

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

Position Code 1. MAINMCHED14R

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 MICHIGAN VETERAN HOMES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan Veteran Homes
4. Civil Service Position Code Description Maintenance Mechanic-E	10. Division Michigan Veteran Homes at Grand Rapids
5. Working Title (What the agency calls the position) Maintenance Mechanic	11. Section General Services
6. Name and Position Code Description of Direct Supervisor SINKLER, CLARENCE; PHYSICAL PLANT SUPERVISOR-1	12. Unit Physical Plant
7. Name and Position Code Description of Second Level Supervisor MACDONALD, CARLY; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 2950 MONROE AVE NE, GRAND RAPIDS MI, 49505 / M-F 8a-4:30p
14. General Summary of Function/Purpose of Position This position will be responsible for performing painting and drywall repairs at the Michigan Veteran Homes at Grand Rapids (MVHGR). This position will also perform secondary duties, such as maintenance of building systems and a variety of health care equipment.	

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

Maintains and completes all painting and drywall repairs on the campus of the Michigan Veteran Homes at Grand Rapids.

Individual tasks related to the duty:

- Preps area for repairs.
- Performs needed drywall repairs.
- Various painting duties inside and outside the facility.
- Clean up any paint or drywall to maintain a clean work area.
- Organize all painting and drywall supplies.
- Requisition any needed supplies for painting and drywall projects.
- Closes out any completed work orders assigned.

Duty 2

General Summary:

Percentage: 30

Perform other routine and preventative maintenance.

Individual tasks related to the duty:

- Repairs and replaces plumbing equipment and fixtures such as sinks, toilets, urinals, faucets, flush valves, float switches, shower heads, and mixing valve.
- Performs preventative maintenance on a variety of agency equipment and systems.
- Troubleshoots, repairs, and assembles patient beds, patient lifts, wheelchairs (electric and manual) and other medical equipment as needed.
- Maintains and repairs building components such as doors, windows, floor and roof systems, lite masonry and frame walls, and ceilings.
- Maintains and repairs fences and gates.
- Conducts preventative maintenance on equipment following the annual inspection schedules.
- Aids with removing snow when needed.
- Helps with receiving supplies from vendors.
- Other various duties assigned.

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

Scheduling and organizing all assigned work orders and unit turns.

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

- Purchase requisitions.
- Time and leave requests.
- Any scope of work that is unprecedented or may affect the health and safety of the MVHGR.

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.

Standing, sitting.

Occasionally bending down to talk with resident, i.e. in wheelchair speaks softly or hard of hearing.

Exposure to extreme temperature changes, from the cold of the freezer to the heat of the ovens and kettles.

May walk on wet and slippery floors at times.

Exposed to a hot and humid kitchen for part of work time and a cool storeroom during rest of time.

Regularly climb stairs and ladders to reach work locations.

Job duties may require an employee to work under stressful conditions.

Regularly conduct work activities in an awkward position requiring reaching, twisting, bending, stooping, kneeling, crouching and sitting.

Regularly carrying objects weighing up to 50 pounds.

Move heavier objects such as equipment and material.

Periodically work out-of-doors, subject to all weather conditions.

Often observe and listen to operating machines or equipment to diagnose machine malfunctions.

Regularly use hand-eye coordination while operating hand and power tools and equipment.

Occasionally work around air contamination of dust, fumes and paint odors.

Occasionally work from heights.
Exposure to loud noises, fumes and odors.
Always wear required safety equipment.

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?

Management developed PD.

23. What are the essential functions of this position?

This position will be responsible for performing painting and drywall repairs at the Michigan Veteran Homes at Grand Rapids (MVHGR). This position will also perform secondary duties, such as maintenance of building systems and a variety of health care equipment.

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

N/A - new position

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

To perform needed repairs to the facility and help with the preventative maintenance program.

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 7

No specific type or amount is required.

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.

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

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Valid 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.

N/A

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

_____ 7/19/2024

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