

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

Position Code 1. MAINMCHAD74R

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-EGELER FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Maintenance Mechanic-A	10. Division
5. Working Title (What the agency calls the position)	11. Section
6. Name and Position Code Description of Direct Supervisor SCARBOROUGH, TRAVIS E; PHYSICAL PLANT SUPERVISOR-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor CONROY, SHANNON A; ADMINISTRATIVE MANAGER-3	13. Work Location (City and Address)/Hours of Work 3855 Cooper St Jackson MI 49201 / 7:00 am - 15:30 Monday - Friday

14. General Summary of Function/Purpose of Position

This position requires working in proximity of prisoners and prisoner workers 100% of the time. Employee's workstation and work assignments are located inside the security perimeter of this Level I facility. This position is responsible for the maintenance of all mechanical repairs at the Charles Egeler Reception & Guidance Center Correctional Facility, including the diagnosing and troubleshooting. Repair and maintenance on a variety of mechanical equipment, and other job-related duties using blueprints and service manuals. Orders materials and assures all work complies with State and local codes. Also, completes other assigned work orders/projects assigned by the supervisor. In the Department of Corrections, a "work location" is defined as (1) a facility (2) multiple facilities that have shared services or facilities in close proximity to one another, not to exceed a distance of two miles.

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

Works in the proximity of prisoners and prisoner workers all day on a daily basis. Monitors the activity of inmate workers in the maintenance areas and reports unusual situations to his immediate supervisor. Ensures mechanical equipment and systems at this facility are maintained in accordance with manufacturer's recommendations and maintained in accordance with department maintenance polices and operating procedures.

Individual tasks related to the duty:

- Supervises and monitors inmate workers daily in the performance of their work.
- Compliance with inmate count procedures and practices.
- Compliance with tool control and key control procedures and practices.
- Ability to read blueprints, service manuals, and use necessary test equipment needed to maintain mechanical systems.
- Complies with Federal, State, and Local rules and regulations.
- May also be mandated or volunteer to work in any level facility within a two-mile radius of this facility.

Duty 2

General Summary:

Percentage: 15

Lays out jobs, and orders materials necessary to complete assigned work. Follows up on materials ordered to ensure timely completion of assignments. Request assistance from supervisor with any difficulties in obtaining or receiving materials. Maintains the inventory of maintenance supplies. Identifies and orders critical parts in advance to reduce amount of equipment downtime.

Individual tasks related to the duty:

- Obtains necessary information needed to order correct materials/part(s).
- Identifies cost and availability of needed parts and processes order.
- Follows up on order, and upon receipt, ensures correct parts have been received. Informs supervisor of receipt of part(s) and of any discrepancies in order(s).

Duty 3

General Summary:

Percentage: 15

Reads new updated Policies, Directors Memorandums, and Operating Procedures. Attends monthly staff meetings. Works cooperatively with custody and supervisor and in accordance with policies and procedures during mobilizations and emergency counts. Monitors tools and keys daily and completes Weekly Tool Check and Weekly Tool Report and assists with inmate counts or monitoring of inmates when requested by supervisor.

Individual tasks related to the duty:

- Reads and complies with policy and procedures, and Department of Corrections Employee Handbook.
- Discusses any question regarding interpretation of Policies and Procedures, or Employee Handbook with supervisor.
- Complies with instructions or orders given by supervisor.
- Treats inmates, peers, supervisors, and the public in a humane, fair, and equal manner.
- Completes other duties as assigned.

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

When to call manufacturer for technical information or ordering repair parts. Laying out work assignments, and what method to use to get a job done quickly and efficiently, and what tools and parts to use on a given assignment.

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

When a need to shut down a critical piece of equipment or utility that could affect the normal operation of a department or of this facility. When a need of some expertise that only my supervisor has knowledge of or can obtain for me. When actions, if taken, could have a negative impact on the safety or security of staff at this facility.

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.

Carry and climb ladders, drive vehicles, crawl in attics, or work in confined spaces. Work with small components. Work inside a penal facility in close proximity of prisoners. Work in all types of weather conditions like rain, snow, and hot dry weather. Work on top of tall buildings approximately 50 feet high. Crouch, kneel, crawl, reach up, bend down, and walk long distances.

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?

- Ability to work at heights at or exceeding 50', performing work up in galleries and roofs of building, working on heating and ventilation equipment.
- Climbing ladders to ceiling to change light bulbs, to run pipe, shut off water valves, or to work on sprinkler systems.
- Reading prints and service manuals, as well as policies and procedures.
- Using hand and power tools, and lifting and carrying pumps, motors, and other supplies.

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

New Establishment.

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

This position is part of the Physical Plant Maintenance Department. This position is critical in the maintaining of equipment necessary to feed the inmate population, and the heating and ventilation system necessary to main this facility in accordance with policy and procedures.

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:

- Ability to read plumbing prints, heating and ventilation mechanical prints, and the ability to read, understand, and follow instructions from service manuals in operation of lawn care maintenance.
- Ability to use multi-meters, and related tools necessary to complete assignments noted on this position description.
- Ability to troubleshoot and diagnose mechanical problems on various types of mechanical equipment and systems

CERTIFICATES, LICENSES, REGISTRATIONS:

None Required.

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.

Requesting to establish a Maintenance Mechanic 10 in accordance with MCSC Regulation 4.01 and 4.04. This position will be responsible for This position requires working in proximity of prisoners and prisoner workers 100% of the time. Employee's workstation and work assignments are located inside the security perimeter of this Level I facility. This position is responsible for the maintenance of all mechanical repairs at the Charles Egeler Reception & Guidance Center Correctional Facility, including the diagnosing and troubleshooting. Repair and maintenance on a variety of mechanical equipment, and other job-related duties using blueprints and service manuals. Orders materials and assures all work complies with State and local codes. Also, completes other assigned work orders/projects assigned by the supervisor. In the Department of Corrections, a 'work location' is defined as (1) a facility (2) multiple facilities that have shared services or facilities in close proximity to one another, not to exceed a distance of two miles.

Need to have a new position established due to a Spending Plan change. We have approval to eliminate the Equipment Technician position (EQIPTCHAA43R) and replace with a Maintenance Mechanic 10 position.

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

RAHIF ACHOUR

2/12/2026

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