

**State of Michigan
Civil Service Commission**

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

Position Code

1. GNOFASTA

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 MIL AFFR CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Alpena Combat Readiness Training Center
4. Civil Service Position Code Description General Office Assistant-A	10. Division Civil Engineering
5. Working Title (What the agency calls the position) Integrated Engineering Management System (iEMS) Administrator	11. Section Civil Engineering
6. Name and Position Code Description of Direct Supervisor SMITH, JUSTIN A; NONSTATE SUPERVISOR	12. Unit Civil Engineering
7. Name and Position Code Description of Second Level Supervisor HYLKO, ANTHONY; NONSTATE SUPERVISOR	13. Work Location (City and Address)/Hours of Work Alpena CRTC, 5884 A Street, Alpena, MI. 49707 / Monday - Friday, 8AM - 5PM

14. General Summary of Function/Purpose of Position

This position is the Civil Engineering (CE) Integrated Engineering Management System (iEMS) Administrator recognized resource for the Alpena Combat Readiness Training Center. The incumbent provides senior-level administrative support to the CE section preparing reports, processing preventative maintenance work orders, dispatching work to the appropriate trade and distributing base mail. This role composes and collects customer satisfaction survey data and maintains the civil engineering key control program. Additionally, this is a customer service-oriented role that often becomes the first CE point of contact for the installation and visiting personnel.

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: 80

Civil Engineering (CE) Integrated Engineering Management System (iEMS) Administrator.

Individual tasks related to the duty:

- Administers iEMS program by managing access, work orders, projects, warranties, equipment information, tools, conducts training and presents data.
- Presents work requests at the weekly Work Order Review Board for approval.
- Conducts iEMS data entry by entering credit card transactions, contracts, purchase orders and reconciles all purchases in iEMS including the annual fiscal year rollover.
- Captures and inputs billing information. Reports installation utilities data in iEMS. Assists with analyzing and extracting utility reports to show historical comparisons, trends, utility data and to create and generate reports.
- Provides iEMS data for NGB for creation of annual civil engineering financial spend plan.
- Works with Real Property Manager to ensure correct facilities are entered into iEMS with correctly assigned category codes.
- Prepares preventative maintenance work orders spanning 375+ pieces of Real Property monthly. Print and sort preventative maintenance work orders by Civil Engineering Shop.
- Creates maintenance action sheets according to original equipment manufacturer and preventative maintenance task listing data. Creates a recurring schedule for preventative maintenance. Tracks preventative maintenance health.
- Receives and processes civil engineering help desk requests and dispatches the request to the corresponding trade shop.
- Attend NGB iEMS training courses, Complete iEMS 5 and 7 level training.

Duty 2

General Summary:

Percentage: 10

Maintains facility and project folders and facilitates weekly project meetings.

Individual tasks related to the duty:

- Builds and manages civil engineer project folders. Captures design review, quotes, contracts, architectural engineering terms, project progression and any associated documentation. Coordinates design reviews with agencies.
- Builds and prepares civil engineer construction folders. Captures contracts, modifications, progress, routes documentation for coordination. Scans documentation and files in accordance with local file plan.
- Coordinates and facilitates weekly project meetings discussing old and new business. Documents meeting minutes, tracks weekly progress on closed, open and forecasted projects.

Duty 3

General Summary:

Percentage: 10

Provides administrative office support to the civil engineering section.

Individual tasks related to the duty:

- Sorts, opens, copies and distributes routine and confidential installation correspondence. Prepares and routes outgoing base mail. Assists with preparing packages for shipment.
- Composes, distributes and collects customer support surveys. Compiles, summarizes, and presents data to civil engineering Operations Superintendent to make improvements across the installation.
- Maintains Key Control program. Creates, updates, reads and erases key cards.
- Answers civil engineering crash phone for daily testing and real-world emergencies and dispatches personnel when necessary.
- Maintains confidentiality of military and civilian documents filed within the civil engineering file system.
- Create reports, memos, and letters.
- Prepares spreadsheets for statistical reports and tracking data.
- Read and remain current on 32 series CE Air Force Publications related to this position.
- Other duties as assigned.

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

- Use independent judgment to make decisions requiring the application of procedures and practices to specific work.
- The incumbent must be able to identify and immediately correct routine errors or problems.
- Able to meet deadlines and follow instructions.
- Solve complex problems independently related to job tasks.
- Analyze data and operations and make recommendations for change.
- Extract and present significant facts from data.

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

- When unable to resolve a particular problem after exercising practical judgment.
- Decisions beyond the scope of authority delegated to the position.
- Purchases of supplies or materials.
- When anything conflicts with procedures and policies.
- When confronted with a new and unfamiliar task.

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.

- This position is spent performing sedentary work at a desk, involving prolonged periods of sitting and computer use in an environmentally controlled building.
- The role also includes routine walking within office environments.
- Required to periodically travel to attend seminars and training events.

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):

- | | |
|---|--|
| ☐ 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. |

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

Yes, manager developed PD.

23. What are the essential functions of this position?

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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 iEMS Administrator operates the CE help desk, manages all facets of work control utilizing iEMS, maintains project and construction folders, facilitates meetings and provides administrative support and office management to CE. All work completed by CE is captured in iEMS making this key role, central to CE. Additionally, this is a customer service-oriented role that often becomes the first CE point of contact for the installation and visiting personnel.

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:

General Office Assistant 8

Three years of administrative support experience, including two years equivalent to the intermediate level or one year equivalent to the experienced level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of general office procedures, computer skills including spreadsheets, databases and other computer programs.
Knowledge of rules, regulations, policies, procedures, precedents and terminology used in the work.
Knowledge of the techniques of using reference materials and organizing data for reports.
Knowledge of the techniques of interviewing and of obtaining information.
Knowledge of organizations, workflow, staffing, forms and procedures.
Ability to communicate effectively.
Ability to use a microcomputer may be required for certain positions.
Ability to extract and present significant facts from data.
Ability to interpret and apply complex laws, rules and regulations.
Ability to analyze data and operations and make recommendations for change.
Ability to conduct training and information sessions.
Ability to maintain favorable public relations.
Ability to determine work priorities.
Ability to manage and allocate work to other support staff in work area as necessary.

CERTIFICATES, LICENSES, REGISTRATIONS:

Ability to obtain and maintain a Common Access Card (CAC) issued by the federal government requiring a background check.

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.

MEGHAN FORD

10/7/2025

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