

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. BLDTRLDRA21R

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DOC-LAKELAND MEN'S FACILITY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Correctional Facilities Administration
<b>4. Civil Service Position Code Description</b> BUILDING TRADES CREW LEADER-E	<b>10. Division</b> Lakeland Correctional Facility
<b>5. Working Title (What the agency calls the position)</b> Building Trades Crew Leader E10	<b>11. Section</b> Business Office
<b>6. Name and Position Code Description of Direct Supervisor</b> MARQUART, RYAN; PHYSICAL PLANT SUPERVISOR-2	<b>12. Unit</b> Maintenance
<b>7. Name and Position Code Description of Second Level Supervisor</b> MORRELL, JOHN D; ADMINISTRATIVE MANAGER-3	<b>13. Work Location (City and Address)/Hours of Work</b> 141 First Street, Coldwater, MI 49036 / MONDAY THUR FRIDAY / 80 HOURS BI-WEEKLY

**14. General Summary of Function/Purpose of Position**

New building construction and remodeling projects. Requisitioning equipment, materials, and supplies. Maintenance and upkeep of buildings and grounds. Helps with the planning and construction of projects to ensure conformity to specifications and codes. Maintains records and prepares reports related to work. Works with other trade workers on coordination of duties and responsibilities on projects. Assists in training other trade workers when needed. Maintain open communication with other trade workers and management in a professional manner. To serve as an advanced crew leader, overseeing the work of prisoners. This is a drug and alcohol test designated position.

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: 50**

Coordinates and completes the building and repair of facility projects working with other maintenance staff and/or utilizing prisoner work crews when available. Instructs and supervises prisoner work crews on the proper usage of equipment and materials for building repairs and other tasks as assigned.

**Individual tasks related to the duty:**

- Constructs, alters, and repairs items and structures such as building and equipment framework, rafters, foundations, doors and frames, windows, interior and exterior surfaces and trim.
- Performs new construction or repair of masonry to include concrete flatwork, concrete masonry, and brick work.
- Coordinates and supervises prisoners in the repair of drywall, tile, and concrete surfaces.

**Duty 2**

**General Summary:**

**Percentage: 30**

Maintain inventory, complete requisitions for supplies materials and tools. Complete training, payroll, work orders, and any other required paperwork in a timely manner.

**Individual tasks related to the duty:**

- Maintains and repairs equipment and hand tools. Prepare requisitions for materials and equipment needed to complete assigned building trades tasks.
- Maintains working inventory of stock building trades supplies and materials; to include carpentry, painting, drywall, masonry, hardware, ceramic tile, grout, and other needed supplies.
- Completes material lists for assigned tasks. Interacts with vendors/suppliers and prepares requisition forms for processing.
- Completes weekly paperwork for all aspects of tool control, inventory control, hazardous material control, fire safety, sanitation and job safety inspections.
- Maintains equipment and tools per manufactures requirements and ensure tools and equipment meet all safety standards.

**Duty 3**

**General Summary:**

**Percentage: 10**

Layout, design, and estimate small and large projects related to agency physical maintenance and construction.

**Individual tasks related to the duty:**

- Knowledge of building and construction codes which apply to work assignments, which include standard methods, materials, tools and equipment for maintenance and construction trades.
- Read and review blueprints and draw sketches necessary for calculating or ordering necessary materials to complete required work projects.

**Duty 4**

**General Summary:**

**Percentage: 10**

Supervise and train prisoner workers

**Individual tasks related to the duty:**

- Assigns work to prisoner workers involved in shop, grounds, and maintenance duties.
- Trains prisoner workers and inspects work to assure proper installation, maintenance, and repair of buildings and equipment.
- Reviews job performance by observing and critiquing work techniques and completed assignments.

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

Determine the methods needed to ensure work complies with the required codes, rules, and/or regulations. Determine methods to utilize when completing tasks to ensure work quality meets or exceeds standard trade practices.

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

Work is performed upon approval by supervisor in reference to available funding for maintenance and projects. Work assignment orders are issued through either verbal explanation, drawings, sketch, or blueprint., Decisions that may adversely affect the safety, security, or daily operations of staff, prisoners, the public, or a facility.

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.

To work from ladders, scaffolds or in tunnels and crawl spaces. Work under hot or cold weather conditions with dust, dirt, rain, snow, and wind. Standing, sitting, climbing, stooping, balancing, kneeling, crouching, crawling, reaching, lifting, carrying, walking, running, and bending. This position also has regular unsupervised access to, and direct contact with, prisoners. Exposed to chemical and vapors such as grease, oil, and sewage.

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. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> 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?

Perform all duties needed for the installation, maintenance and repair of the facility buildings and structures. Including, reading blueprints. Use of tools used in installing, maintenance and repair. Access to all areas of the institution. Physically able to climb stairs (towers and housing units), scaffolding, etc. Observe/supervise & train prisoner workers in building trades; prevent escapes of prisoner workers and retrain disruptive prisoners.

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

Removed duties no longer performed

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

The main function of this work area is to produce a smoothly operating Physical Plant maintained to prolong the usefulness of the facility. The Building Trades Crew Leader makes this happen through the proper upkeep and repair of the mechanical equipment and maintenance of 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:

Five years of experience in a skilled trade, including one year of experience equivalent to the E9-level in state service.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of departmental policies and procedures. Thorough knowledge of the standard procedures, practices, tools and equipment of skilled trades such as painting, carpentry, metal fabrication and erections, masonry and plastering, plumbing, mechanical, heating/cooling or electrical. Ability to train, direct and evaluate work of others.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Builder's license preferred but not 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.***

LINDSEY DAILEY

12/29/2025

\_\_\_\_\_  
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