

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.) VACANT	8. Department/Agency DEPARTMENT OF NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) RESOURCE MANAGEMENT
4. Civil Service Classification of Position TRADES HELPER E6	10. Division PARKS AND RECREATION
5. Working Title of Position (What the agency titles the position) SIGN SHOP ASSISTANT	11. Section ROSCOMMON
6. Name and Classification of Direct Supervisor MICHAEL SIGNORELLO— PARKS & RECREATION SUPERVISOR 12	12. Unit HARTWICK PINES STATE PARK
7. Name and Classification of Next Higher Level Supervisor JOSH PELLOW – PARKS AND RECREATION MGR. 3	13. Work Location (City and Address)/Hours of Work 4216 RANGER RD GRAYLING, MI 49738 FULL-TIME, 40 HOURS PER WEEK, SHIFTS VARY

14. General Summary of Function/Purpose of Position

The employee shall perform various types of sign production including but not limited to use of High-Density Overlay (HDO), sandblasted lumber, metal and other new materials. The employee shall learn and utilize design software to develop and improve department signage. This position will contribute to the safety, maintenance, cleanliness, restoration, and preservation activities at the DNR Sign Shop and State facilities. The employee shall regard their personal safety, as well as the safety of co-workers and the public, as their personal responsibility.

For Civil Service Use Only

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

OPERATIONS / SIGN PRODUCTION

Individual tasks related to the duty.

- Produce High-Density Overlay (HDO) signs from raw materials to finished product.
- Produce sand blasted Category 1, 2, and 3 signs from raw materials to finished product.
- Produce logos from raw materials to finished product.
- Produce signs from other materials such as metal, vinyl, and alpha board.
- Paint logos and sand blasted signs.
- Assist Lead Worker in designing and printing signs using computer software.
- Learn sign requisition forms and procedures.
- Track sign orders.
- Track inventories and assist in ordering material.
- Research, understand and comply with DNR rules, regulations, and guidelines as they apply to signage.
- Partner and work collaboratively with other DNR divisions as needed.
- Lead production of signage in absence of the Lead Worker.
- Attend meetings and trainings as deemed necessary.
- Other duties as assigned.

Duty 2

General Summary of Duty 2 % of Time 20

FACILITY AND EQUIPMENT MAINTENANCE

Individual tasks related to the duty.

- Assist in planning, organizing, and directing routine and preventative maintenance tasks and repairs including minor construction projects.
- Perform basic plumbing, carpentry, electrical, construction, masonry, and metal working and be able to safely and efficiently use any tools and equipment necessary for the accomplishment of these tasks.
- Clean sign shop building, grounds, and work areas.
- Perform periodic inspections and routine cleaning and maintenance of the facilities, infrastructure, and equipment.
- Train staff in the proper use of tools and equipment needed to complete assigned work.
- Inspect vehicles and equipment on a regular basis to ensure that they are in safe operating condition and review log books to ensure they are being kept up-to-date.
- Research, understand, and comply with DNR rules, regulations, and guidelines as they apply to the maintenance and modification of State buildings.
- Meet Parks and Recreation Division goals during sign production, maintenance, and repair activities.
- Operate a wide variety of hand tools, shop equipment, and vehicles, including tractor and gator.
- Maintaining grounds: tree trimming, lawn care, snow plowing, shoveling etc.
- Other maintenance duties as assigned.

Duty 3**General Summary of Duty 4****% of Time 5****SAFETY****Individual tasks related to the duty.**

- Maintenance and oversight of records pertaining to employee safety programs and training.
- Report to Unit Supervisor/Lead Worker employee accidents, unsafe, or unusual conditions in the facility.
- Address safety issues that might directly or indirectly affect employee safety.
- Participates in the development and implementation of park safety program including but not limited to employee training.
- Comply with MIOSHA standards and Departemntal and Division policies and procedures pertaining to employee safety.
- Train or assist in the training of staff in safety precautions including use of personal protective equipment and safety talks and presentations.
- Safely operate State owned or leased vehicles and equipment.
- Keep the Unit Supervisor/Lead Worker apprised of areas of concern in the unit as related to employee safety.

- 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.**

Matters concerning employee safety, including routine problems and interpretation of operational policies.
Initiation of minor repairs to buildings and equipment.
Oversee work of apprentices.

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

Complex maintenance issues, internal complaints, and correspondence.
Major facility breakdowns, major equipment problems, and temporary lockout procedures or closing of facilities.
Major expenditures of funds.
Changes to normal policies/procedures.
Requests for use of employee leave including but not limited to sick, school and annual leave.

- 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.**

On a daily basis: Walking, standing, bending, lifting, kneeling, climbing and pulling.
On a daily basis: Repetitive use of hand/power tools, operation of mower/tractors.
On a daily basis: Use of chemicals for facility cleaning/sanitizing, solvents/paints for facility maintenance.
On a daily basis: Use of various sign materials including HDO, alpha board, metal, cedar, electro-film and paint.
On a daily basis: Operation of motorized equipment and vehicles.
Occasionally: Exposure to outdoor conditions such as heat, cold, sun, snow, rain, insects, poison ivy and other allergens.

The employee shall: Regard safety as a personal responsibility and respect the safety of other employees and the public; expeditiously report any hazard, unsafe conditions or procedures to his/her supervisor; expeditiously report all job related accidents and injuries to his/her supervisor, even if he/she does not seek medical attention; wear proper personal protective equipment and always perform job duties in a safe manner and coordinate with his/her supervisor before starting or continuing a job which he/she is uncertain how to complete safely.

- 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>
N/A			

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

☐ Complete and sign service ratings.	☐ Assign work.
☐ Provide formal written counseling.	☐ Approve work.
☐ Approve leave requests.	☐ Review work.
☐ Approve time and attendance.	☐ Provide guidance on work methods.
☐ Orally reprimand.	☐ 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?

Yes

23. What are the essential duties of this position?

- Assist in the day-to-day maintenance and operations of the DNR Sign Shop including but not limited to the buildings, grounds, and equipment.
- To learn the production processes and assemble signs for the Parks and Recreation division as well as other divisions within the department as agreed upon.
- To see that the facility is maintained and operated in a safe manner for all employees and visitors.
- Ensure that all DNR Parks and Recreation Division rules, regulations, policies, and procedures are adhered to.

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?

The function of this work area is to provide high quality signage to the division and department to aid staff and visitors in maintaining, preserving and balancing the protection of the natural and historic resources administered by State facilities. The function of this position is to carry out those tasks necessary to produce signs on a day-to-day basis in compliance with Department and Division policies, procedures, and standardized operating practices.

26. In your opinion, 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:

One year of experience as a Trades Helper assisting in the construction, electrical, or mechanical trades.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate effectively, both verbally and in writing.
Knowledge of skilled trades (wood working, painting, design software).
Knowledge of building, equipment, and ground maintenance.
Skill in the use of common hand tools and a variety of power tools and motorized machinery.
Ability to follow instructions.
Ability to read written directions on use of equipment and materials.

CERTIFICATES, LICENSES, REGISTRATIONS:

Preferred Possession of valid driver's License.
Preferred First Aid/CPR certifications

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