

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-WALTER P.REUTHER PSY HS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description MAINTENANCE MECHANIC-E	10. Division
5. Working Title (What the agency calls the position) Maintenance Mechanic 8-E9	11. Section
6. Name and Position Code Description of Direct Supervisor VACANT, MAINTENANCE MECHANIC SUPERVISOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor LEPPEK, DEREK M; PHYSICAL PLANT SUPERVISOR-2	13. Work Location (City and Address)/Hours of Work 30901 PALMER RD; WESTLAND, MI 48186 / 7:30AM-4:00PM

14. General Summary of Function/Purpose of Position

This position independently performs maintenance work needed at the hospital. Duties include installing, maintaining, repairing, inspecting, and providing preventive maintenance on mechanical equipment, electrical systems, including specialized hospital, power plant operations and patient care equipment.

This is a Drug and Alcohol tested (DART) position under the criteria provided in the collective bargaining unit agreement.

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: 60

Routine Maintenance

Service to maintain the hospital physical plant in a safe working condition and ensure the environment is safe for patients, employees and visitors use.

Individual tasks related to the duty:

- Circulating pumps, check and replaces seals, bearings.
- Electrical motors, replaces bearings, cleans, and test for grounds.
- Steam heating equipment such as steam traps, takes apart clean inspect and rebuild.
- Exhaust fans, replaced bearings, clean, test and replace sheaves, belts and sets correct alignment.
- Supply fans, test for bearing wear, heating vibration or excessive noise. Test belts for wear and alignment.
- Install new framework, walls, doors, drywall, sand plaster patch and prepare for painting.
- Patch and repair walls, sand and paint.
- Take apart, test and repair electric washers and dryers.
- Service and repair built in metal dresser slide supports, wardrobe door and lock assemblies.
- Install floor carpet and tile.
- Service and set up office partitions systems such as Westinghouse.
- Repair office furniture and equipment. Installs various types of filters in air handlers.
- Participates in monthly environment of care tours on patient wards.

Duty 2

General Summary:

Percentage: 5

Patient Care Equipment

Maintain all patient care equipment in a safe working condition for the patients and employees.

Individual tasks related to the duty:

- Service and repair wheelchairs, geri - recliner chairs, replace wheels, seat/back padding, metal frame supports.
- Service patient beds, check safe operation, tests all controls and bed positions.
- Repair built-in dresser/vanity closets.
- Repair patient nightstands and over bed tables.
- Conduct scheduled preventive maintenance on patient care equipment.

Duty 3

General Summary:

Percentage: 5

Plumbing

Maintains the hospital plumbing system in a safe sanitary working condition.

Individual tasks related to the duty:

- Toilet fixtures – check for cracks, leaking seals/wax rings or spud rings.
- Flush assemblies, check for proper flow rate, leaking seals and rebuild as necessary.
- Install sinks, water control valves, drain assemblies.
- Potable water and waste systems – run supply and waste lines, install fittings by means of soldering, welding.
- Service all plumbing fixtures and equipment, plunge or snake drains to unplug, remove waste from traps.

Duty 4

General Summary:

Percentage: 20

Preventive Maintenance

Individual tasks related to the duty:

- Complete scheduled preventative maintenance, check inspect, test, calibrate, clean, grease as listed on assignment sheets.
- PM is scheduled on a routine weekly, monthly, quarterly, or semi-annual plan. Descriptive equipment sheets are assigned listing the manufacturer's maintenance procedures for over 150 pieces of equipment.
 1. Air handling systems
 2. Exhaust fans
 3. Steam heating system
 4. Kitchen food preparation equipment
 5. Patient care equipment
 6. Fire protection sprinkler systems
 7. Fire alarm system
 8. Emergency diesel generators
 9. Emergency battery back-up lighting system

Duty 5

General Summary:

Percentage: 5

Kitchen Equipment

Necessary equipment to provide meals for 240 patient's meals, three times a day, and maintain the equipment in good work order.

