

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. MAINMCHE

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-COTTON FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Maintenance Mechanic-E	10. Division
5. Working Title (What the agency calls the position) Maintenance Mechanic-7 -E9	11. Section
6. Name and Position Code Description of Direct Supervisor ; PHYSICAL PLANT SUPERVISOR-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor Nicholas Male; ADMINISTRATIVE MANAGER-3	13. Work Location (City and Address)/Hours of Work / 6:00 a.m. to 2:30 p.m. Monday-Friday

14. General Summary of Function/Purpose of Position

This position requires performing work 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 comply 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.

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: 40

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:

- Works in accordance with 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.

Duty 2

General Summary:

Percentage: 30

Ensures that the buildings and equipment are maintained in accordance with the department policies and operating procedures.

Individual tasks related to the duty:

- Works within compliance of procedures and practices.
- Complies with Federal, State, and Local rules and regulations.
- Compliance with Tool Control, and Key Control

Duty 3

General Summary:

Percentage: 15

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.
- Inform supervisor of receipt of part(s) and of any discrepancies in order(s)

Duty 4

General Summary:

Percentage: 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

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

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 or parts to use that will work best on a given assignment.

17. Describe the types of decisions that require the 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 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.

Carry and climb ladders, drive vehicles, crawl in attics or work in confined spaces. Work with small components. Work inside a penal facility with 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 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?

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.

"New position" - This position reports directly to the Physical Plant Supervisor-12. This position requires knowledge of the repair of various types of equipment, (i.e., convection ovens, steam kettles, mixers, dishwashers, and serving lines and re-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. 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:

Maintenance Mechanic 7

No specific type or amount is required.

Maintenance Mechanic 8

Two years of experience assisting skilled trades workers in the mechanical or electrical trades.

Maintenance Mechanic E9

Four years of experience assisting skilled trades workers in the mechanical or electrical trades, including two years equivalent to a Maintenance Mechanic 8.

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:

NA

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.

NA

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

RAHIF ACHOUR

Appointing Authority

4/21/2026

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