

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 MDHHS-CTR FORENSIC PSYCHIATRY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Hospital and Behavioral Administrative Services
4. Civil Service Position Code Description MAINTENANCE MECHANIC-E	10. Division Administrative Support Services
5. Working Title (What the agency calls the position) Maintenance Mechanic	11. Section Maintenance
6. Name and Position Code Description of Direct Supervisor VACANT; MAINTENANCE MECHANIC SPV-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor ROSCHINSKY, DAVID N; PHYSICAL PLANT SUPERVISOR-2	13. Work Location (City and Address)/Hours of Work 8303 Platt Rd, Saline, MI 48176 / Monday - Friday; 7:00am - 3:30pm or as required
14. General Summary of Function/Purpose of Position This position is responsible for installing, maintaining, repairing, and inspecting mechanical equipment and electrical systems, including HVAC, refrigeration and security equipment, as well as maintaining grounds in a large physical plant complex. The Forensic Center is a secured facility with considerable direct contact with mentally disturbed residents on a day to day basis.	

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: 70

Performs maintenance, installs and makes repairs to the physical plant using skills and knowledge associated with various skilled trades using a variety of tools and equipment of the maintenance trades while observing recognized safety practices and security measures. Repair, replace, install, and maintain the heating and cooling systems using tools and skills of the HVAC and mechanical trades. Utilizes schematics, blueprints, service manuals, etc. to carry out tasks.

Individual tasks related to the duty:

- Install, repair, and maintain air conditioning and heating equipment.
- Install, repair, and maintain the domestic hot and cold water piping system.
- Performs minor electrical repair such as replacing fuses, light bulbs, circuit breaker switches and other electrical equipment repairs following electrical specifications.
- Repair/install toilets, sinks, shower equipment and maintain facility plumbing systems and components.
- Maintains sewer systems and lift station.
- Maintain and repair refrigerated food delivery and storage system equipment.
- Maintains and repair refrigerators, freezers and ice makers.

Duty 2

General Summary:

Percentage: 10

Install, repair, and maintain facility security equipment, fire alarm and phones using knowledge of electrical and electronic trades.

Individual tasks related to the duty:

- Performs repairs and installation on various facility security systems.
- Install, move and replace phone equipment and systems.
- Troubleshoot systems for repair/replacement by using manuals and schematics.

Duty 3

General Summary:

Percentage: 10

Repair and/or install locks, door closers, hinges, and related items as needed. Performs preventive maintenance, repairs on all other building equipment.

Individual tasks related to the duty:

- Installs, maintain and repair hollow metal doors, transoms and frames, operating hardware, various types of window units and glazing.
- The repair and installation of facility roofs.
- Installs and prepares surfaces for finishing i.e. paint, drywall, cement board, ceiling tiles, carpet, etc.
- Performs related work as assigned.

Duty 4

General Summary:

Percentage: 10

Perform grounds maintenance and maintain the equipment.

Individual tasks related to the duty:

- Grass cutting, tree trimming and cutting, snow removal and street repairs.
- Use of power grounds equipment.
- Repair, and maintain grounds equipment.
- Perform welding and steel fabrication.
- Install/repair sidewalks, parking lots, black top, roadways. Grading according to corrective slopes to ensure proper drainage.

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

Perform repairs, alter, or build new construction using acceptable standards while following recognized safety procedures and ensuring a humane, orderly, safe and secure environment for the facility's patients, employees and visitors. Determining the types and quantities of materials, equipment and supplies.

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

Questions of code compliance, priority of work assignments, questions about requisitions for supplies, materials and equipment. Direction for emergency or unanticipated work that may arise. Scheduling of work to minimize impact on facility operations and to ensure smooth flow of work.

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.

Moderate to heavy physical effort for extended periods such as lifting, walking, bending, carrying, climbing, crawling, reaching in hot, cold, and wet, noisy and extremely dusty environments. Working from aerial lifts, ladders, scaffolds. Exposed to operating machinery and chemicals such as acids, alkalies, adhesives, fuels, solvents.

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"/> 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. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Management prepared.

23. What are the essential functions of this position?

To independently perform any maintenance work needed in the facility to provide a safe and comfortable environment for the patients and staff. All factors listed in Item # 18 of this document are needed to perform the duties required of this position. The position requires a minimum of 8 hours per day or minimum of 40 hours per week and must be available to work overtime as the facility is a 24/7 operation.

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

The position description is being submitted as there is not a current PD on file in PARIS or Filenet.

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

The maintenance department is responsible for the installation, repair, and maintenance of all the various equipment, systems, and structures that make up the complex. This position allows reliable service to maintain the overall physical plant and its equipment that is needed to provide a safe and comfortable environment at the facility.

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 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.

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 the accepted practices, processes, materials and tools for the maintenance trades. Knowledge of pumps, electric motors, generators, pressure systems, water systems, steam systems and other equipment and systems found in state buildings and facilities. Knowledge in heating and cooling system service and maintenance. Knowledge of the occupational hazards and safety precautions of the building maintenance trades. Ability to maintain records and work from schematics, drawings, blueprints, etc. Ability to do routine mechanical and electrical maintenance. Ability to determine work priorities. Additionally, as listed on the Civil Service Job Specification.

CERTIFICATES, LICENSES, REGISTRATIONS:

Some positions in this job series may be assigned duties that require the application of pesticides, which may require certification or registration as a pesticide applicator in compliance with the Pesticide Control Act of 1976.

Some positions in this job series are assigned job duties that may require possession of the commercial driver's license issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

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.

EMILY WILLIAMS

10/1/2019

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