|  |  |  |
| --- | --- | --- |
| CS-214REV 7/2004 |  |  1. Position Code |
|  | State of Michigan**Department of Civil Service**Capitol Commons Center, P.O. Box 30002Lansing, 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/AgencyDept. of Technology, Management & Budget |
|  3. Employee Identification Number |  9. Bureau (Institution, Board, or Commission)Center for Shared Solutions |
|  4. Civil Service Classification of PositionSteeplejack 8-9 |  10. DivisionMPSCS |
|  5. Working Title of Position (What the agency titles the position)Steeplejack 8-9 |  11. SectionManagement Services |
|  6. Name and Classification of Direct SupervisorGreg Hodge, Tower & Site Services Supervisor 11 Lansing |  12. UnitTower and Site Services - Lansing |
|  7. Name and Classification of Next Higher-Level SupervisorRodney Anway, Department Manager 14  |  13. Work Location (City and Address)/Hours of Work6951 Crowner Drive, Lansing, MI 489177:00 a.m. – 6:00 p.m., Monday - Thursday |
|  14. General Summary of Function/Purpose of PositionThis position has responsibilities in the preventive maintenance and repair of site equipment in the Michigan Public Safety Communications System (MPSCS). This position requires high knowledge in the area of repairing and purchasing replacement parts for the equipment. This position would install and oversee the installation of current or new site equipment to manufactures standards. This position may require overnight travel, on-call, or overtime during the course of their duties. |
| 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 30**Work on elevated structures and towers supporting communication equipment. |
| **Individual tasks related to the duty.*** Installs and maintains radio towers and their associated antennas and transmission lines.
* Climbs and inspects the tower and guy wires when applicable, antennas and their associated transmission lines, electronic strobe lights and their associated AC lines, side marker lights, microwave dishes and associated transmission lines.
* Replace light bulbs in strobes and marker lights at a pre-determined time.
* Repairs guy lines, Romax lines, antenna, and co-axial transmission lines by removing damaged parts and cutting, splicing, and soldering new parts into place.
* Installs and repairs electrical wiring and fixtures damaged by weather and normal deterioration on towers.
* Use the Anritsu Site Master FDR (Frequency Domain Reflectometer) test equipment for checking the performance of transmission lines and antennas, a Pentex Reflectometer for checking of proper tension on guy wires, and a ground resistance megger to ensure proper ground resistance of tower and related equipment.
 |
| Duty 2**General Summary of Duty 2 % of Time 15**This position has responsibilities in preventive maintenance and repair of site equipment in the Michigan Public Safety Communications System (MPSCS). This position requires high knowledge in the area of repairing and purchasing replacement parts for the equipment. This position would install and oversee the installation of current or new site equipment. |
| **Individual tasks related to the duty.*** Using the MPSCS Enterprise Asset Management System (EAM) database, this person maintains records, which expedite periodic inspections, allows proper inventory of materials, and permits future reference for recurring problems or conditions.
* Prints out work orders for the planned preventive maintenance and any repairs that are needed.
* Completes preventive maintenance and work orders.
* Keeps track of all inventories and records it in EAM.
* Installs and maintains remote control lines and circuits.
* Maintains proper storage and handling of hazardous materials.
* Other Administrative Duties as assigned.
 |
| Duty 3**General Summary of Duty 3 % of Time 15**Responsible for all equipment shelters at each site. |
| **Individual tasks related to the duty.*** Inspects and repairs concrete foundations and stoops.
* Inspects and re-caulks parting lines and seams on outside of shelter.
* Maintain and inspect the shelter walls, floor, and roof inside and out,
* inspect and paint all doors, vent louvers, and related parts when needed.
* Re-coat the outside walls and roof.
* Maintains, inspects, and repairs all main and backup electrical lights and associated equipment inside and the security light outside of shelter.
* Inspect, maintain, and repair the fire and smoke alarm system.
* Responsible for inspecting and keeping fire extinguishers operational and fully charged by keeping an inspection tag on each extinguisher.
 |
| Duty 4**General Summary of Duty 4 % of Time 15**Responsible for the heating, ventilation, air conditioning units and related equipment. |
| **Individual tasks related to the duty.*** Maintain, inspect, and make minor repairs according to a pre-planned maintenance schedule.
* Change air filters, inspect all related components, adjust, and lubricate moving parts.
* Inspect and clean condenser and compressor coils when needed.
* Inspect and straighten any bent coil fins.
* Inspect and clean upper and lower condensation drain tubes, monitor, and record temperature of cooling air.
* Inspect heating coils for proper heating; perform a lead-lag procedure on both units to insure proper switching operation.
 |

