

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

Position Code 1. PWPLOPREA10R

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 MDHHS-CTR FORENSIC PSYCHIATRY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description POWER PLANT OPERATOR-E	10. Division Maintenance Department
5. Working Title (What the agency calls the position) Power Plant Operator E9	11. Section Power Plant
6. Name and Position Code Description of Direct Supervisor VACANT; POWER PLANT SUPERVISOR-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor ROSCHINSKY, DAVID N; PHYSICAL PLANT SUPERVISOR-2	13. Work Location (City and Address)/Hours of Work 8303 Platt Rd. Saline, MI 48176 / 40hrs/week; 7 day/24 hr. coverage
14. General Summary of Function/Purpose of Position Position functions as an experienced level operator performing the full range of power plant operator assignments which include operate, maintain and repair all power plant and facilities equipment to provide heating, cooling, city water, electric service, and steam throughout 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: 20

Maintain operations of the boiler's, chiller's, air handling units, snow melt equipment, humidifier's, variable air volume units, fans, pumps, cooling tower, ice storage tanks, alternative propane fuel system, main fire pump, building management system and other related equipment throughout the facility.

Individual tasks related to the duty:

- Observe all equipment operations.
- Identify any improper operations and make any adjustments or repairs to bring equipment back to proper operational status.
- Chemical testing and treatment of all water systems.

Duty 2

General Summary:

Percentage: 40

Perform Preventive Maintenance on the boiler's, chiller's, air handling units, snow melt equipment, humidifier's, fans, pumps, variable air volume units, cooling tower, ice storage tanks, alternative propane fuel system, main fire pump, building management system and other related equipment throughout the facility.

Individual tasks related to the duty:

- Inspect all equipment and perform the manufactures recommended maintenance i.e.:
 - greasing of fans and pump motors
 - adjusting or replacing belts for air handling units
 - adjusting or replacing coupling on pumps
 - punch tubes on the rotary screw chiller and centrifugal chiller
 - replacement of the air filters for air handling units.

Duty 3

General Summary:

Percentage: 30

Complete all heating and cooling work orders.

Individual tasks related to the duty:

- Evaluate the systems through the building management system.
- Electronically troubleshoot the digital controls.
- Make any adjustments or repairs.

Duty 4

General Summary:

Percentage: 10

Maintain accurate records and prepare reports as needed.

Individual tasks related to the duty:

- Record daily reading on equipment.
- Log all abnormal operational parameters from building management system.
- Record and log all preventive maintenance on equipment.
- Fill out work orders or repair log.

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

Evaluate the operational status of all the equipment. Determine if operating within parameters. Make necessary adjustments to provide a safe and comfortable environment within the facility.

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

When abnormal operational conditions exist. If to repair or replace equipment. Ordering of replacement parts.

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.

Moderate to heavy physical effort for extended periods such as lifting (Minimum 75lbs.), walking, bending, carrying, climbing, crawling, reaching in hot, cold, and wet, noisy and extremely dusty environments. Working from aerial lifts, ladders, scaffolds. Exposed to operating machinery and chemicals such as acids, alkalis, adhesives, fuels, solvents.

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. |

N Orally reprimand.

N 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?

Management prepared.

23. What are the essential functions of this position?

Operate, maintain and repair all power plant and facilities equipment to provide heating, cooling, city water, electric service, and steam throughout the facility. All factors in Item #18 of this document are needed to perform the duties required of this position.

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

Since the position description was last updated in 1991, the Center for Forensic Psychology has moved to a new facility. The new facility utilizes new technology to operate the facility more efficiently.

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

The function is to provide heating, cooling, city water, electric service, and steam throughout the facility.

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:

Power Plant Operator E9

Four years of experience in power plant operation including two years equivalent to a Power Plant Operator 8.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service Job Specification. In addition:

Knowledge of the operation and maintenance of high-pressure boilers, chillers and related equipment.

Knowledge of the occupational hazards and safety precautions necessary to perform the work. Strong computer skills are necessary.

Working without another employee is essential.

The understanding of digital controls. The ability to work around high voltage equipment.

The ability to communicate and cooperate with others and the willingness to share knowledge that will enhance the department.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None.

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.

N/A

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

EMILY WILLIAMS

1/22/2020

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