

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

**1. MAINMCHE**

## 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> TECH, MGMT AND BUDGET - MB
<b>3. Employee Identification Number</b>  	<b>9. Bureau (Institution, Board, or Commission)</b> State Facilities Administration
<b>4. Civil Service Position Code Description</b> Maintenance Mechanic-E	<b>10. Division</b> Building Operations
<b>5. Working Title (What the agency calls the position)</b> Maintenance Mechanic	<b>11. Section</b> Secondary Complex & Outstates
<b>6. Name and Position Code Description of Direct Supervisor</b> WRIGHT, EDWARD A; FACILITIES SUPERVISOR-4-FZN	<b>12. Unit</b> East Zone
<b>7. Name and Position Code Description of Second Level Supervisor</b> WALTS, BRIAN D; FACILITIES SUPERVISOR-5	<b>13. Work Location (City and Address)/Hours of Work</b> Jackson State Office Building 301 E. Louis Glick Hwy. Jackson, MI / 8:00 – 5:00, Mon – Fri, or some variation

**14. General Summary of Function/Purpose of Position**

The employee performs maintenance work 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. The employee will work in concert with other trades to perform a full range of maintenance mechanic assignments for projects on state properties as required for maintenance, construction and remodeling. The employee will utilize a wide range of power tools and other equipment appropriate to the work. The employee will provide 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.

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 a full range of maintenance mechanic assignments

**Individual tasks related to the duty:**

- Installs, maintains and repairs equipment such as steam valves, steam traps, steam or water coils, radiators, water softeners, unit heaters, water heaters, condensate and circulating pumps and plumbing facilities using hand and power tools of the plumbing trade such as pipe wrenches, hacksaws, pipe cutters and torches.
- Installs, services and repairs electric motors, heaters, coolers, refrigerators and other related equipment using various hand and power tools of the maintenance trades.
- Installs, maintains and repairs air compressors and other air conditioning equipment using various machine tools.
- Services and repairs appliances such as fans, toasters, washing machines and gasoline pumps using machine and hand tools; may also maintain, operate and repair motor vehicles (tune-ups, brakes, hydraulics).
- Maintains central steam and chemical water treatment systems, as well as other systems, using gauges and other test instruments to diagnose malfunctions and mechanic hand and power tools to disassemble, repair and reassemble system components.
- Moves and replaces machinery and auxiliary apparatus using hand and electric trucks, fork lifts and dollies. \*May require certification.
- Fabricates, assembles and tests parts as needed, such as various pumps, valves, laboratory equipment, heaters, compressors, experimental fire equipment and other mechanical system parts using metal fabricating tools, common hand tools, power tools and welding torches.
- Replaces fuses, light bulbs, circuit breakers, electric switches and other electrical equipment following electrical specifications.
- Prepares paint, finish surfaces and equipment using paintbrushes, sanders, scrapers and other painting tools.
- Repairs broken furniture or building fixtures using carpenter's hand tools and power equipment.
- Performs building and/or masonry repair such as preparing concrete, installing reinforcing steel rods, patching and finishing concrete work and/or replacing damaged masonry.
- Performs repairs to dry wall, wood paneling, siding, and other prefabricated materials.
- Performs grounds' maintenance such as mowing and trimming grass, pulling weeds, grading roads, pesticide application, removing snow and applying salt.
- Drives a truck for general hauling of supplies, equipment and material.
- Makes requests for equipment, materials and supplies through higher-level Maintenance Mechanic or supervisor.

Maintains records related to work and equipment.

**Duty 2****General Summary:****Percentage: 10**

Utilizes the computerized maintenance management system (CMMS)

**Individual tasks related to the duty:**

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

**Duty 3****General Summary:****Percentage: 10**

Participates in construction partnering

**Individual tasks related to the duty:**

- Attends meetings for and participates in projects related to Maintenance Mechanic work.
- Participation includes providing input at the design stage and plan review.
- Participates and takes ownership in the total project through construction and commissioning.

**Duty 4****General Summary:****Percentage: 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 5****General Summary:****Percentage: 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 made independently in this position and tell who or what is affected by those decisions.

None.

17. Describe the types of decisions that require the 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 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.

Some jobs require the employee to be frequently exposed to toxic substances, disease, dangerous heights, electrical shock, flammable fluids and machinery.

Some jobs require the employee to be frequently exposed to extreme weather conditions and moving traffic.

The job duties require an employee to bend, reach, kneel and stand for extended periods.

The job duties require an employee to climb ladders, enter confined spaces and move heavy objects.

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?

Yes.

23. What are the essential functions of this position?

Provides maintenance and construction services on buildings to preserve the investment of the State of Michigan, DTMB.

Works in concert with other trainees and trades to perform a full range of maintenance mechanic 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.

New.

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

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.

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:**

Knowledge of:

- the standard practices, processes, materials and tools of the maintenance trades.
- electric motors, generators, pumps, pressure systems, water systems and other equipment and systems found in state buildings and facilities.
- servicing and maintenance of simple power, heating and cooling units.
- occupational hazards and safety precautions of the building maintenance trades.
- proper use of chemicals, fertilizers and pesticides.
- basic MIOSHA safety rules regarding tools, equipment, and methods used in this classification.

Skill in:

- the maintenance of power, heating, and cooling units.
- the use of metal fabricating tools, common hand tools, power tools, welding equipment, and other tools and equipment used in the maintenance trades.
- diagnosing and repairing mechanical and automotive malfunctions

Ability to:

- follow blueprints, specifications, and instructions.
- do routine mechanical or electrical maintenance and care for tools and equipment.
- work from sketches, drawings and blueprints.
- maintain records regarding material, equipment and repairs relative to the work
- understand the operation of building mechanical, air handling and pneumatics systems.
- communicate effectively.
- work with computers.
- understand basic electrical codes.
- work with a wide variety of power and manual tools.

work with others.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Although not a requirement of the position, any certifications, or licenses for HVAC equipment, electrical, plumbing or other building related infrastructure systems is desirable.

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.

Some positions in this job series may require training/certification for the safe use of certain tools and equipment

**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.

NA

***I certify that the entries on these pages are accurate and complete.***

MICHAELA FABUS-MAIN

2/4/2026

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