

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency CORRECTIONS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) CORRECTIONAL FACILITY ADMINISTRATION
4. Civil Service Classification of Position MAINTENANCE MECHANIC 10	10. Division G. ROBERT COTTON CORRECTIONAL FACILITY
5. Working Title of Position (What the agency titles the position) MAINTENANCE MECHANIC	11. Section MAINTENANCE
6. Name and Classification of Direct Supervisor N. MALE, PHYSICAL PLANT SUPV.	12. Unit
7. Name and Classification of Next Higher-Level Supervisor T. SCHUBRING, ADMINISTRATIVE MANAGER	13. Work Location (City and Address)/Hours of Work 3500 N ELM ROAD, JACKSON, MICH. 49201 HOURS VARY MONDAY THRU FRIDAY
14. General Summary of Function/Purpose of Position This position requires performing and supervising prisoner workers in the maintenance of all mechanical repairs at the G. Robert Cotton Correctional Facility, including the diagnosing, troubleshooting, repair, and maintenance of food preparation, heating, and ventilation equipment, and other job-related duties using blueprints and service manuals. Orders materials, and assures all work complies with all state and local codes. Also completes other assigned work orders, preventive maintenance work orders, maintaining the grounds, and any projects assigned by the supervisor. This is a hands-on position, and this person is expected to have the ability to perform duties as assigned.	

For Civil Service Use Only

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, 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 40

Supervise, train, and assign work to detailed prisoner workers all day on a daily basis. Monitor and assist inmate workers in the performance of their work assignments. Ensures mechanical equipment and systems at this facility are maintained in accordance with manufacturers recommendations and maintained in accordance with department maintenance policies and operating procedures. .

Individual tasks related to the duty.

- Supervises inmate workers daily in the performance of their work.
- Compliance with inmate supervision and count procedures and practices.
- Compliance with Tool Control, Key Control Procedures and practices.
- Ability to read blueprints, service manuals, and operate necessary test equipment needed to maintain mechanical systems.
- Complies with Federal, State, and Local rules and regulations.
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Duty 2

General Summary of Duty 2

% of Time 30

Supervise, train and assign work to detailed prisoner workers all day on a daily basis. Monitor and assist inmate workers in the performance of their work assignments. Ensures that the buildings and equipment are maintained in accordance with the department polices and operating procedures.

Individual tasks related to the duty.

- Supervises inmate workers daily in the performance of their work.
- Compliance with inmate supervision and count procedures and practices.
- Complies with Federal, State, and Local rules and regulations.
- Compliance with Tool Control, and Key Control
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Duty 3**General Summary of Duty 3****% of Time 15**

Lays out jobs and orders necessary materials necessary to complete assigned work. Follows up on materials ordered to ensure timely completion of assignments. Requests assistance from supervisor with any difficulties in obtaining or receiving materials. Maintains a small inventory of critical hard to obtain repair parts. Identifies and orders critical parts enough in advance to reduce the amount of equipment downtime

Individual tasks related to the duty.

- Obtains necessary information needed to order correct part(s)
- Identifies cost and availability of needed parts and processes order
- Follows up on order and upon receipt ensures correct parts have been received. Informs supervisor of receipt of part(s) and of any discrepancies in order(s)
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Duty 4**General Summary of Duty 4****% of Time 15**

Reads new or updated Policies, Directors Memorandums, and Operating Procedures. Attends Monthly Staff Meetings. Works cooperatively with Custody and supervisors and in accordance with policies and procedures during Mobilizations and Emergency Counts. Monitors Tools, and Keys Daily, and completes Weekly Tool Check and Weekly Tool Report, and assists with Inmate counts or supervision when requested by supervisor

Individual tasks related to the duty.

- Reads and complies with policies and procedures, and Department of Corrections, Employee Handbook
- Discusses any questions regarding interpretation of Policies and Procedures, or Employee Handbook with supervisor
- Complies with instructions or orders given by supervisor
- Treats inmates, peers, supervisors and the public in a humane, fair and equal manner.
- Completes other duties as assigned
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16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

When to call manufacturer for technical information or ordering of repair parts. Laying out of work assignments and which method to use to get it done quickly and efficiently. Which tools, parts or inmates to use that will work best on a given assignment.

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

When a need to shut down a critical piece of equipment, or utility that could affect the normal operation of a department or of this facility. When a need of some expertise that only my supervisor has knowledge of or can obtain for me. When actions if taken could have a negative impact on the safety or security of staff at this facility.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Carry and climb ladders, drive vehicles, crawl in attics or work in confined spaces. Work with small components. Work inside a penal facility with and supervise prisoners. Work in all types of weather conditions, like rain, snow, and hot dry weather. Work on top of tall buildings approximately 50 feet high. Crouch, kneel, crawl, reach up, bend down, and walk long distances

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

NAME

CLASS TITLE

NAME

CLASS TITLE

20. My responsibility 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.

21. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential duties of this position?

Ability to work at heights at or exceeding 50' performing work up on galleries and roofs of buildings working on heating and ventilation equipment.

Climbing ladders to get up into ceilings to change light bulbs, or to run pipe or shut off water valves or to work on sprinkler systems.

Reading prints and service manuals as well as policies and procedures.

Carrying and Climbing ladders, using hand and power tools and lifting and carrying pumps and motors, and other supplies.

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

This position now reports directly to the Physical Plant Supv. 12. This position now requires knowledge of the repair of various types of equipment, i.e, convection ovens, steam kettles, mixers, dishwashers, and serving lines and reach in warmers

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

This position is part of the Physical Plant Maintenance Department. This position is critical in the maintaining of equipment necessary to feed the inmate population, the heating and ventilation systems, and maintaining of the ground necessary to maintain this facility in accordance with Consent Decree, Policy and Procedures.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

High School Diploma or equivalent

EXPERIENCE:

Experience in a variety of repairs such as food preparation equipment, and Heating and Ventilation Equipment. Knowledge of Steam Line Repairs and Water Main Repairs required, also knowledge of grounds work and landscaping.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to read Plumbing Prints, Heating and Ventilation Mechanical Prints, and the ability to read and understand, and follow instructions from Service Manuals.

Ability to use multi-meters, and other related tools necessary to complete assignments as noted on this position description.

Ability to troubleshoot and diagnose mechanical problems on various types of mechanical equipment and systems.

CERTIFICATES, LICENSES, REGISTRATIONS:

None Required.

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

27. *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

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

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

Appointing Authority's Signature

Date