

Position Code 1.

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form 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
	Michigan State Police
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	OOD
4. Civil Service Position Code Description	10. Division
Licensed Refrigeration Mechanic E10	Budget, Financial, and Facilities
5. Working Title (What the agency calls the position)	11. Section
Refrigeration Mechanic	Management Services
6. Name and Position Code Description of Direct Supervisor	12. Unit
Paul Akeo, Physical Plant Supervisor 13	Facilities
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Dawn M. Davis, State Administrative Manager 15	Fifth District / 950 Marigold Avenue, East Lansing, MI 48823 / Monday -Friday, 7 a.m. to 4:00 p.m.

14. General Summary of Function/Purpose of Position

This position is responsible for obtaining proper permits as required by law to carry out refrigeration mechanic work. The licensed refrigeration mechanic performs skilled assignments involving installation of heating, refrigeration, air conditioning, pneumatic, humidity, and digital direct control systems as part of construction and or remodeling projects. Maintain all HVAC systems and associated equipment at all MSP Facilities. This position functions in a bias-free manner.

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 of Duty 1 80 % of Time

Responsible for the installation and maintenance of all refrigeration, heating, air conditioning, ventilation, motors, pumps, electrical circuits, and all associated system equipment at Michigan State Police facilities.

Individual tasks related to the duty.

- Installs, maintains, performs troubleshooting, conducts corrective and preventive maintenance on all refrigeration, air conditioning, heating, ventilation, pneumatic, humidity, and digital direct control systems.
- Performs periodic inspections on all mechanical heating, ventilation, air conditioning systems, air handling equipment, and associated system equipment.
- Adjusts equipment and equipment settings as necessary in order to maintain a comfortable working condition relative to space or occupancy temperature and relative humidity.
- Performs periodic corrective and preventive maintenance to equipment utilizing the Maintimizer database work order system.
- Performs monthly and annual CSD-1 inspections to boilers, document monthly, and annually as required by Boiler Code.
- Troubleshoots equipment and/or units that are not working and replace parts or complete units that are defective.
- Troubleshoot HVAC issues at Michigan State Police facilities through remote logging via computer laptop through HVAC-DDC.
- Travels to and from Michigan State Police sites (owned or leased) state-wide to provide service as required.

Duty 2

General Summary of Duty 2 5 % of Time

Serves as the on-site licensed refrigeration mechanic at the construction or remodeling projects. Responsible for work permits that are required by law and state code to carry out heating and air conditioning projects, as necessary.

Individual tasks related to the duty.

- Works from blueprints, schematics, wiring diagrams, other plans and specifications to independently assemble and install heating, refrigeration, air conditioning, and ventilation equipment.
- Provides input and recommendations on system/component repairs or replacement as well as upgrades to improve or increase overall system efficiency.
- Inspects all work prior to, during, and after completion of project for code compliance.

Duty 3

General Summary of Duty 3

10 % of Time

Maintain assigned tools, supplies, and equipment including assigned vehicles and electronic media. Provide updates, logs or associated administrative paperwork as required for time and attendance, travel reimbursement, procurement card transactions, and maintenance work orders.

Individual tasks related to the duty.

- Responsible for assigned tools and service vehicles. Keep maintenance records of vehicles and service as needed. Maintain up to date inventory of assigned tools and equipment.
- Ensure proper accounting and submissions of documents or paperwork is submitted in a timely manner for time and attendance via SIGMA.
- Maintain current documentation and receipts for travel reimbursements and State of Michigan Procurement/Travel Card.
- Submit, update, and maintain work orders pertaining to daily work, projects, and preventive maintenance in Maintimizer Database.

Duty 4

General Summary of Duty 4

5 % of Time

Other duties as assigned.

Individual tasks related to the duty.

- Attends meetings and training as required.
- Maintains proper tool inventory of all assigned equipment and tools.
- Performs miscellaneous tasks as needed.

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

Must rely on training and experience for making decisions regarding replacement and repair of mechanical/electrical equipment.

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

Repairs or parts that have expenditures over \$100, tool purchases over \$50, any job or situation at an MSP facility relating to Health, Safety or Security, and any situation requiring the expenditure of overtime or holiday pay.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

This position works in a variety of conditions such as: dusty, cold, hot, and areas that must have a clean, controlled environment. Some of the work is done on a stepladder and other means of working at various heights such as a raised platform. This work consists of, but is not limited to, working at a desk, working in a confined space, and in an open area. This work is performed indoors and out of doors in the elements. Driving a motor vehicle is also a part of this position. 30% - driving a motor vehicle, 10% - paperwork, 60% - working in one or more of the above conditions.

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. (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>

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?

I agree with the responses for items 1 – 20.

23. What are the essential functions of this position?

Obtaining proper permits for refrigeration mechanic work at construction or remodeling projects. Installing, maintaining, troubleshooting, and performing corrective and preventive maintenance on heating, refrigeration, air conditioning, ventilation, pneumatic, humidity, and digital direct control systems.

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

None.

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

The Facilities Unit provides HVAC and maintenance services for all Michigan State Police facilities. This position provides Licensed Refrigeration Mechanic work for the department.

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:

Refrigeration Mechanic-Licensed E10

Four years of experience in the refrigeration mechanic trade, including two years performing skilled refrigeration mechanic assignments.

Alternate Education and Experience

Refrigeration Mechanic-Licensed E10 - 11

Completion of a refrigeration mechanic’s vocational training program that included commercial or industrial level instruction may be substituted for two years of experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must know the laws pertaining to the installation of forced air hydraulic heating systems per Department of Licensing and Regulatory Affairs (LARA). Have the ability to communicate instructions to persons working under his direction. Qualified in electrical phase of wiring for installation of heating equipment.

CERTIFICATES, LICENSES, REGISTRATIONS:

Michigan Mechanical Contractor’s License (Minimum of both limited heating and limited refrigeration). Required EPA certification in compliance with section 608 of the Clean Air Act of 1990 as amended.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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’s Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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’s Signature

Date

NOTE: Make a copy of this form for your records.