

## 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> Michigan Army National Guard
<b>4. Civil Service Position Code Description</b> MAINTENANCE MECHANIC-E	<b>10. Division</b> Construction and Facilities Management Office
<b>5. Working Title (What the agency calls the position)</b> Maintenance Mechanic	<b>11. Section</b> Detroit Light Guard Armory
<b>6. Name and Position Code Description of Direct Supervisor</b> MAINTENANCE MECHANIC SPV-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> Detroit Light Guard Armory, Detroit, MI 48234 / 7:45 a.m. – 4:30 p.m., Monday thru Friday
<b>14. General Summary of Function/Purpose of Position</b>  This is the journey level. The employee performs a full range of maintenance mechanic assignments using independent judgement to make decisions requiring the application of procedures and practices to Detroit Light Guard worksite.	

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: 45**

Installs, maintains, repairs, and fabricates various building equipment/components.

**Individual tasks related to the duty:**

- Installs, maintains, and repairs building equipment such as unit heaters, air conditioners, boilers, refrigerators, water coolers, ventilators, air compressors, water heaters, and coils.
- Maintains and repairs building components such as doors, windows, floors, roofs masonry and frame walls, tile and wood floors, and ceilings.
- Maintains and repairs fences, gates, parking surfaces, driveways and walkways.
- Fabricates, assembles, and tests parts as needed, such as various pumps, valves, heaters, compressors, and other mechanical system parts using metal fabricating tools, common hand tools, power tools, and welding torches.
- Maintains and repairs onsite generators.
- Regular and substantial driving to other armories within the district and vendors including in inclement weather.

**Duty 2**

**General Summary:** **Percentage: 25**

Heating, Ventilating, and Air Conditioning Systems.

**Individual tasks related to the duty:**

- Operates, maintains, and repairs central heating, ventilating, and air conditioning systems.
- Performs boiler maintenance: blow downs, collects and evaluates water samples, adds water treatment chemicals, and cleans boiler tubes.
- Inspects and tests safety devices such as relief and shutoff valves, temperature, and pressure gauges.
- Repairs and replaces steam traps, condensate, and circulating pumps and checks valves.
- Adjusts and replaces pulleys and drive belts and replaces filters.

**Duty 3**

**General Summary:** **Percentage: 20**

Plumbing, Electrical, Painting, Masonry, Carpentry.

**Individual tasks related to the duty:**

- Maintains and repairs plumbing systems including drains, traps, and vents.
- Repairs, and replaces plumbing equipment and fixtures such as sinks, toilets, urinals, faucets, flush valves, float switches, shower heads, and mixing valves.
- Maintains and repairs electrical equipment and lighting systems including motors, switches, controls, receptacles, ballasts, and fluorescent lamps.
- Repairs and replaces light fixtures, fuses, and circuit breakers.
- Prepares paint, finishes surfaces, paints surfaces and equipment using paint brushes, sanders, scrapers, and other painting tools.
- Performs building and/or masonry repair such as preparing cement, installing reinforcing steel rods, patching and finishing cement work, and replacing damaged masonry.
- Repairs broken furniture or building fixtures using carpenter's hand tools and power equipment.

**Duty 4**

**General Summary:** **Percentage: 10**

Other duties as assigned.

**Individual tasks related to the duty:**

- Maintains an inventory of tools and supplies. Orders parts/equipment.
- Does minor record keeping such as purchase requests, personal time and attendance, preventative maintenance records, material safety data sheets, and logs, etc.
- Inspects fire fighting equipment including fire hoses, fire extinguishers, fire/smoke alarms, and suppression systems.
- Performs snow removal/plowing and salting. Performs ground maintenance including pruning, trimming, weeding, and lawn mowing.
- Inspects buildings and grounds for hazards and makes corrections.
- Reads, interprets, and comprehends drawings, schematics, and blueprints.
- Coordinate with civilian companies to receive quotes and complete both warranty work and new projects.
- Operates heavy machinery such as dump truck and John Deere tractors
- Cleaning, mopping, stripping floors, waxing, buffing, removing trash, cleaning and disinfecting rest room fixtures, walls floors, servicing dispensers, and ordering/replacing janitorial supplies.

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

Decisions include the proper pressure to sustain on heating plants, the required protective clothing/equipment to use/wear, the material required to install, repair, or maintain building components, the means to troubleshoot component problems, etc. These decisions impact the safety of the employee, the safety of the building occupants, the state of readiness of the armory. Ordering of janitorial supplies or minor purchase of parts for repairs on site.

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

Decisions include major projects or emergency priorities.

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.

Periodically works from ladders, scaffolds, and roofs. Continuous walking, standing, bending, stooping, reaching, kneeling, hand/eye coordination. Regular and substantial driving to other armories within the district and vendors including in inclement weather. Frequent lifting/moving/transporting tools, piping, motors, etc. Infrequent overnight travel. Periodically works overtime and callbacks. Environmental conditions include working in climatic weather conditions, dust, dirt, chemicals (i.e., boiler treatments, disinfectants, etc.) noise from tool/motorized equipment operation. Protective clothing/equipment is provided and worn when required.

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?

Management developed PD.

23. What are the essential functions of this position?

This is the journey level. The employee performs a full range of maintenance mechanic assignments using independent judgement to make decisions requiring the application of procedures and practices to specific work situations. Regular and substantial driving to other armories within the district and vendors including in inclement weather.

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

SPR was added, the essential duties and tasks of this position have not changed. "Regular and substantial driving to other armories within the district and vendors including in inclement weather.", was added to duty 1 tasks and box 23.

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

This position performs various skills associated with the maintenance, plumbing, masonry, electrical, and carpentry trades. The focus of the maintenance program is to keep the facilities in a state of readiness and this position contributes to this effort.

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 7**

No specific type or amount is required.

**Maintenance Mechanic 8**

Two years of experience assisting skilled trades workers in the mechanical or electrical trades.

**Maintenance Mechanic E9**

Four years of experience assisting skilled trades workers in the mechanical or electrical trades, including two years equivalent to a Maintenance Mechanic 8.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to work in climatic weather conditions, wear protective clothing/equipment, work various shifts/call-backs, do mechanical/electrical/masonry, carpentry/plumbing/janitorial/snow removal tasks.  
Ability to work from sketches, drawings, and blueprints.  
Ability to maintain records regarding time & attendance, material, equipment, and repairs.  
Considerable knowledge of the accepted practices, processes, materials, and tools of the maintenance trade.  
Considerable knowledge of electric motors, generators, pumps, pressure systems, water systems, and other equipment and systems found in state buildings and facilities.  
Considerable knowledge of the servicing and maintenance of simple power, heating, and cooling units.  
Considerable knowledge of the proper use of chemicals.  
Considerable knowledge of the occupational hazards and safety precautions of the building maintenance trades.  
Ability to obtain and maintain a Michigan Drivers License.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Ability to obtain and maintain a Common Access Card (CAC) issued by the federal government requiring a background check.  
  
Maintain a valid 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