

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

Position Code 1. ELECICAA68R
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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 NTHRN REGION ADMIN AND SUPPORT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description ELECTRICIAN MASTER LICENS-D-A	10. Division Baraga Correctional Facility
5. Working Title (What the agency calls the position) Licensed Electrician	11. Section Administrative Services
6. Name and Position Code Description of Direct Supervisor NIEMI, JEFFERY E; ADMINISTRATIVE MANAGER-3	12. Unit CFA Kinross Business Office Maintenance
7. Name and Position Code Description of Second Level Supervisor DODDS-DUGAN, CYNTHIA; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work CFA Kinross Business Office Maintenance / 8:00-16:30 pm

14. General Summary of Function/Purpose of Position

To inspect, plan and coordinate the installation, repair and preventive maintenance of electrical systems, electrical components and equipment at CFA Kinross Business Office Facilities. This position is to comply with all applicable department policies, procedures, MIOSHA standards and laws while performing required duties. Instructs and supervises skilled, semi-skilled and unskilled prisoners and staff in performing the above listed duties. This position utilizes and instructs lower level workers in the proper use of various tools to effectively accomplish these duties. Develops material orders and specification as well as monitors material inventories. Processes and monitors work request and preventive maintenance database. This position is required to possess and maintain a valid State of Michigan, LARA, Master Electricians License. Position requires travel of which could include overnight stays.

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: 55

Work requests and project assignments.

Individual tasks related to the duty:

- Provides constant supervision of all prisoners assigned to the position. This position has direct contact with and supervises prisoners more than 50% of the time. This duty includes the documentation of a visual count of all prisoners on assignment. Provides safety and technical training to prisoners and lower level skilled and semi-skilled staff members.
- Perform tasks related to project and work requests in the repair, installation and preventive maintenance of electrical, system components and equipment.
- Troubleshoots and repairs electrical equipment.
- Works from blueprints, schematics and other plans and specifications to construct, assemble and install electrical equipment and systems.
- Designs electrical systems as required for all permit required repairs and projects at CFA Kinross Business Office facilities.
- Obtains and tracks permits for all permit required repairs and projects. Ensures all work is being completed correctly and to code requirements.

Duty 2

General Summary:

Percentage: 25

Assist other trades staff

Individual tasks related to the duty:

- Oversee and assist other trades persons in the performance of electrical related work.
- Assist other trades persons as needed (To include but not limited to grounds maintenance, plumbing, masonry, building trades and mechanical work).
- Complete other duties as assigned.

Duty 3

General Summary:

Percentage: 10

Permits, technical.

Individual tasks related to the duty:

- Obtains and tracks required permits for all electrical repairs, projects and new installations at CFA Kinross Office facilities.
- Obtains necessary training to keep up to date on electrical codes and to maintain master electricians license.

Duty 4

General Summary:

Percentage: 10

Maintenance of documentation and shop duties.

Individual tasks related to the duty:

- Identifies costs and availability of materials and parts for project installations and repairs.
- Orders and requests supplies and materials needed.
- Monitors, processes and documents work request database.
- Completes prisoner payroll and evaluations.
- Completes tool and caustic/flammable inventories.

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

Techniques used to complete tasks per supervisor direction and State of Michigan Electrical Codes. Prisoner relations and disciplinary actions.

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

Major project specifications, security concerning duties and material specifications.

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.

Lifting, climbing, ladders, outdoor work during all weather conditions, working in confined spaced and at extended heights, approximately fifty (50) percent each day. Also, in contact with and supervising prisoners over fifty (50) percent each day. Position requires travel of which could include overnight stays.

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"/> |

N	Approve leave requests.		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?

To inspect, plan and coordinate the installation, repair and preventive maintenance of electrical systems, electrical components and equipment at CFA Kinross Business Office facilities. Instructs and supervises skilled, semi-skilled and unskilled prisoners and staff in performing the above listed duties.

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

N/A

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

Responsible to the CFA Kinross Business Office Administrative Manager – 3 (Physical Plant Administrator) and State Administrative Manager - 17 to maintain and improve the physical plant at assigned Kinross Office Facilities of the Michigan Department of Corrections.

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 11

One year of electrical trade experience equivalent to an Electrician Master Licensed E10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Installation, repair and preventive maintenance of electrical systems, equipment and components. Ability to read blue prints and design electrical systems. Assign and prioritize work. Ability to train and instruct others in your trade.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid State of Michigan Master Electrician's License.

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.

None

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

STEPHEN FORREST

7/23/2019

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