

State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. ELECLICEA67R

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Field Services (BFS)
4. Civil Service Position Code Description ELECTRICIAN MASTER LICENS-D-E	10. Division Transportation Systems Maintenance and Operations (TSMO)
5. Working Title (What the agency calls the position) Electrician Master Licensed	11. Section Facilities Services
6. Name and Position Code Description of Direct Supervisor BAESE, GLEN W; BUILDING TRADES SUPERVISOR-2	12. Unit Statewide Facilities Maintenance
7. Name and Position Code Description of Second Level Supervisor SEVIGNY, DIANE L; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 7575 Crowner Drive, Dimondale MI 48821 / 6am-4:30pm, M-Thurs OR T-F (hours may vary)

14. General Summary of Function/Purpose of Position

As an electrician master licensed for Facilities Services, Statewide Facilities Maintenance, this position is responsible for performing emergency, routine, and preventive maintenance for Michigan Department of Transportation (MDOT) facilities. This position serves as a technical and operational liaison for the department and is responsible for obtaining electrical permits for electrical work as required by law. Assists and/or performs work related to other skilled trade professions and utilizes the computerized maintenance management system and/or manual work order process related to the construction, remodeling, emergency, routine, and preventive maintenance of MDOT facilities. This position also provides technical and operational support for and under the umbrella of Facilities Services core functions and other duties as assigned. Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., bucket truck) when performing electrical activities.

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: 60

Serves as the licensed electrician on the job site and obtains permits. Technical and operational electrical liaison performing construction, remodeling, emergency, routine, and preventative maintenance on MDOT facilities. This duty requires operating a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more.

Individual tasks related to the duty:

- Serves as the licensed electrician on-site at the construction, remodeling, emergency, routine, or preventive maintenance project.
- Obtains proper permits as required by law to carry out electrical work on construction or remodeling projects.
- Regularly inspects and evaluates electrical and electronic equipment to ensure that it operates efficiently and safely, follows recommended maintenance schedule for cleaning and lubricating equipment, and maintains records on equipment status and maintenance.
- Studies blueprints and schematics and determines methods, materials, and equipment needed to complete the assignment.
- Connects wires to plugs, switches, controls, light fixtures, traffic controls, appliances, motors, breaker panels, and switchboards.
- Splices wires by stripping insulation from wire leads, twisting, clamping, and/or soldering leads together and applying insulating terminal caps using a variety of hand tools; makes underground waterproof splices.
- Disassembles, repairs, and reassembles or replaces defective electrical equipment such as plugs, switches, outlets, controls, bassists, motors, and appliances using hand tools, test equipment, and service manuals.
- Tests installations to check and ensure continuity of the circuit, and the compatibility and safety of all components using test equipment such as an ohmmeter, amp meter, voltmeter, oscilloscope, or battery buzzer.
- Measures, cuts, bends, threads, assembles, and installs electrical conduit, junction, switch, outlet boxes, and switch boards using hand tools and such special equipment as mechanical drills, cutters, benders, and threaders.
- Cleans and lubricates equipment and maintains records on equipment status of maintenance.
- Installs and repairs telephones, light fixtures, electrical controls, motors, and appliances using hand tools and electric drills.
- Inspects and evaluates electrical equipment to ensure that it operates efficiently and safely; determines whether equipment and new installations meet requirement of the National Electric Code.
- Pulls wire through conduit.
- Determines materials needed for most frequently occurring repair work, prepares requisitions, and monitor inventory.
- Cleans and maintains tools and performs routine maintenance on special equipment used in electrician's work.
- Works with and contracts, retains, and oversees the work of contractors.
- Seeks and maintains knowledge of all current applicable codes, standards, and industry practices.
- Drives a vehicle for general hauling of supplies, equipment, and material. May include a vehicle or vehicle/trailer combination weight between 10,001 and 26,000 pounds or a single vehicle or vehicle/trailer combination weight of 26,001 or more pounds.

Duty 2

General Summary:

Percentage: 25

Travels throughout the state to perform, assist, and partner in work related to facilities maintenance including other skilled trade professions and performs other duties as assigned.

Individual tasks related to the duty:

- Attends meetings and participates in projects related to electrical work. Participation includes providing electrical maintenance input at the design stage and plan review.
- Participates in the total project through construction and commissioning.
- Participates in all required safety training sessions and programs.
- Participates in and supports all safety-related issues as presented by MDOT management, Michigan Occupational Safety and Health Administration (MIOSHA), or Department of Technology, Management, & Budget (DTMB) Safety and Health.
- Obtains certification and recertification, as needed, for all required safety issues necessary to maintain an electrical license.
- Performs other and/or special assignments as necessary or as directed by management.
- Performs the installation, repair and preventive statewide facilities maintenance at MDOT facilities.
- Completes daily vehicle inspections and mileage and record in the appropriate log books.
- Maintains parts stocked at the shop.
- Maintains shop and service trailer equipment, tools, and stock up to date; ready at all times for emergency calls.
- Orders and picks up materials for jobs.
- Performs work related to facilities maintenance.
- Assists other skilled trade professionals as needed.
- Provides technical and operational support for and under umbrella of Facilities Services core functions and other duties as assigned.

