

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

Position Code 1. LABORERE\

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 MICHIGAN VETERAN HOMES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) D.J. Jacobetti Home for Veterans
4. Civil Service Position Code Description LABORER-E	10. Division Supportive Services
5. Working Title (What the agency calls the position) Laborer	11. Section
6. Name and Position Code Description of Direct Supervisor ; PHYSICAL PLANT SUPERVISOR-1-FZN	12. Unit
7. Name and Position Code Description of Second Level Supervisor ; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 425 Fisher St., Marquette, MI. 49855 / M-F; 0-80 hours/pay period

14. General Summary of Function/Purpose of Position

Purpose of this position is to assist maintenance mechanics with various tasks in a 126 bed long-term care facility. The laborer will assist skilled trades' personnel by completing manual labor tasks associated with the construction and maintenance of facility structures, accomplish routine grounds maintenance, and assist with routine maintenance of equipment.

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: 75

Assist maintenance mechanics with various projects necessary for upkeep of the Home.

Individual tasks related to the duty:

- Assist maintenance mechanics with staining, painting, wall patching, replacing ceiling tiles, laying floor tiles, refinishing wood furniture, hanging wallpaper or borders, installation or repair of handrails, mixing paint, and cleaning up brushes/rollers.
- Assist with the demolition of walls/ceilings for remodel projects, hauls debris, and removes concrete.
- Assist with the installation of base cabinets, sinks and overhead cabinets using manual and power hand tools.
- Load, unload and move supplies, materials and equipment to and from the work site.
- Assist with the construction of forms and mixing, pouring and finishing concrete to repair curbs and sidewalks.
- Assist with the sealing of joints, seams and cracks in asphalt or concrete.
- Assist with plumbing projects and repairs.
- Assist with electrical projects and repairs.
- Assist with HVAC projects and repairs.

Duty 2

General Summary:

Percentage: 20

Assists skilled trades workers with grounds keeping duties.

Individual tasks related to the duty:

- Cuts grass, operates weed-eater, trims trees, rakes leaves, sweeps sidewalks, plants grass, lays sod, applies fertilizer and weed killer.
- Shovels snow, applies salt to icy sidewalks and parking lots, removes snow with snow blower or snowplow.
- Perform other grounds keeping related activities.

Duty 3

General Summary:

Percentage: 5

Recycling of materials, wash vehicles, and assist with equipment maintenance.

Individual tasks related to the duty:

- Dispose of recycle material into proper receptacle
- Wash vehicles
- Assist with seasonal equipment maintenance (i.e. snow blowers, riding lawn mowers, push mowers and weed eaters.)

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

None. Maintenance Mechanic Lead Worker provides direct instruction for completion of tasks.

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

Any purchasing of supplies or materials. Choosing paint colors.

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.

- Physical effort includes frequent lifting up to fifty pounds.
- Work environment includes working with moving machinery and cutters exposure to toxic chemicals, exhaust fumes, inclement weather conditions, noise, dust and dirt on a daily basis.
- Daily physical activities include walking, bending, standing, kneeling, reaching, transporting, carrying and climbing. Exposure to wet, heat, dust, odors, fumes from mowing, painting, and accomplishing road maintenance. Ability to move heavy objects.

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):

- | | | | |
|---|------------------------------------|---|---------------|
| 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?

N/A – new position

23. What are the essential functions of this position?

In addition to assisting maintenance mechanics and skilled trades workers, this position will also complete empty trash receptacles, wash vehicles, assist with seasonal maintenance of equipment, and complete other duties as needed. The list of duties and responsibilities is not intended to be inclusive and DMVA reserves the right to assign additional duties and responsibilities as necessary.

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

In the last update, the process level was changed to 5105 from 5103 (inactive) and the bed capacity for the facility changed from 206 to 126 in box 14.

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

The function of the work area is to perform road, grounds, and building maintenance, repair, and/or construction.

The function of this position is to assist the maintenance mechanics and skilled trades workers with various projects and tasks as listed.

26. 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:

Laborer 5

No specific type or amount is required.

Laborer E6

One year of experience performing duties involving the use of hand tools and motorized machinery equivalent to a Laborer 5.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to follow written and verbal instruction
- Ability to perform duties in a dependable manner.
- Ability to communicate effectively and maintain favorable public relations.
- Ability to operate a various equipment.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid State of Michigan driver's license

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.

N/A

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

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