

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

This position description serves as the official classification document of record for this position. Please complete this form 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
	Department Of Corrections
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
	Correctional Facilities Administration
4.Civil Service Position Code Description	10.Division
Equipment Technician 11	CFA Business Office-Jackson
5.Working Title (What the agency calls the position)	11.Section
Equipment Tech	Administrative Services
6.Name and Position Code Description of Direct Supervisor	12.Unit
Physical Plant Supervisor 12	Regional Maintenance
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Administrative Manager 3	4000 Cooper St., Jackson, MI M-F 7:00 a.m.- 3:30 p.m.
14. General Summary of Function/Purpose of Position	
To inspect, plan and coordinate the installation, repair and preventive maintenance of electronic and electro-mechanical systems, components and equipment. These systems, components and equipment include but are not limited to perimeter security detection systems, camera monitoring systems, personal protective devices, P.A. systems, intercoms, telecommunications, fire alarms, cable television, card readers, LAN networks, etc. 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 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. Also follows processes and monitors work requests and PM schedules. Develops material orders and specifications as well as monitors material inventories. Position may require travel within the region, 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 of Duty 1

% of Time 70%

Individual tasks related to the duty.

- Provides daily constant supervision of all prisoners assigned to this position's crew. This position has direct contact with and supervises prisoners more than 50% of the time. This duty includes the documentation of a 10 minute 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 electronic and electro-mechanical systems, components and equipment including but are not limited to perimeter security detection systems, camera monitoring systems, personal protective devices, P.A. systems, intercoms, telecommunications, fire alarms, cable television, card readers, etc.

Duty 2

General Summary of Duty 2

% of Time 20%

Individual tasks related to the duty.

- Ordering and requesting supplies and materials needed for the job. Monitoring, processing and documenting prisoner payroll, tool requests, tool inventories and caustic/flammable inventories.

Duty 3

General Summary of Duty 3

% of Time 5%

Individual tasks related to the duty.

- Layout and design electronic and electro-mechanical systems, components and equipment including but are not limited to perimeter security detection systems, camera monitoring systems, personal protective devices, P.A. systems, intercoms, telecommunications, fire alarms, cable television, card readers, etc.

Duty 4

General Summary of Duty 4

% of Time 5%

Individual tasks related to the duty.

- Supervise and assist other trades persons in the performance of electronic and electro-mechanical related work.

Duty 5

General Summary of Duty 5

% of Time _____

Individual tasks related to the duty.

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Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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

Techniques used to get the job done within supervisor specification, State of Michigan and the National Fire Protection Agency 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 is 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 convicted felons over eight (80) percent each day. Position may require travel within the region, 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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

☐ Complete and sign service ratings.

☐ Provide formal written counseling.

☐ Approve leave requests.

☐ Approve time and attendance.

☐ Orally reprimand.

☐ Assign work.

☐ Approve work.

☐ Review work.

☐ Provide guidance on work methods.

☐ 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?

N/A

23. What are the essential functions of this position?

To inspect, plan and coordinate the installation, repair and preventive maintenance of electronic and electro-mechanical systems, components and equipment. These systems, components and equipment including but are not limited to perimeter security detection systems, camera monitoring systems, personal protective devices, P.A. systems, intercoms, telecommunications, fire alarms, cable television, card readers, etc. 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 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. Also follows processes and monitors work requests and PM schedules. Develops material orders and specifications as well as monitors material inventories. Position may require travel within the region, which could include overnight stays.

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

Continual Changes in the development of technologies related to electronic security monitoring and communication devices requiring continual training and updates.

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

Responsible to the CFA Jackson Physical Plant Supervisor and Administrative Manager 12 to maintain and improve the physical plant within the Jackson Business Office interests 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:

- Possession of an Associate Degree in electrical, electromechanical, electronics engineering or electronics technology.
- Four years' experience in the installation, maintenance, troubleshooting and repair of electrical and electronic equipment may be substituted for above 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 above.

EXPERIENCE:

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of electrical and electro-mechanical principles, analog and digital electronics as well as electrical wiring. Thorough knowledge of electrical controls, relay systems and of the theory and characteristics of solid state devices and electron tubes. Knowledge of current developments in electronic equipment. Knowledge of fire alarm systems, hazards of electricity and appropriate safety practices. Basic mathematic skills, use of appropriate tools and testing equipment. Ability to interpret blueprints and other specification documents.

CERTIFICATES, LICENSES, REGISTRATIONS:

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.