

**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.)	8. Department/Agency Technology, Management and Budget
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Facilities Administration
4. Civil Service Classification of Position Building Trades Crew Leader E10	10. Division Building Operations
5. Working Title of Position (What the agency titles the position) Crew Leader	11. Section Central Region / Capital Complex
6. Name and Classification of Direct Supervisor Julia Menser, Building Trades Supervisor 12	12. Unit Zone 2
7. Name and Classification of Next Higher-level Supervisor Robert Bierwagen, Facilities Supervisor 14	13. Work Location (City and Address)/Hours of Work Deborah Stabenow Bldg. 525 W. Allegan St. Lansing, MI 48933 8:00 a.m. – 5:00 p.m., Mon – Fri, or some variation

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

This is the experienced level. The employee leads work and oversees the work of lower-level trades people. The employee will assist the supervisor in work assignment, quality oversight, job estimation and production monitoring. The employee will work with trades to perform a full range of assignments for projects on state properties as required for maintenance, construction, and remodeling. The employee will use a wide range of power tools and other equipment appropriate to the work. The employee will provide customer service with courtesy, respect, and attention to detail, work cooperatively with staff, and assure all staff are customer service oriented, expressing a positive and helpful outcome to projects, as well as daily interaction on related subjects.

**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** **70**

Works as a crew leader to coordinate assignments and performs journey level work

**Individual tasks related to the duty.**

- Assigns work to lower-level skilled trades people and Laborers.
- Provides training in the proper methods to carry out maintenance assignments.
- Inspects work to assure proper installation, maintenance and repair of buildings and equipment.
- Requisitions and/or purchases supplies, materials, tools, machine parts and other necessary equipment.
- Prepares material and labor estimates to assure proper purchasing and distribution.
- Maintains records and prepares reports related to the work regarding equipments, supplies and materials.
- Prepares written reports on projects and equipment conditions.
- Ensures the proper use, care and storage of tools and equipment.

Duty 2

**General Summary of Duty 2**

**% of Time** **10**

Uses the computerized maintenance management system

**Individual tasks related to the duty.**

- Checks work orders daily utilizing the computerized maintenance management system (CMMS).
  - Closes out work orders utilizing the computerized maintenance management system.
  - Enters critical work data into CMMS in an accurate and concise manner.
  - Coaches and mentors all lower level and peer group trades in CMMS entry and use.
- Enters data into CMMS for follow-up work orders.

Duty 3

**General Summary of Duty 3**

**% of Time** **10**

Participates in construction partnering

**Individual tasks related to the duty.**

- Attends meetings for and participates in projects.
- Participation includes providing input at the design stage and plan review.
- Participates and takes ownership in the total project through construction and commissioning.

Duty 4

**General Summary of Duty 4**

**% of Time** **5**

Continuous safety training

**Individual tasks related to the duty.**

- Participates in all management required safety training.
- Participates and supports all safety-related issues as presented by the supervisor, MIOSHA or DTMB Safety and Health.
- Obtains recertification, as needed, for all required safety issues necessary.

Duty 5

**General Summary of Duty 5**

**% of Time** **5**

Performs related work appropriate to the classification, as assigned

**Individual tasks related to the duty.**

- Performs special assignments as necessary or as directed by upper management.
- Assists other trades as needed.
- Provides back-up coverage at other buildings as needed.

**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.**

Uses independent judgment applying the practices, tools, and techniques of the trade to specific work situations.

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

Setting priorities, large equipment/tool purchases, repairs that might have an adverse affect on the department's budget, inventory control practices and purchasing approval paths, special, new, or unusual procedures, and questions relative to code compliance of a specific installation.

**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.**

- Some jobs require the employee to be frequently exposed to toxic substances, disease, dangerous heights, electrical shock, flammable fluids, and machinery.
- Some jobs require the employee to be frequently exposed to extreme weather conditions and moving traffic.
- The job duties require an employee to bend, reach, kneel and stand for extended periods.
- The job duties require an employee to climb ladders, enter confined spaces and move heavy objects.

**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>
	Electrician 10	(4)	Maintenance Mechanic
	Electrician E9		Painter
(2)	Laborer E6		

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

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

**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?**

- Serves as a crew leader, overseeing the work of other employees.
- Provides services on buildings to preserve the investment of the State of Michigan, DTMB.
- Works in concert with skilled and unskilled trades to perform a full range of assignments for projects on state properties as required for maintenance, construction, and remodeling.
- Provides prompt and efficient customer service.

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

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

The function of the work unit is to provide a safe, comfortable, and cost-effective facility to allow our customers to provide their designated services to the people of the State of Michigan, and to provide maintenance and construction services on buildings to preserve the investment of the State of Michigan, DTMB. This position serves as a crew leader, overseeing the work of other employees, and performs journey-level assignments.

**26. 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 completion of high school.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**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:

- accepted practices, processes, materials and tools of the maintenance trades.
- electric motors, generators, pumps, pressure systems, water systems and other equipment and systems found in state buildings and facilities.
- servicing and maintenance of simple power, heating and cooling units.
- occupational hazards and safety precautions of the building maintenance trades.
- proper use of chemicals, fertilizers and pesticides.
- basic MIOSHA safety rules regarding tools, equipment, and methods used in this classification.

Ability to:

- do routine mechanical or electrical maintenance and care for tools and equipment.
- work from sketches, drawings and blueprints.
- maintain records regarding material, equipment and repairs.
- understand the operation of building mechanical, air handling and pneumatics systems.
- work with computers.
- understand basic electrical codes.
- know operation and maintenance procedures.
- read and interpret blueprints
- work with a wide variety of tools.
- work with others.
- train others and to guide and evaluate the work of other Maintenance Mechanics.
- determine work priorities and assign work to others.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Although not a requirement of the position, any certifications or licenses for HVAC equipment, electrical, plumbing, or other building related infrastructure systems is desirable.

Some positions within this class series are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

Some positions in this job series may require training/certification for the safe use of certain tools and equipment.

**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.*

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**Supervisor's Signature**

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**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.*

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**Appointing Authority's Signature**

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**Date**