|  |
| --- |
| Duty 5**General Summary of Duty 5 % of Time 15**Responsible for the generator, propane gas tank and associated equipment that provides emergency back-up power for the site. |
| **Individual tasks related to the duty.*** Maintain, inspect, and make minor repairs to generators, transfer switches, engines, and related parts for proper operation.
* Change oil and filter, battery, and anti-freeze according to maintenance schedule.
* Test the emergency operation of the generator.
* Record the hours of generator operation and propane fuel level for future maintenance and re-filling.
* Check with the Network Communications Center each Monday to verify proper run, transfer, re-transfer, and shutdown.
 |
| Duty 6**General Summary of Duty 6 % of Time 10**Responsible for site property and associated equipment. |
| **Individual tasks related to the duty.*** Perform ground maintenance work around tower sites.
* Maintains, inspects, and makes repairs to the fences, gates, driveways, and grounds.
* Use a liquid and a pellet herbicide vegetation killer around the site to control growth.
* Trim any trees or limbs that are encroaching on the tower or guy wire area.
 |

|  |
| --- |
|  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.Decisions impacting day-to-day work, including handling of safety or hazardous materials, and working safely on high structures. Independent decisions made can affect the site performance, which affects the public safety officers’ communications. |
|  17. Describe the types of decisions that require your supervisor’s review.Making decisions of when to shutdown site for repair, maintenance, and for reporting unsafe conditions. |
|  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.This position requires an individual to be exposed to the hazards of radio transmitting support structures up to 485 feet, including electrical and RF energy hazards and to work in close proximity to heavy earth moving equipment throughout Michigan’s climatic seasons. |
|  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.) |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
|  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?This position needs a thorough knowledge of steel structures, their electrical systems, and the procedures needed to construct, modify, repair, and maintain, such structures and associated equipment. Some computer based operating knowledge. Critical Job Role: to provide installation, repair, and maintenance to communications towers, antenna systems, and related components to State of Michigan RF and MW systems.Required Competencies: Safety Awareness, Tech/Prof. Knowledge & Skills, Quality Orientation, Integrity/Honesty and Communication. |
|  24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.Change to ‘Certifications, Licenses, Registrations’ box only.  |
|  25. What is the function of the work area and how does this position fit into that function?The Tower and Site Services Unit has the responsibility of maintenance and repair of the Michigan Public Safety Communications System sites, including towers, shelters, generators, HVAC (Heating, Ventilation and Air Conditioning) and site property.  |

|  |
| --- |
|  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:3 months to 2 years or more of experience in the installation, erection, maintenance, repair, painting, dismantling and inspection of unusually high structures that requires the use a safety harness(such as buildings, bridges, and radio towers). |
| KNOWLEDGE, SKILLS, AND ABILITIES:Knowledge and experience on tower rigging, climbing equipment, safety procedures, electrical wiring, troubleshooting electrical problems, familiarization with steel structures, and the use of mechanical and electrical tools. |
| CERTIFICATES, LICENSES, REGISTRATIONS:* Duties may involve use of personal vehicle
* Valid driver’s license

After successful employment, the following trainings and certifications shall be provided/maintained by both the employer and employee (as applicable): * Tower Competent Climber Certification
* Tower Competent Rescuer Certification
* Tower Competent Rigger Certification
* CPR and First Aid Certification
* RF exposure safety Certification
* Medical Examiner’s Certification (Medical Card)
* EPA 608 Certification for Refrigerants (HVAC Units)
 |
| *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.N/A |
|  29. *I certify that the entries on these pages are accurate and complete.*  **Appointing Authority’s** **Signature Date** |