

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 DNR-NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Laborer-E	10. Division Mackinac Island State Park Commission
5. Working Title (What the agency calls the position) Laborer E	11. Section
6. Name and Position Code Description of Direct Supervisor JOHNSON, MYRON L; PARK AND RECREATION MANAGER-2	12. Unit Park Operations/Mackinac Island
7. Name and Position Code Description of Second Level Supervisor BRISSON, STEVEN C; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work Mackinac Island State Park / Varied Schedule
14. General Summary of Function/Purpose of Position This position works as part of the MSHP park operations management unit with specific responsibility for maintenance and park operation functions within Mackinac Island State Park. Employee performs a variety of tasks including transporting supplies and garbage around Mackinac Island with state park owned horse drawn dray. Employee performs all the various types of operational and maintenance duties typically required in a state historic park, including grounds keeping and light building maintenance.	

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: 60

OPERATING DRAY AND CARING FOR MISP HORSES AND BARN

Individual tasks related to the duty:

- Operate horse drawn dray in safe manner to transport supplies around Mackinac Island.
- Instruct and assist summer rangers assigned to state park barn in proper care of barn and horses.
- Maintain daily and weekly schedules for picking up garbage/recycling around park and transport to park waste transfer building.
- Maintain proper feeding and cleaning schedule for all state park horses.
- Keep Park management informed of any issues involving the health/welfare of state park horses.
- Keep Park management advised of needed horse/barn supplies, including hay, grains, harness gear, horse sprays and cleansers.
- Perform maintenance and repairs on horse barn and dray, including painting and light plumbing.
- Be available on and properly use state park radios to take requests for moving of items around park.

Duty 2

General Summary:

Percentage: 20

GROUNDS MAINTENANCE

Individual tasks related to the duty:

- Trim and remove trees and brush.
- Operate and maintain equipment such as lawn mower, weed whip, leaf blower, radios, small hand and power tools and other equipment as assigned.
- Landscaping, sawyer, and arborist related tasks.
- May be required to operate equipment including farm tractor, chainsaw, chipper, stumper, tree trimming aerial lifts/ high rangers and other equipment as assigned.
- Shovels snow from sidewalks, roadways, and parking lots by hand or using snow blowers or snowplow.
- Lays out, tills, plants, sprays, weeds, waters, and prunes flowerbeds and gardens.
- Cleans grounds, walks and parking lots.
- Instruct and assist summer rangers (non-career) in ground maintenance related tasks.

Duty 3

General Summary:

Percentage: 10

MISCELLANEOUS

Individual tasks related to the duty:

- Loads, unloads, and moves supplies, materials, equipment, or furniture to and from work site.
- Required to obtain and maintain first aid and CPR certification.
- Performs related work as assigned.
- Works cooperatively with Local Municipalities, Federal and other State Departments/Bureaus/Divisions personnel.
- Attend MSHP sponsored training opportunities to the benefit of the employee and Mackinac State Historic Parks.
- Participate and comply with MSHP Safety Program.
- Comply with MIOSHI General Industry Standards as they relate to assigned work.
- Opening and closing buildings and facilities.

- Other duties as assigned

Duty 4

General Summary:

Percentage: 10

STEWARDSHIP

Individual tasks related to the duty:

- Ensures protection of assigned properties to benefit present and future generations.
- Educates public of rules which protect the land and buildings from unauthorized use.
- Complies with environmental and/or historical regulations.
- Is cognizant of protected and/or endangered species and cultural/historical features within properties.
- Adhere to the Secretary of the Interior's Guidelines/Standards for Historic Buildings/Places/Landscapes.
- Participate in MSHP sponsored continuing education opportunities related to cultural and natural stewardship.

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

Matters concerning public and employee safety, including routine problems, minor repairs and interpretation of operational policies.
Decisions on day to day maintenance and repairs to facilities and equipment.
Temporary/routine assignment of State Worker and seasonal summer employees.
Purchase of minor supplies and material needs.
Emergency response following MSHP policies and procedures

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

Complex maintenance issues and public complaints.
Major facility breakdowns, major facility problems, and temporary closing of facilities.
Purchase of large items or quantities of supplies.

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.

On a daily basis: Walking, standing, bending, lifting, kneeling, climbing, and pulling.
On a daily basis: Repetitive use of hand/power tools, operation of mowers/tractors.
On a daily basis: Chemicals for facility cleaning/sanitizing, solvents/paints for facility maintenance.
On a daily basis: Stressful situations working with the public, emergency response
On a daily basis: Outdoor conditions such as heat, cold, sun, snow, rain, insects, poison ivy & other allergens, including working with horses.
On a daily basis: Rotating work schedule as assigned (days, evenings, nights, week-ends and holidays).
On a regular basis: Welding fumes, treated lumber, drywall dust, paint fumes, Operation of motorized equipment and vehicles
The job duties require an employee to perform strenuous tasks requiring strength and coordination.
The job duties require an employee to climb ladders.

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

Yes

23. What are the essential functions of this position?

Protect and preserve the natural, cultural and historic resources at all facilities that the Mainland Operations Unit is responsible for.

Operating dray and caring for horses and barn

To see that the facility is maintained and operated in a safe manner for all employees and public.

Provide assistance to the Park & Recreation Manager in the day to day operations of facilities.

To assist in training and oversight of summer rangers (State Workers-4's, and Summer Seasonal Employees).

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

New position

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

Operation of Mackinac Island State Park and Fort Mackinac with the task of preserving and protecting the historic structures and features for the benefit of the public and the maintenance of care of other park grounds and facilities.

The position is an essential part of the administration of the Mainland Mackinac State Historic Parks sites and provides direct services to the public, supports the day-to-day operations, and maintenance of the facility, and assures the continued preservation of the resources entrusted to the Mackinac Island State Park Commission.

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

EDUCATION:

No specific type or amount is required.

EXPERIENCE:

Laborer 5

No specific type or amount is required.

Laborer E6

One year of experience performing duties involving the use of hand tools and motorized machinery equivalent to a Laborer 5.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of building, equipment and grounds maintenance
- Knowledge of care, harnessing, and safely driving large work horses.
- Knowledge of the use and care of a variety of hand tools and motorized machinery.
- Knowledge of the proper use of fertilizers, insecticides, and weed killers.
- Knowledge of potential dangers and safety precautions applicable to the work performed.
- Skill in the use of common hand tools and a variety of power tools and motorized machinery.
- Skill in performing routine maintenance and minor repairs on power tools and motorized machinery.
- Ability to follow instructions.
- Ability to read written directions on use of equipment and materials.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license.

Possession of current CPR & First Aid certifications (Renewed every 1-3 years as required).

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.

None

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

RYAN STARKWEATHER

9/12/2024

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