

1. Position Code
PHYPPV2A18N

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) G. ROBERT COTTON CORRECTIONAL FACILITY
4. Civil Service Classification of Position PHYSICAL PLANT SUPERVISOR 2	10. Division ADMINISTRATIVE SERVICES
5. Working Title of Position (What the agency titles the position) MAINTENANCE SUPERVISOR	11. Section MAINTENANCE
6. Name and Classification of Direct Supervisor NICHOLAS MAIL, FACILITY MGR.	12. Unit
7. Name and Classification of Next Higher-Level Supervisor , WARDEN	13. Work Location (City and Address)/Hours of Work 3500 N. ELM ROAD, JACKSON, MI 49201 0700-1500 – MONDAY - FRIDAY
14. General Summary of Function/Purpose of Position SUPERVISE AND DIRECT THE OVERALL OPERATION AND MAINTENANCE OF A LARGE PHYSICAL PLANT AND OFFICE COMPLEX HOUSING 1770 PRISONERS WITH A HEATING PLANT CONSISTING OF TWO LARGE GAS FIRED BOILERS 7,500,000 BTU EACH IN BUILDING 200 THAT HEATS BUILDING 300 GYM AND SCHOOL AND BUILDING 100 OFFICE COMPLEX. ALSO INCLUDED IN THIS PHYSICAL PLANT ARE FIVE 1,850,000 BTU GAS FIRED BOILERS THAT HEAT THE HOUSING UNITS. MAINTAIN STANDARDS OF PERFORMANCE. PLAN, COORDINATE, AND SUPERVISE THROUGH THE ASSISTANT PHYSICAL PLANT SUPERINTENDENT WHO INSTRUCTS CARPENTERS, PAINTERS, MASTER ELECTRICIANS, EQUIPMENT TECHNICIANS, MASTER PLUMBERS, GROUNDS MAINTENANCE AND OTHER TRADES PEOPLE. ALSO RESPONSIBLE FOR THE WELL PUMPS AND WATER QUALITY AND CHLORINE CONTENT IN A WATER TREATMENT PROGRAM.	

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 20

Construction alterations and remodeling projects.

Individual tasks related to the duty.

- Plan, coordinate, supervise and discuss proposed construction alteration or remodeling of projects with agency administrators and/or with Building Division Representatives. Prepare sketches, specifications, time and material estimates on proposed projects.

Duty 2

General Summary of Duty 2 % of Time 35

Recommend improvements and inspect projects.

Individual tasks related to the duty.

- Prepare and submit recommendations for improvements to management on a regular basis. Inspect routine and special maintenance work performed by civilian personnel, prisoner maintenance laborers and contract construction projects. Insure the inspection of completed maintenance work performed by maintenance staff and contracted projects

Duty 3

General Summary of Duty 3

% of Time 35

Approve requisitions and establish work assignments.

Individual tasks related to the duty.

- Approve requisitions for material and supplies. Establish priorities and approve all work assignments for physical plant and/or Temporary Housing and G. Robert Cotton buildings, personnel and tradespeople. Establish policies and procedures to be used by physical plant employees, interpret and maintain compliance with established building maintenance safety codes.

Duty 4

General Summary of Duty 4

% of Time 10

Organize preventative maintenance, and new method programs. Complete service performance ratings. Prepare budget.

Individual tasks related to the duty.

- Organize preventive maintenance programs and training in new methods and skills of various types. Review and evaluate employee and prisoner labor performance. Participate in planning the budget for facility physical plants.

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.

FIRE OR EMERGENCY, PLUGGED SEWER SYSTEMS AND ELECTRICAL FAILURE, E-FIELD AND E-FLEX SECURITY SYSTEM BREAKDOWNS.

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

WHEN ASKING FOR OVERTIME HOURS FOR MAINTENANCE PERSONNEL TO WORK ON PROJECTS INVOLVING SECURITY RELATED MATTERS OR TO HIRE INDEPENDENT CONTRACTORS. ALSO, WHEN THERE IS A NEED FOR MAJOR PURCHASES OF SUPPLIES AND MATERIALS.

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.

ALL WORK PERFORMED IS IN SECURITY AREA INVOLVING PRISONERS, HIGH VOLTAGE ELECTRICAL SYSTEMS, PLUMBING AND MANHOLES. I ENSURE THAT ALL WORK PERFORMED IS IN COMPLIANCE WITH FEDERAL AND STATE CODES, RULES AND REGULATIONS.

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.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
1 emp.	Electrician Mast Licensed-A	1 emp	Plumber Licensed-A
1 emp.	Equipment Technician-A	1 emp.	Refrigeration Mech. Lic-A
8 emp.	Maintenance Mechanic-A		
1 emp.	Maintenance Mechanic-E		
1 emp.	Physical Plant Supv.-1		

20. My responsibility 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. |

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

Signature

Date

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

EDUCATION:

NO SPECIFIC TYPE OR AMOUNT IS REQUIRED.

EXPERIENCE:

AT LEAST 2 YEARS OF EXPERIENCE AS A POWER PLANT SUPERINTENDENT, BUILDING MAINTENANCE SUPERINTENDENT, OR CONSTRUCTION SUPERINTENDENT.

KNOWLEDGE, SKILLS, AND ABILITIES:

AN EMPLOYEE IN THIS POSITION MUST HAVE A THOROUGH KNOWLEDGE OF OPERATING METHODS AND ACCEPTED STANDARDS OF PERFORMANCE IN MECHANICAL AND BUILDING TRADES. THOROUGH KNOWLEDGE OF MATERIALS, EQUIPMENT AND TOOLS USED IN THE WORK. KNOWLEDGE OF OCCUPATIONAL AND SAFETY HAZARDS AND PRECAUTIONS, AND KNOWLEDGE OF EMPLOYEE PROCEDURES AND CONTRACTS.

CERTIFICATES, LICENSES, REGISTRATIONS:

NO SPECIAL LICENSES, REGISTRATION OR CERTIFICATIONS ARE 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

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?

TO FUNCTION AS A FIRST LINE MANAGER WITH BUDGET RESPONSIBILITIES. THE POSITION IS RESPONSIBLE FOR SUPERVISING, PLANNING, AND COORDINATING THE WORK OF THE PHYSICAL PLANT STAFF, WHICH INCLUDES A BUILDING TRADES SUPERVISOR VI, A GROUNDSKEEPER, A LICENSED ELECTRICIAN, TWO MAINTENANCE MECHANICS, A BUILDING TRADES SUPERVISOR, V, EQUIPMENT TECHNICIAN AND A MASTER PLUMBER.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.
This prison now houses 1720 prisoners.

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

THIS POSITION IS RESPONSIBLE FOR THE OVERALL OPERATION, REPAIR AND MAINTENANCE OF THE PHYSICAL PLANT, WHICH INCLUDES ALL ELECTRICAL AND PLUMBING WORK, GROUNDS MAINTENANCE AND LANDSCAPING, THE WATER PUMPING AND HEATING PLANTS, WATER AND SEWAGE SYSTEMS AND MAJOR OFFICE RENOVATION.