

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

Position Code

1. ELECTRNEA69R

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) Highways
4. Civil Service Position Code Description ELECTRICIAN LICENSED-E	10. Division Metro Region
5. Working Title (What the agency calls the position) Pump House Electrician	11. Section Operations
6. Name and Position Code Description of Direct Supervisor LADENSACK, JOHN; TRANSPORTATION MAINT SPV-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor WOOD, JEFFREY; TRANSPORTATION MAINT SPV-3	13. Work Location (City and Address)/Hours of Work Auburn Hills Garage / 8am-5pm M-F (hours and days may vary)

14. General Summary of Function/Purpose of Position

This position troubleshoots, evaluates and inspects electrical and mechanical systems including specialized equipment in state facilities, pump stations, and rest areas.

The duties of this position require the incumbent to operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., large utility truck, aerial devices, crane trucks).

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: 75

Troubleshoot, inspect and evaluate electrical/mechanical systems. Perform routine, reactive, preventive, emergency maintenance and repairs to pumphouses (storm water pump stations) and signal controllers alongside interstate highways and state trunk lines, garages, rest areas, welcome centers, and other state facilities May include permit required confined space entry. 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:

- Troubleshoot, inspect and evaluate electrical equipment that includes 120-volt single phase to 960-volt 3 phase systems to ensure that it operates efficiently and safely; determine whether equipment and new installations meet requirement of the National Electrical Code.
- Perform routine inspections that includes testing running pumps, checking trash racks for debris, and general inspection of grounds.
- Perform on-site troubleshooting of failures of pump/electrical failures.
- Restore power to pump houses by use of a generator during emergencies to clear roadway of standing water.
- Build and install new signal controllers.
- Measure, cut, bend, thread, assemble, and install electrical conduit, fittings, receptacles, transformers, fixtures, devices, outlet boxes and switch boards.
- Perform annual maintenance on electrical equipment.
- Operate specialized maintenance equipment such as, but not limited to backhoe, excavator, hi-low, loader, vac-truck, small crane, aerial equipment, etc.
- Operate CDL required equipment such as, but not limited to large dumps, aerial devices, and crane trucks.

Duty 2

General Summary:

Percentage: 20

General building and grounds maintenance/inspection.

Individual tasks related to the duty:

- Install, service and repair the following but not limited to heaters, coolers, fans, air compressors, air conditioning units, chemical water treatment systems, water softeners, masonry, plumbing, water heaters, circulating pumps, sump pumps, floats, light bulbs, windows, roofs, general building maintenance and fabricate parts as needed.
- Maintenance, inspection and minor repair of facility and grounds such as, but not limited to lawn care, including shrubs and trees, repair/replace broken picnic tables, unplug plugged drains, etc..

Duty 3

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Other duties as assigned.

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

Exercises judgment to select and apply the most appropriate guideline from available alternatives. Whenever possible, identify, recommend, and implement improvements in the work methods and materials utilized in the position.

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

When assignment is unclear or involves a policy decision or when alternative methods are used in the repair or replacement of anything within the pump stations, rest areas, facilities, or right of ways.

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.

Be available outside normal working hours for maintenance/emergency operations, in all weather conditions. Working on roadway in high traffic areas, working in permit entry confined spaces, working with chemicals, working with electrical equipment, and the wearing of personal protective equipment. Manual labor involves lifting and carrying heavy tools and materials. Also requires climbing ladders, bending, twisting, and stooping. This position is required to operate vehicle or a vehicle/trailer combination with a GVWR of 26,001 pounds or more.

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):

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

This position troubleshoots, evaluates and inspects electrical and mechanical systems including specialized equipment in state facilities, pump stations, and rest areas.

The duties of this position require the incumbent to operate a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more (e.g., large utility truck, aerial devices, crane trucks).

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?

Responsible for maintenance of state trunk line for an assigned geographic area, it takes this position to maintain this function.

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 Licensed E9

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

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of:
 - the accepted practices, processes, materials, and tools of the maintenance trades.
 - electric motors, generators, pumps, pressure systems, water systems and other equipment and systems found in state buildings and facilities.
 - the servicing and maintenance of simple power, heating, and cooling units.
 - the occupational hazards and safety precautions of the building maintenance trades.

- the proper use of chemicals, fertilizers, and pesticides.
- the electrical principles, N.E.C. code, methods of installation, use of a variety of tools and meters at the journeyman or master levels.
- Ability to:
 - work from sketches, drawings, and blueprints.
 - maintain records regarding material, equipment, and repairs.
 - train others and to guide and evaluate the work of others.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- 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.
- Possession of a journeyman electrician's license issued by the State of Michigan.

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.

ASHLEY PARSONS

11/6/2025

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