

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) Michigan Army National Guard
4. Civil Service Position Code Description MAINTENANCE MECHANIC-E	10. Division Construction & Facilities Management Office
5. Working Title (What the agency calls the position) Maintenance Mechanic E9	11. Section Armory Maintenance
6. Name and Position Code Description of Direct Supervisor GROOVER, GORDON W; MAINTENANCE MECHANIC SPV-1	12. Unit Maintenance
7. Name and Position Code Description of Second Level Supervisor PFIESTER, JAKE; NONSTATE SUPERVISOR	13. Work Location (City and Address)/Hours of Work 1200 44th Street SW, Wyoming, MI 49509-4374 / TBD

14. General Summary of Function/Purpose of Position

This is the experienced level. Employees in this job install, maintain, repair, and inspect mechanical equipment and electrical systems. Employee will travel and provide service for the Wyoming (GVA) Armory.

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: 40

Installs, maintains, repairs, and fabricates various building equipment/components.

Individual tasks related to the duty:

Installs, maintains, and repairs building equipment such as unit heaters, air conditioners, refrigerators, water coolers, ventilators, air compressors, water heaters, and coils. Maintains and repairs building components such as doors, windows, floor and roof systems, masonry and frame walls, and ceilings. Maintains and repairs fences, gates, parking surfaces, driveways and walkways. Fabricates, assembles, and tests parts as needed, such as various pumps, valves, heaters, compressors, and other mechanical system parts using metal fabricating tools, common hand tools, power tools, and welding torches.

Duty 2

General Summary:

Percentage: 20

Heating, Ventilating, and Air Conditioning Systems.

Individual tasks related to the duty:

Operates, maintains, and repairs central heating, ventilating, and air conditioning systems. Performs boiler maintenance: blow downs, collects and evaluates water samples, adds water treatment chemicals, and cleans boiler tubes. Inspects and tests safety devices such as relief and shutoff valves, temperature, and pressure gauges. Repairs and replaces steam traps, condensate, and circulating pumps and checks valves. Adjusts and replaces pulleys and drive belts and replaces filters.

Duty 3

General Summary:

Percentage: 20

Plumbing, Electrical, Painting, Masonry, Carpentry

Individual tasks related to the duty:

Maintains and repairs plumbing systems including drains, traps, and vents. Repairs, and replaces plumbing equipment and fixtures such as sinks, toilets, urinals, faucets, flush valves, float switches, shower heads, and mixing valves. Maintains and repairs electrical equipment and lighting systems including motors, switches, controls, receptacles, ballasts, and fluorescent lamps. Repairs and replaces light fixtures, fuses, and circuit breakers. Prepares paint, finishes surfaces, paints surfaces and equipment using paint brushes, sanders, scrapers, and other painting tools. Performs building and/or masonry repair such as preparing cement, installing reinforcing steel rods, patching and finishing cement work, and replacing damaged masonry. Repairs broken furniture or building fixtures using carpenter's hand tools and power equipment.

Duty 4

General Summary:

Percentage: 10

Miscellaneous

Individual tasks related to the duty:

Maintains an inventory of tools and supplies. Orders parts/equipment. Does minor record keeping such as purchase requests, personal time and attendance, preventative maintenance records, material safety data sheets, and logs, etc. Inspects fire fighting equipment including fire hoses, fire extinguishers, fire/smoke alarms, and suppression systems. Performs snow removal/plowing and salting. Inspects buildings and grounds for hazards and makes corrections. Reads, interprets, and comprehends drawings, schematics, and blueprints. Performs ground maintenance including pruning, trimming, weeding, and lawn mowing.

Duty 5

General Summary:

Percentage: 10

Janitorial

Individual tasks related to the duty:

Performs a variety of janitorial tasks including cleaning, mopping, stripping floors, waxing, buffing, removing trash, cleaning and disinfecting rest room fixtures, walls floors, servicing dispensers, and ordering/replacing janitorial supplies.

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

Decisions will include when and how to service HVAC, plumbing, lighting, and other facility components, the required protective clothing/equipment to use/wear, the material required to install, repair, or maintain building components, the means to troubleshoot component problems, etc. These decisions impact the safety of the employee, and the safety of the building occupants.

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

Decisions include major projects or emergency priorities.

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.

Periodically works from ladders, scaffolds, and roofs. Continuous walking, standing, bending, stooping, reaching, kneeling, hand/eye coordination. Frequent travel between armories within the district. The job duties require an employee to move heavy objects; moving & transporting tools, piping, motors, etc. Infrequent overnight travel. Periodically works overtime and callbacks. Environmental conditions include working in inclement weather, dust, dirt, chemicals (i.e., boiler treatments, disinfectants, etc.) noise from tool/motorized equipment operation. Protective clothing/equipment is provided and worn when required.

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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | 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?

- Installs, adjusts, replaces, maintains, repairs, fabricates, troubleshoots,
- Operates motorized equipment/tools/vehicles.
- Checks and inspects various building components/equipment

This list of duties and responsibilities is not intended to be inclusive, and the DMVA reserves the right to assign additional duties and responsibilities as necessary.

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

General Summary – minor changes in language to remove the Belmont Armory. This position services the Wyoming Armory. Additional updates include adding "Decisions will include when and how to service HVAC, plumbing, lighting, and other facility components" to Box 16.

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

The Construction and Facilities Management Office Maintenance Office is responsible for keeping the facilities in a state of readiness and this position contributes to this effort. This position performs various skills associated with the maintenance, plumbing, masonry, electrical, and carpentry trades.

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:

Maintenance Mechanic 8

Two years of experience assisting skilled trades workers in the mechanical or electrical trades.

Maintenance Mechanic E9

Four years of experience assisting skilled trades workers in the mechanical or electrical trades, including two years equivalent to a Maintenance Mechanic 8.

Alternate Education and Experience

Maintenance Mechanic 8 - 10

Completion of a recognized program in vocational training for the mechanical or electrical trades may be substituted for two years of experience assisting skilled trades workers.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to work in climatic weather conditions, wears protective clothing/equipment, work various shifts/call-backs, and do mechanical/electrical/masonry, carpentry/plumbing/janitorial/snow removal tasks. Ability to work from sketches, drawings, and blueprints. Ability to maintain records regarding time & attendance, material, equipment, and repairs. Considerable knowledge of the accepted practices, processes, materials, and tools of the maintenance trade. Considerable knowledge of electric motors, generators, pumps, pressure systems, water systems, and other equipment and systems found in state buildings and facilities. Considerable knowledge of the servicing and maintenance of simple power, heating, and cooling units. Considerable knowledge of the proper use of chemicals. Considerable knowledge of the occupational hazards and safety precautions of the building maintenance trades. Ability to obtain and maintain a Michigan Drivers License.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

MARIAN FITZSIMMONS

10/22/2026

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