

**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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Department of Technology, Management & Budget
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Facilities Administration
4. Civil Service Classification of Position Building Trades Supervisor-12	10. Division Building Operations
5. Working Title of Position (What the agency titles the position) Building Trades Supervisor	11. Section East Region
6. Name and Classification of Direct Supervisor Derek Leppek, Facilities Supervisor 14	12. Unit Walter Reuther Psychiatric Hospital / Southeast Michigan Psychiatric Hospital
7. Name of Next Level Supervisor Gerald Keeder, State Administrative Manager 15	13. Work Location (City and Address)/Hours of Work Walter Reuther Psychiatric Hospital 30901 Palmer Road Westland, MI Southeast Michigan Psychiatric Hospital 7-Mile Rd. Northville, MI 7:30 a.m.-4:00 p.m., Mon – Fri, or some variation

14. General Summary of Function/Purpose of Position

Functions as a first-line supervisor coordinating and directing the work of subordinate trades staff in a complex work area. This position oversees a crew of multiple skilled trades persons and assists in supervising the operations of state occupied buildings. Responsibilities include coordination, direction and scheduling of labor and trades personnel and their work relating to the repair and maintenance of state owned and operated facilities. Oversees the safe use of equipment and materials, inspects work, equipment and tools to ensure compliance with codes, guidelines and safety standards. Selects and assigns staff and ensures proper labor relations and conditions of employment are maintained. Ensures proper completion and documentation of preventative maintenance in a computerized maintenance management system (CMMS). Ensures proper collection of equipment information and operating conditions. Manages storage and integrity of electronic data*. Ensures proper analysis of data and use of data to maximize energy efficiencies and equipment longevity while minimizing downtime. 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 and during daily interaction with tenants. Assumes Facilities Supervisor's duties during his/her absence.

*Relating to commercial buildings/equipment and conditions

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

Duty 1

General Summary of Duty 1

% of Time 30

Provides immediate supervision of building maintenance crews comprised of electricians, mechanics and other skilled/semi-skilled labor and trades personnel in the HVAC/energy control, preventative maintenance, repair and renovation of state owned and operated facilities

Individual tasks related to the duty.

- Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion
- Approves sick and annual leave
- Prepare and process any documents required for staff payroll and inter-account billing
- Evaluates and verifies employee performance through review of completed work assignments and work techniques
- Assists in the development, revision and implementation of Operations goals and processes for performance management, preventative maintenance and continuous quality improvement
- Authorizes and approves credit card purchases
- Identifies staff development and training needs and ensures that training is obtained
- Maintains disciplinary program including counseling, written reprimands and service ratings
- Works with the computerized maintenance management system (CMMS) to ensure preventative and corrective maintenance tasks are performed and documented
- Distributes work order assignments daily
- Aware of staff location at all times

Duty 2

General Summary of Duty 2

% of Time 20

Requisitions materials, inspects work and ensures compliance with contracts and building codes and standards.

Individual tasks related to the duty.

- Requisitions all materials, supplies and tools for work to be completed in state owned facilities
- Conducts and documents regular inspections of all physical plant areas and equipment
- Inspects completed work to ensure repairs and maintenance tasks were performed in an acceptable manner
- Initiates, maintains and checks the effectiveness of a preventative maintenance program to minimize building systems and equipment down time
- Become familiar with and be able to use CMMS
- Perform regularly scheduled inspections to ensure contract compliance in the following areas: janitorial, security, lawn maintenance, snow removal, recycling, rubbish removal, window washing, modular furniture (installation, modification and repair), HVAC (systems maintenance and water treatment) and special contracts as required for building maintenance, improvement and modification
- Documentation and recordkeeping of any contract deficiencies for the purpose of correcting said deficiencies or, if needed, contract termination
- Advise Facilities Supervisor when contract deficiencies are found and/or if there are changes needed to any existing contracts
- Assist with the development of bid documents for any new contracts or for the purpose of changing an existing contract

- Process payments for contracts services received and process correct paperwork to bill tenant agencies for special services projects under State Facilities Administration control and provided by State Facilities Administration or an outside contractor
- Inspects all maintenance and electrical projects for conformity to standards and compliance with specifications and codes by visual observation using gauges, meters or other measuring devices as required
- Maintains records of all work performed and initiates reports to upper management as required

Duty 3

General Summary of Duty 3

% of Time

20

Provides excellent service to internal and external customers

Individual tasks related to the duty.

- Assist in conducting quarterly tenant relation meetings
- Maintain a sufficient knowledge of Civil Service rules, State Facilities Administration policies and procedures, and other guidelines as required to provide the highest quality of service and the ability to answer tenant questions, as well as enforce the applicable guidelines, policies and procedures
- Be readily available to tenants, visitors and others to identify and resolve building concerns, problems, hazards, and fulfill needs dictated by those issues
- Understand the Building Occupancy Agreement, how it applies to tenant agencies and what is required from both to meet the agreement
- Respond to written documents from tenants, visitors, contractors and others in a professional manner
- Assist in the maintenance of an easy-to-use filing system allowing the storage and retrieval of all building related information and correspondence
- Fulfill the duties of the Facilities Supervisor 14 as required
- Work closely with the Facilities Supervisor 14 in all areas to maintain a working knowledge of day-to-day events as well as long term goals to ensure the ability to perform the duties of the Facilities Supervisor 14 as required in his/her absence while maintaining a consistent, courteous and professional image to the customer

Duty 4

General Summary of Duty 4

% of Time

10

Plans and develops new approaches to project management relating to HVAC/energy control, structural, electrical or mechanical needs in state owned and operated facilities

Individual tasks related to the duty.

