

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

Position Code

1. MAINMCH

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-LAKELAND MEN'S FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facility Administration
4. Civil Service Position Code Description MAINTENANCE MECHANIC-A	10. Division
5. Working Title (What the agency calls the position) Maintenance Mechanic	11. Section
6. Name and Position Code Description of Direct Supervisor KARNEY, DAVID L; PHYSICAL PLANT SUPERVISOR-2	12. Unit Maintenance
7. Name and Position Code Description of Second Level Supervisor MORRELL, JOHN D; ADMINISTRATIVE MANAGER-3	13. Work Location (City and Address)/Hours of Work 141 First St, Coldwater, MI, 49036 / 80 Per Pay Period

14. General Summary of Function/Purpose of Position

This position is responsible for the supervision of a prisoner crew in the installation, maintenance, repair and inspection of various mechanical and electrical systems within the Lakeland Correctional Facility. The position works within the secure perimeter and supervises inmate workers.

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: 80

Supervise, train and assign work to detailed prisoner workers on a daily basis.

Individual tasks related to the duty:

- Provides training in the proper methods to carry out maintenance assignments.
- Assigns preventative maintenance and repairs of building to prisoner crews.
- Inspects any repairs, installation, and maintenance performed by inmate to ensure completion.

Duty 2

General Summary:

Percentage: 10

Orders supplies and repair parts, maintains prisoner payroll, maintains required institutional records and daily logs.

Individual tasks related to the duty:

- Makes contact with vendors to price and purchase repairs parts and services.
- Completes procurement requests.
- Completes prisoner payroll forms.
- Completes tool logs.
- Completes gate manifests.
- Completes vehicle travel logs.
- Completes required training.

Duty 3

General Summary:

Percentage: 10

Assists other staff with assigned work or projects.

Individual tasks related to the duty:

- Installs, services, and repairs electric motors, heaters, coolers, refrigerators, and other related equipment.
- Fabricates, assembles, and tests parts as needed, such as various pumps, valves, laboratory equipment, heaters, compressors, experimental fire equipment, and other mechanical system parts.
- Performs grounds and maintenance work.
- Maintains equipment and systems.

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

Makes decisions regarding how equipment or systems are going to be repaired or maintained. These decisions affect costs, quality of work, health and sanitary issues and whether they meet required codes and regulations.

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

Repairs that require a permit need supervisor approval. Out of state travel. Deviation from department policies and procedures need supervisor approval.

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.

This position requires lifting up to 80 lbs., bending, kneeling, standing and walking. Environmental conditions include working outside in all types of weather, contact with human waste, fumes, chemicals, and other hazards. Daily contact with prisoners at a level 2 correctional facility.

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

23. What are the essential functions of this position?

Maintain buildings, equipment and other facility systems.

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

Removed duties no longer performed.

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

The work area performs maintenance in a correctional setting. The position functions by maintaining buildings, equipment, and systems at the Lakeland Correctional 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 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:

Familiar with state codes
Ability to operate tools of the trade.
Ability to troubleshoot equipment and system failures.
Knowledge of servicing and maintenance of simple power, heating, and cooling units.
Knowledge of the proper use of chemicals.
Ability to do routine mechanical or electrical maintenance and care for tools and equipment.
Ability to train others and to guide and evaluate the work of prisoners.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

CRISTEL DAVIS

4/5/2023

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