

**State of Michigan
Civil Service Commission**
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 Technology, Management & Budget
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Facilities & Business Services Administration
4. Civil Service Classification of Position Laborer E6	10. Division Building Operations
5. Working Title of Position Laborer	11. Section Capitol Complex
6. Name and Classification of Direct Supervisor Brent West, Facilities Supervisor 13	12. Unit Zone 1
7. Name and Classification of Next Supervisor William Harris, Facilities Supervisor 14	13. Work Location (City and Address)/Hours of Work Hannah Building 608 W. Allegan Street Lansing, MI 8:00 – 5:00, Mon – Fri, or some variation

14. General Summary of Function/Purpose of Position

The employee performs a full range of Laborer assignments. The employee uses a wide range of power tools and other equipment appropriate to the work. The employee provides customer service with courtesy, respect and attention to detail. This person will work cooperatively with staff and assure a customer service orientation by expressing a positive and helpful attitude with daily interaction on related subjects.

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

Duty 1

General Summary of Duty 1

% of Time 80

Performs a full range of Laborer assignments.

Individual tasks related to the duty.

- Operates tractors or power mowers.
- Shovels snow from sidewalks, roadways, and parking lots by hand or using snowblowers or snowplow, and applies salt.
- Lays out, tills, plants, sprays, weeds, waters, and prunes flowerbeds and gardens.
- Cleans grounds, walks, parking lots, and such facilities as garages, storerooms, park, and rest area facilities.
- Assists in the performance of minor building maintenance jobs using manual and power hand tools.
- Hauls and removes garbage; removes concrete, asphalt, dirt, brush, and clippings; or delivers laundry.
- Loads, unloads, and moves supplies, materials, equipment, or furniture to and from work site.
- Assists in the cleaning, repairing, or replacing, and painting or refinishing of buildings, park benches, tables, and playground equipment.
- Pulls and cuts weeds and brush and cleans debris from ditches, drains, parks, and tree trimming areas.
- Assists in the planting, spraying, pruning, and trimming of trees and shrubs.
- Assists in the repair of cracks, joints, seams, and potholes in roadways and parking lots and applies sealant.
- Assists in the performance of minor repairs and routine maintenance on trucks, cars, tractors, motorized machinery, and attachments.
- Applies fertilizer and weed killer, prepares areas and sows new grass seed, and mows grass.
- Parks or shuttles cars from one location to another.
- Pumps gas, cleans out, or washes cars in a motor pool operation or garage.
- Schedules and maintains records for use and/or repair of state cars.
- Assists in constructing forms and mixing, pouring, and finishing concrete to repair curbs and sidewalks.

Duty 2

General Summary of Duty 2

% of Time 10

Uses the computerized maintenance management system.

Individual tasks related to the duty.

- Checks work orders daily using the computer maintenance management system eMaint
- Closes out work orders using the computer maintenance management system eMaint.
- Enters critical data into eMaint in an accurate and concise manner.

Duty 3

General Summary of Duty 3

% of Time 5

Continuous safety training

Individual tasks related to the duty.

- Participates in all management required safety training.
- Participates and supports all safety-related issues as presented by the supervisor, MIOSHA or DTMB Safety and Health.
- Obtains recertification, as needed, for all required safety issues.

Duty 4

General Summary of Duty 4

% of Time 5

Performs related work appropriate to the classification, as assigned

Individual tasks related to the duty.

- Performs special assignments as necessary or as directed by upper management.
- Assists other trades as needed.
- Provides back-up coverage at other buildings as needed.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions.

None.

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

When directed to work independently under the direction of a higher-level employee or supervisor, this position must have work checked by the higher-level employee or supervisor for quality and accuracy.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position?

The job duties require an employee to perform strenuous tasks requiring strength and coordination, to bend, reach, walk, or stand for extended periods, climb ladders, lift and move heavy objects, and use power tools.

Some jobs require an employee to be exposed to inclement weather conditions and/or work in an environment that involves exposure to chemical fertilizers, insecticides, and weed killers.

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>

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

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

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?**

N/A

23. What are the essential duties of this position?

Provides Laborer services on buildings to preserve the investment of the State of Michigan, DTMB.

Works in concert with other Laborers and trades to perform a full range of Laborer assignments for projects on State properties as required for maintenance, construction, and remodeling.

Provides prompt and efficient customer service.

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

Filling vacancy.	
25. What is the function of the work area and how does this position fit into that function? <p>The function of the work unit is to provide a safe, comfortable, and cost-effective facility to allow our customers to provide their designated services to the people of the State of Michigan, and to provide maintenance and construction services on buildings to preserve the investment of the State of Michigan, DTMB. This position performs a full range of Laborer assignments.</p>	
26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.	
EDUCATION: No specific amount of formal education is required. NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.	
EXPERIENCE: One year of experience performing duties involving the use of hand tools and motorized machinery equivalent to a Laborer 5.	
KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of: <ul style="list-style-type: none"> • use and care of a variety of hand tools and motorized machinery. • procedures and methods used in the care of lawns, trees, shrubs, flowers, and vegetable gardens. • proper use of fertilizers, insecticides, and weed killers. • methods used in preparing, applying and finishing various patching and sealant materials. • potential dangers and safety precautions applicable to the work performed. • basic MIOSHA safety rules regarding tools, equipment, and methods used in this classification. Skill in: <ul style="list-style-type: none"> • use of common hand tools and a variety of power tools and motorized machinery. • performing routine maintenance and minor repairs on power tools and motorized machinery. Ability to: <ul style="list-style-type: none"> • follow instructions. • read written directions on use of equipment and materials. 	
CERTIFICATES, LICENSES, REGISTRATIONS: Candidates for this position must submit to and pass a criminal history background check. Some positions in this job series may require training/certification for the safe use of certain tools and equipment.	
<i>NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.</i>	
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