

Position Code 1.

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-CHIPPEWA CORRECTIONAL FCLTY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) CFA
4. Civil Service Position Code Description MAINTENANCE MECHANIC-E	10. Division Chippewa 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 THURMES, JEROME; PHYSICAL PLANT SUPERVISOR-2	12. Unit Maintenance
7. Name and Position Code Description of Second Level Supervisor BENOIT, KRISTINA; ADMINISTRATIVE MANAGER-3	13. Work Location (City and Address)/Hours of Work 4269 W. M-80, Kincheloe, MI 49784 / 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, electrical and plumbing system components. This includes repair and servicing of heating/cooling systems, pumps, compressors, various appliances, tools, plumbing, and other miscellaneous items located within the property of a correctional facility. The work will take place among the prisoner population inside the secure perimeter of the facility, and outside the secure perimeter on the surrounding property. The position will require working with prisoner work crews. This position functions at the experienced level and will complete assignments with supervision.	

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: 40

Completing mechanical, electrical, and plumbing systems tasks and equipment repairs, as assigned by the immediate supervisor, and dictated by the needs of the facility. Working under the supervision of a crew leader. While under direct supervision and in a developing capacity, will employ 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.

Individual tasks related to the duty:

Perform at the experienced level to complete services and repairs as assigned by the immediate supervisor. Continue in a developing capacity to complete maintenance and repairs to equipment based on facility maintenance needs. 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. Controls and accounts for assigned tools and materials.

Duty 2

General Summary:

Percentage: 30

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.

Individual tasks related to the duty:

Work at an experienced level with increased responsibility for completing a variety of assignments and services, including: Repair and service hand tools used by the Maintenance Department and other facility departments; adjust equipment guards and ensure 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 with crew leader to complete repairs to appliances including washing machines, dryers, and other household and kitchen appliance. Under the supervision of a crew leader complete services, preventive maintenance inspections and repairs on commercial food service equipment including dishwashers, steamers, ovens, kettles, grinders, choppers, palletizes, etc. 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. The position will perform shop duties and other assigned tasks within the Maintenance buildings, alongside, and among gate-pass cleared inmate work crews.

Duty 3

General Summary:

Percentage: 15

Work at an experienced level with increased responsibility to completing tasks as assigned by the immediate supervisor and dictated by the needs of the facility. Working with crew leader and 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. Provide assistance in the installation/maintenance of all electronic and electro-mechanical controls and low voltage equipment. This is all performed within and outside of the secure perimeter.

Individual tasks related to the duty:

Under the supervision of the crew leader and working in a developing capacity:

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.

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.

Assist staff in the installation/maintenance of all security systems (fence, cameras, personal protection systems) and electro

mechanical equipment. Assist staff in the maintenance of various control systems including kitchen equipment, heating/cooling, door alarms. Assist staff in the maintenance and repair of computer and telephone systems.

Duty 4

General Summary:

Percentage: 10

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:

Under the supervision of the crew leader and working in a developing capacity: Diagnose cause of mechanical/electrical systems 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; and properly completed all inspection 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 Preventive Maintenance checklists and inspection sheets.

Duty 5

General Summary:

Percentage: 5

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, snowplows, 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. Operation outside the perimeter will require the position to work with and alongside gate-pass cleared inmate work crews employed by the facility Maintenance buildings.

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

This position functions at the experienced level and will complete assignments with supervision. Employs 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 ensure that timing for non-emergency repairs does not cause disruption to facility operations or further damage to the equipment.

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.

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?

The ability to work under the supervision of a crew leader or supervisor 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 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 employee must be able to work under direct supervision by upper-level line staff or supervisors, within the secure perimeter, among prisoner population. The employee in this position must be able to perform at the experienced 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.

The agency is requesting to downgrade the vacant Maintenance Mechanic A10 position for training purposes.

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 works under the supervision of a crew leader or immediate supervisor to accomplish repairs, installations and renovations to a wide variety of facility security systems and equipment. Additionally, the position will provide assistance to building, grounds, electrical, plumbing, and locksmith trades as workloads allow. We will expect the position to continue to perform satisfactorily; continue to develop increasing responsibility for and a thorough knowledge of facility systems, equipment, and components.

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 – E9

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 electronic and electro-mechanical 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:

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.

None

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

CRYSTAL BOND

7/20/2023

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