

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

Position Code 1. MAINMCHAD33R

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-KINROSS CORRECTIONAL FCLTY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) CFA
4. Civil Service Position Code Description Maintenance Mechanic-A	10. Division Kinross Correctional Facility
5. Working Title (What the agency calls the position) Maintenance Mechanic	11. Section Business Office
6. Name and Position Code Description of Direct Supervisor WOODS, AMOS; PHYSICAL PLANT SUPERVISOR-1	12. Unit Maintenance
7. Name and Position Code Description of Second Level Supervisor SCHOPP, CRAIG; ADMINISTRATIVE MANAGER-3	13. Work Location (City and Address)/Hours of Work 4533 W. Industrial Park Dr. Kincheloe, MI 49788 / 40 hours per week

14. General Summary of Function/Purpose of Position

The function of the position is the maintenance, repair, and installation of mechanical system components. Including repair & servicing of heating systems, pumps, air compressors, furniture, appliances, tools, building components, food preparation equipment, plumbing & other misc. items, located within the property of a correctional facility. The position will require hiring, training of and supervising prisoner work crews. The position is required to inspect the work completed by prisoner work crews. The position will complete assignments without direct supervision, using independent judgment to make decisions relating to specific work situations, and be responsible for other specific duties as assigned by the supervisor. Employee works outside and inside the secure perimeter of a multi level Correctional facility.

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: 35

Completing mechanical, plumbing systems tasks and equipment repairs, as assigned by the immediate supervisor and dictated by the needs of the facility. Working independently, without supervision of upper level line staff. Employing independent judgment and essential knowledge, practices and procedures in the completion of repairs, servicing, and installation of mechanical systems and system components comprising all areas of the physical plant. The completion of these duties include hiring a prisoner crew and the training, assignment of work, supervising and inspection of prisoner work on daily basis.

Individual tasks related to the duty:

Complete assignments for repair or servicing of heating systems components, including pumps, unit heaters, supply and exhaust fans, and air compressors, as assigned by the immediate supervisor. Work independently to complete major repairs to mechanical system components, including heating systems, air handling systems, and components of those systems, needs to be capable of properly handling assignments at the journey level of plumbing. Works well, using independent judgment and personal knowledge; however he is not hesitant to seek assistance or other staff's opinions should the situation require it.

Perform at the journey level to complete services and repairs as assigned by the immediate supervisor. Continue to develop a capacity for increased responsibility for completing a variety of facility maintenance needs. Completing assignments within the secure perimeter of the facility will total approximately 70 percent of the combined assignments duties. The position will be required to monitor and work along side inmate crew members. Many assignments will be completed among the prisoner population. Assignments will require working within inmate housing units, dormitory areas, and detention areas, food service areas, health care areas, administrative areas, and security control areas. Tasks and working conditions can vary widely. The position will be required to complete tasks in areas that vary from hot and humid to below freezing. Mechanical equipment repairs and installations will require entry into attics, crawlspaces, steam pits, and designated confined spaces. Preventive Maintenance tasks, as assigned by the immediate supervisor.

Duty 2

General Summary:

Percentage: 25

Maintain facility tools, shop equipment, powered equipment, and appliances in safe working condition. Complete repairs for manually operated and powered hand tools, as assigned. Complete repairs to appliances, as assigned by the immediate supervisor. Tasks will require completion of repairs to commercial food services appliances and equipment used within the facility. The completion of these duties include hiring a prisoner crew and the training, assignment of work, supervising and inspection of prisoner work on daily basis.

Individual tasks related to the duty:

Repair and servicing of hand tools used by the Maintenance Department and other facility departments. Adjust equipment guards and insure safety requirements are in place before operating any equipment. Complete repairs to portable powered hand tools such as circular saws, drill motors, routers, etc. as assigned. Notify the immediate supervisor of any deficiencies that may create an unsafe condition. Remove such tools and equipment from use. Work independently to complete repairs to appliances including washing machines, dryers, and other household and kitchen appliances. Independently complete services, preventive maintenance inspections and repairs on commercial food service equipment including dishwashers, steamers, ovens, kettles, grinders, choppers, palletizes, etc. Work at a journey level with increased responsibility for completing a variety of facility services. Employ independent judgment, knowledge, and personal skills to complete a variety of assignments and services. Operations outside the perimeter will require the position to work with and along side gate-pass cleared inmate work crews employed by the facility Maintenance Department. Monitoring of inmate work activities is required for completion of such assignments. The position will perform shop duties and other assigned tasks within the Maintenance buildings, along side, and among gate-pass cleared inmate work crews.

Duty 3

General Summary:**Percentage: 15**

Completing tasks as assigned by the immediate supervisor and dictated by the needs of the facility. Working independently or with other staff, in the completion of repairs, servicing, and installation of building components, furniture, furnishings, locks, door and window hardware, and other miscellaneous building fixtures both within and outside of the secure perimeter.

Individual tasks related to the duty:

Assist with building construction and remodeling employing construction and carpentry skills. Surface preparation and painting. Assist in the completion of concrete and masonry assignments. Complete door hardware and closing device replacement, adjustment, and repair. Work at the journey level using independent judgment to complete assignments involving the installation of new mechanical systems including; hot water heating renovations, installation of new and renovation of existing HVAC duct systems, and other miscellaneous mechanical system renovations. Assist in steam system repair and renovations. Employee independent judgment and knowledge of assignment requirements to properly complete a variety of mechanical system and equipment repairs. The position will be required to monitor and work along side inmate crew members. Work will be completed among the prisoner population. Assignments will require working within inmate housing units, dormitory areas, and detention areas, food service areas, health care areas, administrative areas, and security control areas.

