

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

Position Code 1. MANTSPV1A05N

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 Administration
4. Civil Service Position Code Description MAINTENANCE MECHANIC SPV-1	10. Division Administrative Services
5. Working Title (What the agency calls the position) Maintenance Mechanic Supervisor - 1	11. Section Maintenance Department
6. Name and Position Code Description of Direct Supervisor ROSCHINSKY, DAVID N; PHYSICAL PLANT SUPERVISOR-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor HORNE, ESTELLE M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 8303 Platt Road, Saline, MI 48176 / 8:00am-4:30pm M-F or as required
14. General Summary of Function/Purpose of Position This position is responsible for the daily supervision of a crew of journeyman skilled maintenance employees that maintains the electrical, plumbing, building, grounds, fire, and security systems at the Center for Forensic Psychiatry.	

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: 65

Supervise a staff of skilled journeyman maintenance employees. Coordinate the scheduling of work assignments and preventive maintenance schedules utilizing the JC and CMS standards. Overseeing that the assignments are completed in a timely and safe method ensuring all policies and procedures are in compliance. Layout of tasks and material ordering.

Individual tasks related to the duty:

- Assignment of tasks is done through a work order form or by verbal or other means of communication.
- Staffing involved includes Maintenance Mechanic E9, Electrician E10, Locksmith E9, Plumber E9, Painter E9, and Maintenance Mechanic E8. Supervising this crew requires a broad knowledge of their duties and skills.
- This duty requires various record keeping functions such as: timekeeping, work order and preventive maintenance recording.
- Must review work order requests and evaluate the priority needs with other ongoing assignments. Keep records of materials through the purchasing process in order to complete the assignments.
- May involve reviewing blueprints or making drawings for the staff to follow and getting material specifications for layout and job requirements.
- Conduct performance reviews.
- Issue corrective and/or disciplinary action.
- Approve and/or deny leave request.

Duty 2

General Summary:

Percentage: 20

Inspection of building equipment and machinery. Record keeping of job assignments, preventive maintenance schedules and inventory control. Planning of future projects. Evaluating employee performance and staff training.

Individual tasks related to the duty:

- Must maintain various records using log books, computer, and other means to keep the system and job assignments coordinated. Need to know ahead of time what needs to be assigned to staff – do this by consulting Plant Superintendent, checking work orders written by various Center staff, taking tours, contacting other department heads and administrators.
- Evaluate the job performance and quality of the maintenance staff by reviewing their completed work order reports and by checking the major projects on site.
- Try to provide in house or outside training programs, as time and funds allow, helping to stay up to date with skills.

Duty 3

General Summary:

Percentage: 15

Coordinate functions with outside contractors, various State agencies, and within house departments and administration. Work directly with various maintenance staff, when needed, either to assist in completion of a job assignment or to demonstrate/train in the general trade methods.

Individual tasks related to the duty:

- This task involves occasionally working with the skilled trades staff to finish off a project which requires hands-on skill and understanding of the processes of the job. This may involve painting, plumbing, electrical, mechanical, carpentry, locksmith, or any of the other task skills required to complete the assignment.
- With new staff, or when new methods are to be tried with the experienced staff, training sessions using the new methods may be demonstrated and practice sessions arranged.

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

Make daily decisions of work assignments to the maintenance staff. When ordering material, products, etc., often make decisions as to type, quantity, and need. In the absence of the Plant Superintendent, may need to make emergency decisions based on the facility guidelines and my experience.

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

When not familiar with a situation or when emergency needs require his expertise and decisions.

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 (Minimum 75lbs.), 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, alkalis, 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
VACANT	MAINTENANCE MECHANIC-A	Multiple employees.	MAINTENANCE MECHANIC-E (8-E9)
VACANT	PLUMBER-E E9	VACANT	PAINTER-E
Additional Subordinates			

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

<input checked="" type="checkbox"/>	Complete and sign service ratings.	<input checked="" type="checkbox"/>	Assign work.
<input checked="" type="checkbox"/>	Provide formal written counseling.	<input checked="" type="checkbox"/>	Approve work.
<input checked="" type="checkbox"/>	Approve leave requests.	<input checked="" type="checkbox"/>	Review work.
<input checked="" type="checkbox"/>	Approve time and attendance.	<input checked="" type="checkbox"/>	Provide guidance on work methods.
<input checked="" type="checkbox"/>	Orally reprimand.	<input checked="" 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 provide supervision to the maintenance personnel on a daily basis to ensure that the work is done safely and correctly at the facility. Considerable knowledge of the standard methods, practices, tools, and equipment of the maintenance trades, considerable knowledge of electric motors, generators, pumps, pressure systems, water systems, HVAC and other equipment and systems of the maintenance trades; considerable knowledge of the occupational hazards and safety precautions of mechanical and electrical maintenance; The ability to instruct and supervise employees. The ability to climb stairs and ladders, lift heavy objects (minimum of 75 pounds), crawl in tight spaces, work in high places, and have good visual/audio perception is needed. Exposure to heat, cold, wet, noise, dust, odors, and hazardous chemicals and materials are conditions that will be experienced. This position requires a minimum of 8.0 hours/day or a minimum of 40 hours/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.

Requesting to update position description for recruitment purposes and to have a position description on file. Since the last review, the goal of the department is maintaining the JC Environment of Care accreditation standards. This has not changed the job duties but due to the different types of work now required the record keeping, purchasing of material, planning, and overseeing the work and training of new employees has greatly increased to ensure all tasks will be done correctly and on schedule. With the opening of the new Forensic Center complex and all the new technology that is required to operate and maintain the new physical plant the knowledge and responsibilities of this position is significantly more complex.

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 plays an important part in the planning of the work and the supervision of the department staff to ensure that goal of maintaining a safe and healthy living environment for the patients and staff.

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 Supervisor 11

Two years of experience equivalent to a Carpenter E9, Electrician E9, Locksmith E9, Machinist E9, Maintenance Mechanic E9, Mason-Plasterer E9, Painter E9, Plumber E9, Refrigeration Mechanic E9, Welder E9, Steeplejack E9; or, one year equivalent to a Carpenter 10, Electrician 10, Locksmith 10, Machinist 10, Maintenance Mechanic 10, Mason-Plasterer 10, Painter 10, Plumber 10, Refrigeration Mechanic 10, Welder 10 or Steeplejack 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service Job Specification. In addition:

- Effective communication, both verbal and written.
- Considerable knowledge of the standard methods, practices, tools, and equipment of the maintenance trades.
- Considerable knowledge of electric motors, generators, pumps, pressure systems, water systems, HVAC and other equipment and systems of the maintenance trades.
- Considerable knowledge of the occupational hazards and safety precautions of mechanical and electrical maintenance
- Ability to plan and design projects, and work from sketches, blueprints, and manuals.
- Ability to monitor and evaluate programs and organizational performance in order to assess efficiency and effectiveness.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

Some positions within this class series are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

Some positions in this class series may also 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.

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

7/28/2021

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