related to the duty.**

1. Inspect, service and maintain hoses and sprinkler systems.
2. Inspect, test, service and maintain showers for proper water temperature, pressure and operation.
3. Inspect, service and maintain storm and sewer drains.
4. Inspect, service and maintain water softeners.
5. Prepare preventive maintenance test and inspection reports.

Duty 3

**General Summary of 10 % of Time**

**Duty**

Train lower-level plumbers and prisoners in the plumbing trade. Maintain tool and key control.

**Individual tasks related to the duty.**

1. Provide instruction and training in the proper method and processes necessary to carry out work assignments.
2. Review job performance by observing and critiquing work techniques and completed assignments.
3. Supervise prisoner workers movement in accordance with security movement procedures to assure proper prisoner counts and control.
4. Organize, coordinate and supervise assigned work tasks to keep prisoners gainfully employed during work hours.

Duty 4

**General Summary of 10 % of Time**

**Duty**

Identifies/orders material

**Individual tasks related to the duty.**

Identifies, locates, prices material needed to maintain, repair, or fabricate within the Physical Plant Department. Writes necessary requests for purchases. Calls various vendors to locate needed material.

Duty 5

**General Summary of % of Time**

**Duty**

**Individual tasks related to the duty.**

Duty 6

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Makes decisions during emergency call-in situations when other staff or supervision is unavailable. All staff and inmates are affected.

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

All independently made decisions are reviewed by supervisor for correction or future information purposes. Any repair authorizations of a substantial dollar value. Any situations requiring call-in of additional staff.

18. What kind of physical effort do you use to perform your job? What environmental conditions are you physically exposed to on your job? Indicate the amount of time and intensity of each condition. Refer to instructions on page 2.

Physical Activities - Walking, standing, sitting, balancing, stooping, kneeling, crouching-crawling, lifting, reaching, carrying, running, bending - all activities will be done on a very frequent basis.

Conditions - Wet, cold, heat, noise, dust, odors - these conditions will be on a frequent basis.

Hazards - Could be exposed to on an occasional basis. Fumes, fire, chemicals, vegetation, contaminated air, contaminated soil, contaminated water.

19. List the names and class titles of classified employees whom you immediately supervise or oversee on a full-time ongoing basis (if more than 10, list only titles and number of employees in each class).

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility 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 sick and annual leave requests | <input type="checkbox"/> Review work                      |
| <input type="checkbox"/> Sign timecard                          | <input type="checkbox"/> Provide guidance on work methods |
| <input type="checkbox"/> Orally reprimand                       | <input type="checkbox"/> Train employees in the work      |

21. I CERTIFY THAT THE ABOVE ANSWERS ARE MY OWN AND ARE ACCURATE AND COMPLETE.

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE FILLED OUT BY IMMEDIATE SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 18? If not, which items do you disagree with and why?

Yes, I agree with all answers.

23. WHAT ARE THE ESSENTIAL DUTIES OF THIS POSITION?

Ability to meet all physical condition requirements needed while performing job. Ability to work in confined spaces. Ability to work with little or no supervision when necessary. Ability to work overtime in emergency situations. Ability to read and understand policies, procedures, and manuals.

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

None

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

The function of the work area is to maintain the Physical Plant of an approximately 2000 bed Correctional Institution. This position handles all plumbing aspects of the prison. This position maintains equipment and systems necessary to operate a 24-hour occupied institution.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position?

**EDUCATION:**

High school graduate or GED equivalence.

**EXPERIENCE:**

Two years of experience in the plumbing trade.

Completion of a plumbers vocational training program that includes commercial or industrial level instruction may be substituted for two years of experience assisting skilled trades people in plumbing work.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Some knowledge of the plumbing and building codes which typically apply to the work assignment, standard methods, materials, tools and equipment of the plumbing trade. Knowledge of water, steam and gas heating units. Knowledge of the practices and methods of welding, steam fitting, and pipe fitting. Skill in the installation and repair of plumbing fixtures. Ability to interpret and apply building, and plumbing codes to assigned plumbing projects. Ability to work from ladders, scaffolds, hydraulic towers or in tunnels and crawl spaces.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Journeyman Plumber card issued by the State of Michigan DLEG.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. 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's Signature

Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date