Duty 3

General Summary:

Percentage: 15

Utilizes the computerized maintenance management system and/or manual work order process related to the construction, remodeling, emergency, routine, and preventive maintenance of MDOT facilities.

Individual tasks related to the duty:

- Provides pertinent and associated documentation as it relates to work at statewide facility work locations.
- Compiles and properly codes activities and work (i.e. procurement cards, direct vouchers, purchase orders, etc.).
- Participates in work order documentation processes.
- Checks work orders daily utilizing the computerized maintenance management system and/or manual work order process.
- Completes written work orders of assigned tasks providing labor, material, travel data, and costs.
- Closes out work orders utilizing the computerized maintenance management system and/or manual work order process.
- Enters work data into computerized maintenance system in an accurate and concise manner.
- Assists lower level and peer group trades in the use of the computerized maintenance system.
- Enters data into computerized maintenance system for follow-up work orders.

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

Resolves day-to-day operational issues. Identifies and recommends enhancements and improvements, and as approved, implements enhancements and improvements. Uses independent judgement applying the practices, tools, and techniques of the trade to specific work situations.

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

Decisions that exceed the authority delegated to this position. Decisions that are significant in scope that would compromise department policy or credibility or have no precedence, decisions impacting significant budget issues or significant organizational changes, etc. Setting priorities, large equipment/tool purchases, repairs that might have an adverse effect on the department's budget, inventory control practices and purchasing approval paths, special, new or unusual procedures, and questions relative to code compliance of a specific installation.

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.

Position requires working outdoors, including adverse weather conditions, extensive travel with overnight stays, and working long non-standard hours. Ability to move/transport items up to 60 lbs, bend, stoop, stand for long periods of time, work in a confined space, and work in and around heavy and fast-moving traffic. Ability to run heavy equipment and work from aerial towers and ladders. Manual labor such as digging, backfilling, installing conduit, driving ground rods and usage of common tools and equipment used in electrical construction. Hazardous work around primary lines and working with secondary voltages in adverse weather conditions. Work from heights of up to 150 feet requiring the use of aerial equipment, scaffolding or safety harnesses under or alongside the structure while performing electrical activities. Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more and be available outside normal working hours for maintenance/emergency operations, in all weather 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.

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?

As an electrician master licensed for Facilities Services, Statewide Facilities Maintenance, this position is responsible for performing emergency, routine, and preventive maintenance for Michigan Department of Transportation (MDOT) facilities. This position serves as a technical and operational liaison for the department and is responsible for obtaining electrical permits for electrical work as required by law. Assists and/or performs work related to other skilled trade professions and utilizes the computerized maintenance management system and/or manual work order process related to the construction, remodeling, emergency, routine, and preventive maintenance of MDOT facilities. This position also provides technical and operational support for and under the umbrella of Facilities Services core functions and other duties as assigned. Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., bucket truck) when performing electrical activities.

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

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

Facilities Services is responsible for administering and overseeing complex and multiple operations as well as special projects. The office is responsible for administrative and operational support to the BFS and Highway Operations statewide. This includes Highway Operations Executive, Regions, Lansing Bureaus and Divisions, Office of Business Development, and Facilities Services. The office's primary responsibilities are in the area of Facilities maintenance. This position serves as a technical and operational liaison for the department and is responsible for obtaining permits and performing electrical work as required by law. Assists and/or performs work related to other skilled trade professions and utilizes the computerized maintenance management system and/or manual work order process related to the construction, remodeling, emergency, routine, and preventive maintenance of MDOT facilities. This position also provides technical and operational support for and under the umbrella of Facilities Services core functions and other duties as assigned.

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:

Electrician Master Licensed E10

No specific type or amount is required beyond that required for licensure.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- The principles of electricity and electronics.
- Electrical codes which typically apply to the work assignment.
- Standard methods, materials, tools, and equipment of the electrical trade.
- The use of electrical devices such as controls, switches, starters, transformers, motors, and panel boards.
- Potential occupational hazards connected with electrical work and the safety standards and practices, which should be applied.
- The principles of facilities maintenance tasks.
- MIOSHA safety rules regarding tools, equipment, and methods used in this classification.

Skilled in:

- The use of tools of the electrical trade.
- The installation of electrical devices.
- Diagnosing the cause of electrical breakdowns.
- Repairing and adjusting electrical devices.

Ability to:

- Interpret and apply blueprints, schematics, maintenance manuals, and assembly instructions.
- Study and comprehend new technology.
- Make mathematical computations.
- Work from ladders, scaffolds, hydraulic towers, or in tunnels and crawl spaces.
- Communicate effectively with others; and maintain favorable, positive, professional relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a master electrician's license issued by the State of Michigan is required.

Possession of a valid driver's license is required and must maintain throughout employment in the position.

Possession of a Commercial Learner's Permit upon appointment to the position. Continuing employment requires possession of a Commercial Driver's License (CDL) Group A with either an N or X endorsement and no air brake restrictions which must be obtained within 12 months of the date of hire into the position and must maintain throughout employment in the position.

This position is a Test-Designated Position. The employee is subject to random drug and alcohol testing while employed in this position.

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.

CHRISTINA TIJERINA

6/5/2026

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