

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

Position Code 1. EQUIPTCHAA36R
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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 DOC-CHIPPEWA FAC/CHIPPEWA TEM
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) CFA
4. Civil Service Position Code Description EQUIPMENT TECHNICIAN-A	10. Division Physical Plant
5. Working Title (What the agency calls the position) Equipment Technician	11. Section Business Office
6. Name and Position Code Description of Direct Supervisor THURMES, JEROME A; PHYSICAL PLANT SUPERVISOR-2	12. Unit Maintenance
7. Name and Position Code Description of Second Level Supervisor BENOIT, KRISTINA C; ADMINISTRATIVE MANAGER-3	13. Work Location (City and Address)/Hours of Work 4269 W. M-80, Kincheloe, MI 49784 / 40 hours per week
14. General Summary of Function/Purpose of Position This position is responsible for the installation and maintenance of all electronic and electro-mechanical controls and low voltage equipment for the Chippewa Correctional Facility. The employee will lead and oversee the work of prisoner workers in maintaining electronic equipment. The Technician may be called in to resolve any technical troubleshooting, modification, or fabrication of all security systems, computer systems, telephone systems, and/or any highly technical equipment. This position may be expected to respond to facility emergencies after normal hours, on weekends or holidays.	

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: 25**

Maintain the security systems of the facility.

Individual tasks related to the duty:

- Design, modify and perform preventive maintenance, regular maintenance, and emergency maintenance on the perimeter Stun Fence security systems, personal protection systems, alarm systems, cable systems and P.A. Systems.
- Train staff on proper operation and maintenance of security systems.
- Supervise prisoners in maintenance and operation of electronic related or electro-mechanical equipment.

Duty 2

General Summary: **Percentage: 20**

Maintain the security camera systems of the facility.

Individual tasks related to the duty:

- Perform emergency repairs, troubleshooting, modification of systems, regular and preventive maintenance on all exterior and interior cameras.
- Install, change locations or types of cameras.
- Maintain all monitors for the camera systems for this closed circuit television system.

Duty 3

General Summary: **Percentage: 20**

Perform all duties assigned by area supervisor. Prepare technical reports and complete tool inventories.

Individual tasks related to the duty:

- Maintain logs and information pertinent to systems under this area of control.
- Write and submit reports to keep management apprised of all major electronic and electro-mechanical equipment.
- Perform periodic tests of alarm systems and file reports.
- Make recommendations for electronic modification when necessary
- Review reference materials, policies, and procedures.
- Communicate with suppliers and gather technical support
- Attend training as required.
- Maintain inventory of flammable, toxic and corrosive materials as needed.
- Other duties as assigned.

Duty 4

General Summary: **Percentage: 15**

Maintain electro mechanical equipment of the facility.

Individual tasks related to the duty:

- Perform maintenance on control systems of kitchen equipment, door alarms and controls, heating and cooling equipment.
- Maintains and repairs alarms, detections, and communication systems.

Duty 5

General Summary: **Percentage: 10**

Maintain the communications for the facility.

Individual tasks related to the duty:

- Perform regular and emergency maintenance on base and hand radios for custody and support areas, using radio communication.
- Maintain telephone systems within the facility.

Duty 6

General Summary: **Percentage: 10**

Maintain the computer systems within the facility.

Individual tasks related to the duty:

- Perform installation of computer lines and service of equipment of the facility network system.
- Assist the (DTMB) Data Processing Coordinator as need for maintaining the computer system for the facility.
- Assist supervisors and engineers in designing, troubleshooting, maintaining computer systems and telephone systems.

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

Decisions in regards to what specific repairs are needed. What materials and/or equipment is needed for regular and emergency repairs.

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

Priorities of work to be performed. Complete schedules. Identification of specific duties that this position is responsible for.

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.

Bending, twisting, walking, climbing, and crouching, indoors and outdoors in most types of weather. This will occur on a daily basis. May require crawling in attic ways or into man holes occasionally. Works with prisoners within the secure perimeter of the Chippewa Correctional Facility.

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):

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|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | 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 install, adjust, and maintain all electronic and electro-mechanical controls and low voltage equipment for this correctional facility. Including security systems, communications, computer systems, telephone systems and alarm systems. This position will design, modify, troubleshoot, and maintain all the electronic and electro-mechanical controls and low voltage equipment at the facility.

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

The essential functions of this position have not changed. The agency is requesting to update the PD to accurately reflect the duties of this position and align the minimum education/experience requirements with the job specifications.

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

Maintenance is the work area. This position fulfills the maintenance of the electronic and electro-mechanical equipment.

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

EDUCATION:

Possession of an associate degree in electrical, electromechanical, or electronics engineering, computer science, engineering, or electronics technology.

EXPERIENCE:

Equipment Technician 11

Three years of experience in the installation, maintenance, troubleshooting, and repair of electrical and electronic equipment equivalent to an Equipment Technician, including one year equivalent to an Equipment Technician E10.

Alternate Education and Experience

Equipment Technician 8 - 12

Completion of 60 semester (90 term) credits including 24 semester (36 term) credits in any combination of course work in the following areas: electrical, electromechanical, or electronics engineering, electronics technology, computer science, highway or traffic technology, engineering, or mathematics may be substituted for the education requirement.

A certificate from a two year, post-secondary, technical program in electrical, electromechanical, or electronics technology may be substituted for the education requirement.

Four years of experience in the installation, maintenance, troubleshooting, and repair of electrical and electronic equipment may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of electrical and electro-mechanical principles. Knowledge of analog and digital electronics. Knowledge of current developments in electronic equipment. Knowledge of fire alarm systems. Knowledge of the hazards of electricity and appropriate safety practices.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

KAREN JOHNSTON 4/10/2026

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