

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

<b>Position Code</b> 1. ELECTRNAA39R
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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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DOC-CHIPPEWA FAC/CHIPPEWA TEM
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Correctional Facilities
<b>4. Civil Service Position Code Description</b> ELECTRICIAN LICENSED-A	<b>10. Division</b> Chippewa Correctional Facility
<b>5. Working Title (What the agency calls the position)</b> Electrician	<b>11. Section</b> Physical Plant
<b>6. Name and Position Code Description of Direct Supervisor</b> ; PHYSICAL PLANT SUPERVISOR-2 13	<b>12. Unit</b> Maintenance
<b>7. Name and Position Code Description of Second Level Supervisor</b> ; ADMINISTRATIVE MANAGER-3 14	<b>13. Work Location (City and Address)/Hours of Work</b> 4269 W M 80; KINCHELOE, MI 49788 / 07:00 to 15:30
<b>14. General Summary of Function/Purpose of Position</b> Perform a full range of technical electrical work utilizing and training prisoner workers to maintain facility operations, safety and security. Employee works inside and outside the secure perimeter of a multi level 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: 80**

Install, modify, repair, trouble-shoot, and replace new or existing electrical systems and systems components. Items included but not limited to completing assignments for power distribution systems, lighting systems, communication and alarm systems, camera and monitor systems, Security systems, computer networks, food service equipment, and limited television systems. Work from blueprints, schematics, and drawings to calculate riser's locations, routing of conduits, wiring, and lighting requirements.

**Individual tasks related to the duty:**

Set up system routes, place, and cut route openings, place hangers to properly support and hold route conduits according to accepted standards, practices, and codes. Install electrical system components, including but not limited to electrical boxes, fixtures, and equipment. Pull/install and terminate wires to code standards. Complete work in a safe and professional manner. Responsible for the application of proper safety precautions associated with electrical trades. Apply and employ accepted standard procedures, codes having jurisdiction, and proper tool usage. Teach, train, and instruct prisoner tradesmen and helpers in the proper procedures, care of tools, and equipment associated with the electrical trade. Responsible for the supervision and security of the prisoners assigned to his work crew. Responsible to maintain tool control as directed by policy and procedure. Work along side and with inmate crew members assigned under employee's supervision. Instruct inmate workers in the fundamentals of the electrical trade, employing accepted industry standards. Instruct inmate crew in the safe performance of the daily assignment. Insure the security of the institution is not compromised by any actions of the crew nor an individual member while on assignment. Maintain records of time and attendance for the inmate crew members. Complete payroll reporting requirements for members of the inmate work crew. Take corrective action, as required for improper inmate behavior. Rate and report, as required, inmate job performance. Train inmates in all aspects of electrical maintenance, safety, procedure, and methods, encountered in the workplace.

**Duty 2**

**General Summary:**

**Percentage: 10**

Prepare cost and material estimates for projects and service requests. Quote and requisition materials and supplies needed to maintain operation related to the assignment. Maintain a working inventory of parts and supplies required for electrical system repairs and installation in stock. Complete regular repairs on projects and service requests. Draw sketches, schematics, and update blueprints to properly reflect changes made to institutional electrical systems. Maintains Tool inventories on a rotational basis.

**Individual tasks related to the duty:**

Investigate, compile, and present information relating to requested changes. Develop plans of action consistent with electrical standards and in compliance with code requirements to complete facility generated renovation and repairs. Contact supply vendors for ordering parts, formulating cost quotes, and completing projects, renovations, or repairs desired by the facility. Completes monthly paper work for all P.M. and tool inventories as required by policy.

**Duty 3**

**General Summary:**

**Percentage: 10**

Completion of other assignments as directed by supervisory staff.

**Individual tasks related to the duty:**

Workloads, facility needs, and emergency requests of a safety and/or security or unspecified nature may require this position to perform other assignments then those directly related to the electrical trades. Position may, at times, and on a non-continuing basis be assigned to complete other duties; including but not limited to: snow removal equipment operation, component replacements, equipment repair, Plumbing/Mechanical/HVAC repairs, housekeeping, door hardware and lock repair, inventory stock recording and report writing

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

Assign work to members of the prisoner work crew in accordance with the prisoner's proven ability, job difficulty, safety factors, and facility priority. The employee must be able to make decisions relating to trade fundamentals and available options. The employee must be able to make immediate decisions to eliminate any safety or security concern affecting the inmate crew assignment.

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

Any decisions, for which the position may be unsure which action would be appropriate, should be discussed with the supervisor. Position must not hesitate to ask for clarification of any directions or requests received which are unclear or the position feels may violate safety, security, or code standards. The position will make decisions concerning the purchase of supplies and repair parts required to complete assignments. The employee will seek supervisory review and approval for decisions that may change the routine operations of the Maintenance Department.

**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.**

Work is performed within and about the perimeter of a correctional facility comprising of multiple security levels. Work is completed while working in direct contact with prisoners and while supervising a prisoner work crew. Work at heights, i.e. bucket trucks, aerial lifts, ladders, scaffolds, and platforms. Working and crawling in confined areas. The very nature of electrical work presents inherent dangers of shock.

**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?**

The position is responsible for the installation and maintenance of all electrical systems, including but not limited to alarms, security systems, food service equipment, electrical utility services, and any other duties assigned to maintain the safety and security of the facility.

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

The duties have not specifically changed. The position is being updated for DART compliance.

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

The function of the work area is to maintain and service all areas of the facility physical plant. The position assists the work area by completing electrical services to maintain facility operations. The position must be knowledgeable in department policies and facility procedures. The position is required to maintain forms and documentation required by the state, the facility and the physical plant. The position must maintain accurate and timely documentation as required.

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

**EDUCATION:**

Educational level typically acquired through completion of high school.

**EXPERIENCE:**

One year of electrical trade experience equivalent to an Electrician Licensed 9

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The position must be able to develop plans and estimates based on requested needs for electrical projects. The position must be able to diagnose problems, disassemble, repair, or replace defective electrical equipment or system components in electrical systems, communication systems, security systems, closed circuit television systems, food service equipment, etc. The position must be able to work with and properly supervise prisoners workers detailed to his work crew.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

State of Michigan Journeyman's Electrical 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.

No exceptions.

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

\_\_\_\_\_  
Appointing Authority

8/12/2015

\_\_\_\_\_  
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