

<p>1. Position Code PLUMBERA</p>

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

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 of the parties 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 the 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. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Corrections/4741
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facility Administration
4. Civil Service Classification of Position Plumber-A 10	10. Division Macomb Correctional Facility
5. Working Title of Position (What the agency titles the position) Plumber	11. Section Physical Plant
6. Name and Classification of Direct Supervisor Physical Plant Supervisor-12	12. Unit Maintenance
7. Name and Classification of Next Higher Level Supervisor Administrative Manager-3	13. Work Location (City and Address)/Hours of Work 34625 26 Mile Road, New Haven, MI 48048

14. General Summary of Function/Purpose of Position

This position has 50% or more prisoner contact and/or supervision and is in the secured area of the prison. Responsible for the maintenance and installation of plumbing and mechanical systems for the facility. The employee functions as a crew leader, overseeing the work of lower-level Plumbers, prisoners, and others, and performs journey-level plumbing assignments.

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

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time 75**

Install and maintain all aspects of the plumbing and mechanical systems of this facility.

Individual tasks related to the duty.

- Install and repair plumbing fixtures such as sinks, commodes, water heaters, hot water tanks, showers, dishwashers, water coolers and garbage disposal.
- Supervise inmates for above work.
- Provide instructions and training pertaining to the proper application of all assigned tasks.

Duty 2

General Summary of Duty 2 **% of Time 10**

Study and review all building plans and mechanical drawings and do periodic inspections.

Individual tasks related to the duty.

- Prepare the proper requisitions and maintain an appropriate inventory.

Duty 3

General Summary of Duty 3

% of Time 15

Work with other maintenance workers in completing assignments where inmates can't be used.

Clean and maintain work areas within and around maintenance buildings.

Individual tasks related to the duty.

- Install, maintain and repair equipment such as water coils, radiators, water softeners, unit heaters, water heaters, pumps, valves using various hand and power tools.
- Perform related work appropriate to the classification assigned.

Duty 4

General Summary of Duty 4

% of Time

Individual tasks related to the duty.

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Duty 5

General Summary of Duty 5

% of Time _____

Individual tasks related to the duty.

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Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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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.

Decisions are based on past experience and past practices using the skills of plumbing trade.

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

When technical data, when blueprints, specifications or instructions are vague or incomplete.

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

Walking, climbing, crawling, lifting and reaching. Exposed to all waterborne and surface contaminated diseases from working on all aspects of the plumbing system. Exposure to dirt, grease, and raw sewage. Hazards of a Prison environment.

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

<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 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. |

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 COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

23. What are the essential duties of this position?

This position is responsible for maintaining and installing plumbing fixtures, maintaining and installing the sewage system and all other plumbing assignments. The plumber provides technical information as it relates to all applicable codes and supervises the performance of his/her crew. The position requires being called back in during off hours to handle emergency maintenance requests.

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?

The function of the Maintenance Department is responsible for the overall operation, repair and maintenance of the physical plan which includes plumbing, heating, air conditioning, electrical, grounds landscaping and new construction. The functions of the plumber are to maintain all plumbing fixtures, install new fixtures, and maintain the sanitary and storm drain system and all related duties.

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

EDUCATION:

Possession of a high school diploma or a GED Certificate.
Equivalent combinations of education and experience that provide the required knowledge, skills and abilities will be evaluated on an individual basis

EXPERIENCE:

Plumber 10: Five years of experience in the plumbing trade including one year equivalent to a Plumber E9 in state service.

Alternate Education and Experience: Completion of a plumber's vocational training program that included commercial or industrial level instruction may be substituted for two years of experience assisting skilled trades people

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of plumbing codes and regulations. Complete knowledge of plumbing trade, ability to do independent research and troubleshooting.

CERTIFICATES, LICENSES, REGISTRATIONS:

Some positions within this class series are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

Some positions within this class series are assigned job duties that may require possession of a journey plumber's license issued by the Michigan Department of Labor and Economic Growth.

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

