

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

Position Code 1. DMSRADEEA71R

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 DOC-EGELER FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Health Care Services
4. Civil Service Position Code Description Domestic Services Aide-E	10. Division Charles E. Egeler REception and Guidance Center
5. Working Title (What the agency calls the position) Domestic Services Aid 5-E6	11. Section Duane Waters Hospital
6. Name and Position Code Description of Direct Supervisor SWEET, KENDALL L; DOMESTIC SERVICES SPV-3	12. Unit Healthceare
7. Name and Position Code Description of Second Level Supervisor GRIFFES, CAROL M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 3855 Cooper Street, Jackson, MI 49201 / 80 Hours Bi- Weekly

14. General Summary of Function/Purpose of Position

Employees in this job perform and oversee a variety of services such as housekeeping, janitorial work, laundering and maintaining clothing for residents at state facilities. This position has 100% direct contact with patients/prisoners. This position is located 100% within the secure perimeter of a Correctional Facility.

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

Vacuums, sweeps and mops floors and stairways, and strips, scrubs and buffs floors using machines equipped with rotating brushes.

Individual tasks related to the duty:

Cleans and services restrooms.

- Washes woodwork, walls, windows, ceilings and light fixtures using ladders.
- Lifts and moves heavy furniture and equipment using dollies and hand trucks.
- Identifies needed maintenance and repair in work area.

Duty 2

General Summary:

Percentage: 30

Collects and sorts clothing and linens for laundered: collects laundered articles, sorts, folds and stores.

Individual tasks related to the duty:

- Cares for residents' clothing by inspecting them for cleanliness, damage, and wear; arranges for laundering, cleaning, repairing and discarding as needed.
- Keep inventory of clothing and linen items available for use by residents.

Duty 3

General Summary:

Percentage: 30

Other duties as assigned

Individual tasks related to the duty:

- General ordering of hospital supplies from A-60 program.
- Perform related work as assigned.

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

At the intermediate level (5) the employee performs tasks given by immediate supervisor.

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

All decisions require supervisor's review except at the advanced level.

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.

The job requires an employee to move heavy objects.

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):

- | | |
|---|--|
| <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?

Yes

23. What are the essential functions of this position?

Employees in this job perform and oversee a variety of services such as housekeeping, janitorial work and laundering.

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

New establishment

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

The work area is an infirmary in a State Correctional Facility. This position will do the housekeeping for the designated area.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

No specific type or amount is required.

EXPERIENCE:

Domestic Services Aide 5

No specific type or amount is required.

Domestic Services Aide E6

Eighteen months of experience equivalent to a Domestic Services Aide 5.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the work methods and practices used in various areas of domestic services such as housekeeping, laundry, and general maintenance.
- Knowledge of the proper use, operation and hazards of machines, tools, equipment, and work aids used in the various areas of domestic services.
- Knowledge of the facility practices and procedures.
- Ability to follow instructions.
- Ability to communicate effectively.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.

With the newly vacated position JANITORAA05R being inactivated, I am requesting to establish a Domestic Services Aid Position. tlb 780-6057

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

TAMMY BROWN

Appointing Authority

12/7/2021

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