

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MIL AFFR CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Camp Grayling
<b>4. Civil Service Position Code Description</b> Laborer-E	<b>10. Division</b> DPW
<b>5. Working Title (What the agency calls the position)</b> Laborer	<b>11. Section</b> Supply
<b>6. Name and Position Code Description of Direct Supervisor</b> ; STOREKEEPER SUPERVISOR-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> ; NONSTATE SUPERVISOR	<b>13. Work Location (City and Address)/Hours of Work</b> M-93, Camp Grayling, MI / 0:715-16:00; work hours may vary.
<b>14. General Summary of Function/Purpose of Position</b> This position will perform a variety of unskilled work tasks requiring the use of hand and power tools to perform general grounds maintenance and assist skilled trades workers in building construction assignments at the Camp Grayling worksite. Regular and substantial driving utilizing a state vehicle to perform job duties at the worksite including in inclement weather. This is a non-career classification and employment in this class is temporary.	

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: 90**

An array of manual labor tasks.

**Individual tasks related to the duty:**

- Cut grass and weeds, rake grounds, shovel and sweep dirt, plant and care for trees, shrubs, and grass, and perform other activities related to groundskeeping.
- Shovel snow and sweeps sidewalks, docks, lanes, and driveways.
- Assist in erosion control and make repairs on state lands and roadsides.
- Sweep, mop, vacuum floors, and wash windows.
- Assist in some building construction.
- Stock shelves, move supplies, fill orders, and otherwise maintain stock/storeroom.
- Regular and substantial driving utilizing a state vehicle to perform job duties at the worksite including in inclement weather.
- Perform related work as assigned.

**Duty 2**

**General Summary:**

**Percentage: 10**

Other duties as assigned.

**Individual tasks related to the duty:**

- Complete 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.

None, immediate supervisor provides direct instruction for completion of tasks. Incumbent will not work independently.

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

Decisions beyond the scope of authority delegated to the position.

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.

- Job is primarily outdoors, requires employee to be exposed to inclement weather conditions.
- Exposure to noxious fumes and odors.
- Regularly conduct work activities in an awkward position requiring reaching, twisting, bending, stooping, kneeling, crouching and sitting.
- May carry objects weighing up to 50 pounds.
- Occasionally move heavier objects such as equipment and material.
- Regularly use hand-eye coordination while operating hand and power tools and equipment.
- Occasional exposure to loud noises.
- Always wear required safety equipment.
- Regular and substantial driving utilizing a state vehicle to perform job duties at the worksite including in inclement weather.

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?

Yes, management developed PD.

23. What are the essential functions of this position?

This position will perform a variety of unskilled work tasks requiring the use of hand and power tools to perform general grounds maintenance and assist skilled trades workers in building construction assignments at the Camp Grayling worksite. Regular and substantial driving utilizing a state vehicle to perform job duties at the worksite including in inclement weather. This is a non-career classification and employment in this class is temporary.

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

New position.

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

This work area is responsible for the maintenance of Camp Grayling ARNG Training Site, buildings, roads and grounds.

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:**

- Some knowledge of hand and power tools.
- Some knowledge of general office duties.
- Ability to follow instructions.
- Ability to perform duties in a dependable manner.
- Ability to communicate effectively.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid drivers' license is required.

*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