

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

Position Code 1. ELECTRNEA68R

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 LEO-LABOR AND ECON OPPORTUNITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan Rehabilitation Services (MRS)
4. Civil Service Position Code Description Electrician Licensed-E	10. Division MCTI
5. Working Title (What the agency calls the position) Electrician	11. Section Physical Plant Management
6. Name and Position Code Description of Direct Supervisor BURLEW, KASEY E; DEPARTMENTAL MANAGER-2	12. Unit Maintenance
7. Name and Position Code Description of Second Level Supervisor SMITH, BRIAN C; DEPARTMENTAL MANAGER-4	13. Work Location (City and Address)/Hours of Work 11611 W. Pine Lake Road, Plainwell, Michigan / 8:00 a.m. – 5:00 p.m. Monday - Friday

14. General Summary of Function/Purpose of Position

This position functions as a journeyman electrician for a 24/7 residential training facility. This position is responsible for planning electrical systems additions/modifications on secondary circuits. Is responsible for the operation, maintenance, repairs and installation of interior and exterior electrical distribution systems, security systems, and safety alarm systems. This position is responsible for the repair of all electrical operation equipment. Performs all duties that are normally associated with the capability of a licensed journeyman electrician.

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: 50

Operate, maintain, repair, replace, and install interior and exterior electrical distribution systems, security systems, and safety alarm systems.

Individual tasks related to the duty:

- Works independently and with other mechanics to install, maintain, and repair steam valves, stem traps, hot water heaters, radiators, water softeners, condensate and circulating pumps, shower and lavatory plumbing, low pressure steam boilers and the equipment and systems attached to it.
- Use hand tools, power tools, pipe cutters and threaders, welding torches.
- Learn to use new tools as they become available.
- Works independently on individual jobs.

Duty 2

General Summary:

Percentage: 25

Repair all electrically operated devices.

Individual tasks related to the duty:

- Understand and work from schematics and blueprints.
- Use of hand and power tools as needed to perform duties.
- Use of specialized test equipment necessary to perform duties.
- Understand and follow all applicable codes and/or regulations.
- Take general goals from management and development them into individual tasks.

Duty 3

General Summary:

Percentage: 15

Contact and work with outside vendors. Ordering of necessary equipment and parts to complete tasks. Keep updated on necessary electrical codes and regulations. And other duties as assigned.

Individual tasks related to the duty:

- Basic telephone skills.
- Must be able to use and understand forms and procedures.
- Attend any necessary and/or required training.
- Follow DTMB/MRS procurement policies.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

Assist other tradesman as needed and any other task as management may deem necessary for the safe and continued operation of the facility.

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

Decide what types of materials to be used, planned work schedules, planning the proper equipment necessary to perform tasks. Maintaining all applicable records.

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

Subjects involving departmental policies and procedures and items concerning budgetary matters.

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.

Some jobs require the employee to be frequently exposed to toxic substances, disease, dangerous heights, electrical shock, flammable fluids, and machinery. Some jobs require the employee to be frequently exposed to extreme weather conditions and moving traffic.

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?

This position functions as a journeyman electrician for a 24/7 residential training facility. This position is responsible for planning electrical systems additions/modifications on secondary circuits. Is responsible for the operation, maintenance, repairs and installation of interior and exterior electrical distribution systems, security systems, and safety alarm systems. This position is responsible for the repair of all electrical operation equipment. Performs all duties that are normally association with the capability of a licensed journeyman or licensed electrician.

This position is deemed test-designated per the contract and incumbent in this position is subject to random drug testing.

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

New position.

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

This position works within the MCTI Maintenance Department. The Maintenance Department is responsible for the installation, repair and general maintenance of all mechanical, electrical and heating and cooling equipment of the facility. MCTI is a 24-hour, 7-day week facility and campus maintenance is of great importance for the health and safety of the students 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:

Electrician Licensed E9

No specific type or amount is required beyond that required for licensure.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to understand and use schematics and blue prints.
- Ability to use any specialized tools to test equipment.
- Ability to plan and complete small projects.
- Knowledge of the principles of electricity and electronics.
- Knowledge of the potential occupational hazards connected with electrical work and the safety standards and practices, which should be applied.
- Knowledge of electrical codes which typically apply to the work assignment.
- Knowledge of the standard methods, materials, tools, and equipment of the electrical trade.
- Knowledge of electrical devices such as controls, switches, starters, transformers, motors, and panel boards.

CERTIFICATES, LICENSES, REGISTRATIONS:

Special Requirements, Licenses, and Certifications

Some positions 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.
Possession of a journeyman electrician's license issued by the state of Michigan.
This position is deemed test-designated per the contract and incumbent in this position is subject to random drug testing.

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.

CARLA JENKS

4/21/2022

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