

**Position Code**  
MAINMCHEB31R

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

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b>
	Michigan Department of Labor and Economic Opportunity
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
	Michigan Rehabilitation Services
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
MAINTENANCE MECHANIC 7-E9	Michigan Career and Technical Institute
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Maintenance Mechanic	Physical Plant Management
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
Kasey Burlew, Departmental Manager 13	Maintenance
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Scott Cubberly, State Division Administrator 17	11611 W. Pine Lake Road Plainwell, MI 49080 Monday through Friday first shift, various on-call shifts, as needed
<b>14. General Summary of Function/Purpose of Position</b>	
<p>This position functions as a maintenance mechanic for a 24/7 residential training facility. This position has the responsibility to install, maintain, repair, and inspect mechanical equipment, electrical and HVAC systems. This position is also responsible for grounds maintenance, painting, repair of furniture and building fixtures. Must also have the ability to maintain a supply of parts and tools as well as work with the instructional staff to maintain all trade equipment to keep training classrooms in operation. Employee may be called in after hours for maintenance emergencies and/or snow removal.</p>	

**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 of Duty 1**

**% of Time 40**

Install, maintain, repair, and inspect mechanical equipment, electrical, plumbing and HVAC systems.

**Individual tasks related to the duty.**

- Install, maintain, and repair equipment such as steam valves, hot water heaters, water softeners, unit heaters, boilers, chillers, split unit air-conditioning, individual air conditioning units, unit ventilators, circulating pumps, shower and lavatory plumbing and the equipment and systems related to each.
- Install and repair electric motors, heaters, coolers, refrigerators and other related equipment.
- Use hand and power tools, pipe cutters, wrenches, hacksawys, threaders, welding torches, electric trucks, fork lifts and dollies in order to perform maintenance activities.
- Use electric testers, meters, refrigeration tools and meters.
- Troubleshoot mechanical, electrical, HVAC and plumbing systems and equipment
- Work independently and with other mechanics to perform maintenance activities.

Duty 2

**General Summary of Duty 2**

**% of Time 35**

Miscellaneous services and repairs at MCTI.

**Individual tasks related to the duty.**

- Moving of furniture, file cabinet, training/classroom equipment
- Service and repair of fans, trade training equipment, air handling equipment using proper tools and/or gauges and test instruments.
- Repair broken furniture or building fixtures using hand tools and power equipment
- Prepares paint, finish surfaces, and equipment using paintbrushes, sanders, scrapers, and other painting tools.
- Replaces fuses, light bulbs, circuit breakers, electric switches, and other electrical equipment following electrical specifications.
- Complete dorm and facility work orders.
- Mowing, trimming grass, and trees
- Leaf collection
- Snow removal and spreading of salt
- Asphalt patching

Duty 3

**General Summary of Duty 3**

**% of Time 15**

Function as a "Drinking Water Operator" for the facility at a "S-4/D-4" State Certified Level

**Individual tasks related to the duty.**

- If not currently certified, be willing to attend class and obtain state level S-4/D-04 Water Systems Operators License within the first year of employment.
- Collect and record water samples.
- Order and maintain necessary chemicals.
- Repair and maintain water system.

**Duty 4****General Summary of Duty 4****% of Time 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.
- Other duties as assigned by MRS-MCTI leadership.

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

Performs a full range of maintenance mechanic assignments using independent judgment to make decisions requiring the application of procedures and practices to specific work situations.

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

Decisions that would impact other functions of the agency and decisions requiring purchases.

**18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods. The job duties require an employee to climb ladders. The job duties require an employee to lift and/or move heavy objects. At times are exposed to toxic substances, dangerous heights, electrical shock, flammable fluids, extreme weather conditions, moving traffic, and machinery.

**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. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

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

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

Yes

**23. What are the essential functions of this position?**

This position has the responsibility to install, maintain, repair, and inspect mechanical equipment, electrical and HVAC systems. This position is also responsible for grounds maintenance, painting, repair of furniture and building fixtures. This position also has the responsibility to maintain and operate MCTI's drinking water system. Must also have the ability to maintain a supply of parts and tools as well as work with the instructional staff to maintain all trade equipment to keep training classrooms in operation. Employee may be called in after hours for maintenance emergencies and/or snow removal.

<b>24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.</b>
<b>25. What is the function of the work area and how does this position fit into that function?</b> 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.
<b>26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?</b>
<b>EDUCATION:</b> Educational level typically acquired through completion of high school.
<b>EXPERIENCE:</b> Maintenance Mechanic 8: Two years of experience assisting skilled trades workers in the mechanical or electrical trades. Maintenance Mechanic E9: Two years' experience assisting skilled trades' workers in the mechanical or electrical trades and two years of experience equivalent to the Maintenance Mechanic 8 in state services.
<b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> Knowledge of accepted practices, processes, material, and tools of the maintenance trades. Knowledge of electric motors, generators, pumps, pressure systems, water systems, and other equipment and systems found on the campus of MCTI. 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.
<b>CERTIFICATES, LICENSES, REGISTRATIONS:</b> If not currently certified, be willing to attend class and obtain state level S-4/D-04 Water Systems Operators License within the first year of employment. Driver's License.
<i><b>NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.</b></i>
<i><b>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.</b></i>
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Supervisor's Signature</b> </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b> </div> </div>
<b>TO BE FILLED OUT BY APPOINTING AUTHORITY</b>
Indicate any exceptions or additions to statements of the employee(s) or supervisors.
<i><b>I certify that the entries on these pages are accurate and complete.</b></i>
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Appointing Authority Signature</b> </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b> </div> </div>
<b>TO BE FILLED OUT BY EMPLOYEE</b>
<i><b>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.</b></i>
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Employee's Signature</b> </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b> </div> </div>

**NOTE: Make a copy of this form for your records.**