Duty 4**General Summary:****Percentage: 15**

Complete equipment operations including ground maintenance, snow removal, forklift and heavy equipment operations, as required by assignment to meet the needs of the facility. Operation assignments will require work within and outside the facility's secure perimeter.

Individual tasks related to the duty:

Operate tractors, loaders, and lawn maintenance equipment as required by assignment to help in meeting the needs of the facility. Operate loaders, tractors, snow plows, or snow blowers to help meet the seasonal needs of the facility. Set, deliver, and move supplies or equipment using forklifts or tractors. The position will require heavy equipment operations within the facility on a limited basis for excavation, transportation, and snow removal operations. The position will be assigned to complete equipment operations outside the perimeter, as determined by the supervisor. Operations outside the perimeter will require the position to work with and alongside gate-pass cleared inmate work crews employed by the facility Maintenance Department. Monitoring of inmate work activities is required for completion of such assignments. The position will perform shop duties relating to equipment operations within the Maintenance buildings, alongside, and among gate-pass cleared inmate work crews.

Duty 5**General Summary:****Percentage: 5**

Procure parts and maintain records of repairs to equipment and systems associated with the assignment. Complete documentation as required by Preventive Maintenance assignments. Maintain files and records of assigned Preventive Maintenance inspections and duties.

Individual tasks related to the duty:

Diagnose cause of mechanical system or equipment failures. Identify needed repair components. Prepare parts orders and procurement requests. Identify and stock inventory of required replacement parts for assignment systems and equipment. Contact suppliers and vendors to gather information necessary to prepare properly completed procurement requests. Properly completed all inspections sheets and required documentation relating to Preventive Maintenance assignments. Maintain, organize, and file Preventive Maintenance documentation as directed by your immediate supervisor. Maintain clear, legible, records as required by Preventive Maintenance checklists and inspection sheets. Complete vehicle and inmate reports on time such as vehicle mileage logs and inmate payroll.

Duty 6**General Summary:****Percentage: 5**

Back up the duty to maintain the facilities complete key system, key control and key inventories for KCF and K Unit.

Individual tasks related to the duty:

Cuts new keys for new locks and replacement keys and locks.

Maintains an inventory of all keys stored and distributed to staff.

Maintains an inventory of every key location and physical location of all locks with proper identification for each.

Maintains tool identification and shadowing for individual lock shop.

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

Employs independent judgment and personal knowledge to diagnose problems and determine the types of repairs required. Determines tools and parts necessary to complete the repairs. Determines complexity and hazard level of the repairs and employs proper safety precautions. Determine the urgency of many repairs based on security, health, or safety issues. Works with affected areas to insure that timing for non-emergency repairs does not cause disruption to facility operations or further damage to the equipment. Supervises prisoner work crews within the facility to complete repairs.

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

Any decision that would alter the original specifications or design of a system or component. Any decision that may jeopardize the security of the institution or any of the security systems of the facility. Any decisions that would require notification of a service interruption to the facility or may have an adverse effect on specific areas. Any decisions that may alter safe conditions or increase hazard level during the repair.

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.

The assignment includes lifting more than 50 pounds, climbing, bending, twisting, and kneeling at ground level and at heights up to 60 feet on elevated mobile platforms. Work may be required which exposes the employee to harsh environmental conditions, including high and low temperatures extremes, humidity, harsh chemicals, airborne dust, and noise. Exposures to weather conditions vary seasonally and include high summer temperatures and extremely low winter temperatures. Working conditions can require exposure to harsh elements of Northern Michigan winters. 80% of the assignment requires working among prisoner population, inside the facility and within the outside Maintenance Buildings.

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):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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.

23. What are the essential functions of this position?

The ability to work independently and complete a variety of assignments to maintain the integrity of the physical plant, Assignments are varied and require the ability to properly complete mechanical, plumbing, electrical, and building repairs and services. The assignment may include heavy equipment operations. The ability to complete assignments using a variety of tools and employing personal knowledge, independent judgment, and skills essential to the assignment. The position must be willing and able to assist fellow line staff, as needed. The position must possess the ability to work without direct supervision by upper level line staff or supervisors, within the secure perimeter, among inmate population supervising inmate work crews. The position must be able to perform at the journey level, using independent judgment and personal knowledge. The position must be able to communicate effectively.

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

Request to establish a new Maintenance Mechanic 10 position to replace a Plumber A 10.

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 maintain all aspects of the physical plant. This position will work independently to accomplish repairs, installations and renovations to a wide variety of mechanical systems and facility equipment. Additionally, the position will provide assistance to building, grounds, electrical, plumbing, and locksmith trades as workloads allow.

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 10

Five years of experience assisting skilled trades workers in the mechanical or electrical trades, including one year equivalent to a Maintenance Mechanic E9.

Alternate Education and Experience

Maintenance Mechanic 8 - 10

Completion of a recognized program in vocational training for the mechanical or electrical trades may be substituted for two years of experience assisting skilled trades workers.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of maintenance of various mechanical and plumbing systems & components. Knowledge of building trades and grounds maintenance. Ability to read, comprehends, & employs O & M Manuals. Ability to properly use and care for and account for tools and equipment. Knowledge of related occupational hazards. Ability to employ independent judgment to achieve desired results.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.

STEPHEN FORREST

2/8/2019

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