Individual tasks related to the duty:

- Service and repair kitchen equipment such as Hobart dishwasher, Vulcan range, Blodgett convection ovens, Victory freezers/refrigerators, Hobart refrigerators, Jordon freezers and Hobart disposals.
- Service and repair cooking hood wash down systems, food steamers, steam kettles, slicers.

- Service and repair food serving lines, microwave ovens, and jet cookers.

Duty 6

General Summary:

Percentage: 5

Grounds Maintenance

Maintain the hospital grounds in a well- groomed and good condition for the patients, employees, visitors and community.

Individual tasks related to the duty:

- Cut grass, using riding lawn mowers and tractors.
- Trim grass from shrubs, walks and drives.
- Plow snow in winter using plows, tractors, snow blowers and throwers.
- Salt roads, parking lots, drives, walks and loading docks.
- Service and repair ground equipment, tractors, riding mowers, edger, walkers, trimmers, snow blowers, snow plows, salt trucks and maintenance vehicles.
- Repair damaged asphalt drives, parking lots and walks.
- Install directional signs to control vehicle traffic. Instruct labor and trade workers in proper and safe and care of grounds equipment.
- Ensure work is completed in a safe-work manner.

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

Uses independent judgment in making decisions requiring the application of procedures and practices of the skilled trades to specific work situations. Determining the types and quantities of materials, equipment, and supplies Performs repairs, alter, or build new construction using acceptable standards while following recognized safety procedures. These decisions directly affect the operational efficiency of the hospital and the health, comfort, safety, and well-being of the patients, staff and visitors.

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

Decisions which require technical knowledge at a higher level than possessed by the incumbent. Decisions which require an interpretation of reference manuals and guidelines including: Hospital Administrative Manual, Maintenance Department Policy and Procedure Manual, Joint Commission Standards, MIOSHA Standards, State of Michigan Uniform Building Codes, NFPA Life Safety Codes, National Electrical Codes, Plumbing Code, BOCA Codes, and various instruction manuals and reference provided by manufacturers of parts, materials, tools, and equipment utilized in the hospital.

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.

Heavy physical effort is required when performing these maintenance tasks to complete the work assignment, working independently such as walking, climbing, lifting/carrying more than 45 lbs., stooping, crawling, kneeling, reaching, bending, twisting, turning, and pounding.

All efforts listed above must be able to be performed repetitiously.

Hazardous waste, fecal, urine, blood, infectious waste, chemical, wet, cold, heat, noise, dust, odors, fumes, electric shock, fire, vibration.

The types of hazardous/explosive materials that the Maintenance Mechanics may handle or be exposed include but not limited to: Paint, Corrosives, Gasoline, Diesel fuel, Aerosol paint, Acids, Battery Acid, & Maintenance Machinery lubricants and other chemicals.

Exposed to these conditions at any time during a typical workday.

Must have stamina to work than eight hours in a day if required to remain on overtime or return to work on emergency call back assignments.

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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?

Must be able to perform a full range of maintenance work as listed in work duties 1 through 6 and in good physical condition to perform the necessary tasks as listed under item #18.

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

No change in duties.

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

The hospital provides physical, mental and environmental care for assigned patients from the Department of Health and Human Services.

This position works with the Maintenance Department team providing all the necessary services to ensure the patients receive the best environment available with the least number of system/equipment failures, work towards the end goals of Joint Commission.

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 - 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:

- Knowledge of the accepted practices, processes, materials, and tools of the maintenance trades.
- Knowledge of electric motors, generators, pumps, pressure systems, water systems and other equipment and systems found in state buildings and facilities.
- Knowledge of the servicing and maintenance of simple power, heating, and cooling units.
- Knowledge of the occupational hazards and safety precautions of the building maintenance trades.
- Knowledge of the proper use of chemicals, fertilizers, and pesticides.
- Ability to do routine mechanical or electrical maintenance and care for tools and equipment.
- Ability to work from sketches, drawings, and blueprints.
- Ability to maintain records regarding material, equipment, and repairs.

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:**

A valid Michigan driver's license.

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.

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

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