- Prepares estimates of time and materials required for maintenance, HVAC/energy control and electrical projects
- Assists in establishing project priorities, obtaining contractual cost estimates and Capital Outlay requests for initiation of necessary procurement forms to ensure supplies and materials are available by projected starting dates
- Reviews building needs for structural, electrical or mechanical renovations and improvements
- Assists in the planning and development of new methods and approaches to project management that would reduce costs and improve employee productivity
- Makes sketches and/or drawings to convey ideas, problems and solutions to labor and trades personnel and upper management
- Reads and interprets blueprints and schematics
- Provides training and develops plans and schedules for using computerized laser alignment, vibration analysis and electrical motor analysis equipment
- Provides training and develops plans and schedules for using of infrared thermography equipment and data
- Evaluates data and test results to provide corrective action recommendations

Duty 5

General Summary of Duty 5

% of Time

10

Uses the computerized maintenance management system (CMMS)

Individual tasks related to the duty. - Checks work orders daily using the CMMS - Closes out work orders using the CMMS - Enters critical work data into CMMS in an accurate and concise manner - Coaches and mentors staff in CMMS entry and use - Enters data into CMMS for follow-up work orders		
<u>Duty 6</u>		
General Summary of Duty 6	% of Time	5
Participates in construction partnering		
Individual tasks related to the duty. - Attends meetings for and participates in projects related to the assigned zone - Participation includes providing input at the design stage and plan review - Participates and takes ownership in the total project through construction and commissioning		
<u>Duty 7</u>		
General Summary of Duty 7	% of Time	5
Health and Safety and other related duties as assigned, appropriate to the classification		
Individual tasks related to the duty. - Maintains an adequate knowledge of ADA, Life Safety, Fire Codes, DTMB Health and Safety policies and Right to Know policies and how they apply to DTMB operated facilities, tenants, visitors and contractors - Enforces all DTMB/State Facilities Administration safety policies and procedures - Participates in all management required safety training - Participates and supports all safety-related issues as presented by the supervisor, MIOSHA or DTMB Health and Safety - Carries State-issued cell phone to respond to building emergencies 24 hours per day, 7 days per week to ensure proper procedures are followed to protect tenants, visitors, contractors, staff and State property and equipment - Other related duties as assigned		
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. - Independent decisions and personal initiative necessary to determine how work assignments can be most efficiently completed. Scheduling staff to meet established time frames and approval of employee leave requests - Preventative maintenance and other work prioritization and scheduling – when it will be done, who will do it and the proper procedure for the equipment involved. Customers, clients and visitors could ultimately be affected by maintenance related decisions		
17. Describe the types of decisions that require your supervisor's review. - Responding to information requests of a sensitive nature - When further guidance and/or information is required before exercising personal judgment - Overtime approval, prioritization of major expenditures for building repairs or maintenance, annual leave usage, disciplinary actions and requests for services received from tenant agencies		
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. - The job duties require an employee to: - bend, stoop, reach or stand extended periods - climb ladders - stand, walk, lift, and bend - sit at a computer terminal for long periods of time - to travel by automobile to attend meetings, program locations or other work-related activities - make field review of various work sites as required		

- expect strenuous physical effort 10% of the time, medium to low physical effort 90% of the time
- expect exposure to extreme cold conditions during the snow removal season
- expect noise and dusty conditions could also be present 20% of the time

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>
	BTCL		
	Carpenter		Maint Mech
	Electrician		Painter
	Laborer		Plumber

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?

- Provides prompt and efficient customer service
- Provides immediate supervision of building maintenance crews comprised of journeyman level electricians, mechanics and other skilled/semi-skilled labor and trades personnel in preventative maintenance, repair and renovation of state owned and operated facilities
- Prepares and processes bid documents, requisitions and orders materials to complete building repairs and modifications
- Plans and develops new approaches to project management relating to structural, electrical or mechanical needs in state owned facilities
- Responsible for conformity of maintenance and construction projects to ensure compliance with building codes and standards
- Assumes Facilities Supervisor 14's duties during his/her absence

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

Filling vacancy.

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 functions as a Building Trades Supervisor 12. Responsibilities include coordination, direction and scheduling of labor and trades personnel and their work relating to the repair and maintenance of state owned and operated facilities. Oversees the safe use of equipment and materials, inspects jobs, equipment and tools to ensure compliance with codes, guidelines and safety standards. Selects and assigns staff and ensures proper labor relations and conditions of employment are maintained.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education level typically acquired through completion of high school.

EXPERIENCE:

Three years of experience equivalent to the experienced level in a recognized skilled trade or two years of experience equivalent to a crew leader in a recognized skilled trade or one year equivalent to a Building Trades Supervisor 11.

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- supervisory techniques, employee policies and procedures.
- methods, practices, tools and equipment of the various building trades.
- construction methods, occupational hazards and safety precautions of the building trades.

Ability to:

- monitor and evaluate programs.
- work with sketches, blueprints and communicate with clients and customers.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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