

**State of Michigan
Department of Civil Service**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

ELECTRNA

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

POSITION DESCRIPTION

This position description template 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 certify that the information in the template is accurate and complete. If the position is vacant, the supervisor and appointing authority should complete the template information.

This position description will serve as the official classification document of record for this position. Please take the time to complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

Employee's Name (Last, First, M.I.)	Department/Agency DOC-MAXEY CORRECTIONAL
Employee Identification Number	Bureau (Institution, Board, or Commission) CFA
Civil Service Position Code Description of Position Electrician Licensed-A	Division Southern Region
Working Title of Position (What the agency titles the position) Electrician	Section Maintenance
Name and Position Code Description of Direct Supervisor ADMINISTRATIVE MANAGER-2 13	Unit Physical Plant
Name and Position Code Description of Next Higher Level Supervisor SENIOR EXECUTIVE WARDEN 17	Work Location (City and Address)/Hours of Work 9036 E. M-36 Whitmore Lake MI 48189 / M-F , 0700-1530

General Summary of Function/Purpose of Position

Perform a full range of technical electrical work utilizing and training prisoner workers to maintain facility operations, safety, and security. Provide for the operation, maintenance, repair, installation, and replacement of underground extensions, electrical distribution systems with voltage from 120/208, 480, 13.2K; both single and three phase, security and fire alarm and intrusion systems, exterior and interior lighting systems, all interior power systems, and utilization equipment for facility. Plan and order equipment and materials for all work completed on the above systems. Responsible for the security and supervision of prisoners, tools, and equipment. The position functions as a crew leader, overseeing the work of prisoner crews.

For Civil Service Use Only

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: **Percentage: 85**

Install, modify, repair, and replace new or existing electrical systems and system components. Items include but are not limited to completing assignments for power distribution systems, lighting systems, communication and alarm systems, camera and monitor systems, computer networks, and limited cable television systems. Work from blueprints, schematics, and drawings to calculate risers locations, routing of conduits, wiring, and lighting requirements. Supervise, train, and direct the work of a crew of prisoner electricians.

Individual tasks related to the duty:

- Set up system routes, place and cut rotate opening, place hangers to properly support and hold route conduits according to accepted standards, practices and codes.
- Install electrical system components, including but not limited to electrical boxes, fixtures and equipment. Pull/install and terminate wires to code standards. Complete work in a safe and professional manner.
- Responsible for the application of proper safety precautions associated with electrical trades. Apply and employ accepted standard procedures, codes having jurisdiction and proper tool usage. Teach, train and instruct prisoner tradesmen and helpers in the proper procedures, care of tools, and equipment associated with the electrical trade.
- Responsible for the supervision and security of the prisoners assigned to work crew. Responsible to maintain tool control as directed by P & P. Work along side and with prisoner work crew members assigned under employee's supervision. Instruct prisoner workers in the fundamentals of the electrical trade, employing accepted industry standards. Instruct prisoner crew in safe performance of daily assignment. Insure the security of the institution is not compromised by any actions of the crew.
- Maintains records of time and attendance for the prisoner crewmembers. Complete payroll reporting requirements for members of the prisoner work crew. Take corrective action, as required for improper prisoner behavior. Rate and report as required, prisoner job performance.
- Train prisoners in all aspects of electrical maintenance, safety, procedure and methods encountered in the workplace.

Duty 2

General Summary: **Percentage: 10**

Prepare cost and material estimates for projects and service requests. Quote and requisition materials and supplies needed to maintain operations related to the assignment. Maintain a working inventory of parts and supplies required for electrical system repairs and installation in stock. Complete regular reports on projects and service requests. Draw sketches, schematics, and update blueprints to properly reflect changes made to institutional electrical systems.

Individual tasks related to the duty:

- Investigate, compile and present information relating to requested changes.
- Develop plans of action consistent with electrical standards and in compliance with code requirements to complete facility generated renovations and repairs.
- Contact supply vendors for ordering parts, formulating cost quotes, and completing projects, renovations, or repairs desired by the facility.

Duty 3

General Summary: **Percentage: 5**

Completion of other assignments as directed by supervisory staff.

Individual tasks related to the duty:

- Workloads, facility needs and emergency requests of a safety and/or security or unspecified nature may require this position to perform other assignments then those directly related to the electrical trades.
- Position may, at times, and on a non-continuing basis be assigned to complete other duties: including but not limited to: snow removal equipment operation, component replacements, equipment repair, housekeeping, door hardware and lock repair, inventory stock recording and report writing.

Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions.

Assign work to members of the prisoner work crew in accordance with the prisoner's proven ability, job difficulty, safety factors, and facility priority. The employee must be able to make decisions relating to trade fundamentals and available options. The employee must be able to make immediate decisions to eliminate any safety or security concern affecting the prisoner crew assignment.

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

Any for which the position may be unsure which action would be appropriate should be discussed with the supervisor. Position must not hesitate to ask for clarification of any directions or requests received which are unclear or the position feels may violate safety, security, or code standards. The position will make decisions concerning the purchase of supplies and repair parts required to complete assignments. The employee will seek supervisory review and approval for decisions that may change the routine operations of the Maintenance Department.

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 activity and condition. Refer to instructions.

Work is performed within and about the perimeter of a correctional facility comprising multiple security levels. Work is completed while working in direct contact with prisoners and while supervising a prisoner work crew. Work at heights, i.e., bucket trucks, aerial lifts, ladders, scaffolds, and platforms. Working and crawling in confined areas. The very nature of electrical work presents inherent dangers of shock. Position may require travel within the region, which could include overnight stays.

List the names and position code descriptions of each classified employee whom you immediately supervise or oversee on a full-time, on-going basis.

My responsibility for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> Y | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> Y | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> Y | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> Y | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> Y | Train employees in the work. |

TO BE COMPLETED BY DIRECT SUPERVISOR

Do you agree with the responses from the employee? If not, which items do you disagree with and why?

Yes

What are the essential duties of this position?

The position is responsible for the installation and maintenance of all electrical systems, including but not limited to alarms, security systems, electrical utility services, emergency generator and any other duties assigned to maintain the safety and security of Woodland Correctional Facility.

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

This is a new position.

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 and service all areas of a facilities physical plant. The position assists the work area by completing electrical services to maintain facility operations. The position must be knowledgeable in department policies and facility procedures. The position is required to maintain forms and documentation required by the state, the facility, and physical plant. The position must maintain accurate and timely documentation as required.

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

EDUCATION

:
Educational level typically acquired through the completion of high school.

EXPERIENCE:

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

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles of electricity and electronics.
- Knowledge of the electrical codes which typically apply to the work assignment.
- Knowledge of the standard methods, materials, tools, and equipment of the electrical trade.
- Knowledge of electrical devices such as controls, switches, starters, transformers, motors, and panel boards.
- Knowledge of the potential occupational hazards connected with electrical work and the safety standards and practices, which should be applied.
- Skill in the use of the tools of the electrical trade.
- Skill in the installation of electrical devices.
- Skill in diagnosing the cause of electrical breakdowns.
- Skill in repairing and adjusting electrical devices.
- Ability to interpret and apply blueprints, schematics, maintenance manuals, and assembly instructions.
- Ability to study and comprehend new technology.
- Ability to make mathematical computations.
- Ability to work from ladders, scaffolds, hydraulic towers, or in tunnels and crawl spaces.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a journeyman electrician's license.

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

Employee

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.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

There are no exceptions or additions to the statements above.

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

LEONTYNE HINES

Appointing Authority

6/1/2012

Date