

<b>Position Code</b> 1.
----------------------------

**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>
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
	RESOURCE MANAGEMENT BUREAU
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
MAINTENANCE MECHANIC 7-E9	FINANCE AND OPERATIONS DIVISION
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
MAINTENANCE MECHANIC	FACILITIES, OPERATIONS, AND SUPPORT
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
SUNDHOLM, SEAN; ADMINISTRATIVE MANAGER 13	MARQUETTE OPERATIONS SERVICE CENTER
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
SEARS, JEFFREY; ADMINISTRATIVE MANAGER 15	1990 US HIGHWAY 41 S; MARQUETTE, MI 49855 / 8:00-5:00 p.m. Mon - Fri

**14. General Summary of Function/Purpose of Position**

This position provides support for the Western UP Administrative Area and serves as a point of contact for a wide range of maintenance mechanic assignments according to established methods, guidelines, and procedures. This position performs building repairs and maintenance duties for numerous facilities within the facilities and operations work area. Employee is expected to make independent decisions related to projects. This position works with State Workers in performing their daily assignments. Assists the Administrative Manager to facilitate various DNR construction projects, renovations and remodels.

This position requires some mechanical knowledge regarding HVAC, electrical, and plumbing systems, and some ability to repair and build furniture and other building components as required.

**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**

Provides maintenance for multiple facilities across the western UP.

**Individual tasks related to the duty.**

- Performs general building repairs related to all building systems that support the daily operation of each facility.
- Performs masonry repair such as patching and finishing cement work and replacing damaged masonry.
- Repairs broken furniture or building fixtures using carpenter hand tools and power equipment.
- Replaces fuses, light bulbs, circuit breakers, electrical switches, and makes other minor electrical repairs as needed
- Performs plumbing repairs such as replacing faucets, making toilet repairs, and diagnosing and repairs water heaters.
- Prepares paint and finishes surfaces and equipment using paintbrushes, sanders, scrapers, and other painting tools
- Installs and finishes drywall, installs carpet and ceiling tiles, and installs hardware such as locks and hinges
- Repairs roofs on Department buildings using appropriate materials and tools
- Repairs and replace doors, windows, cabinets, brochure racks, and display cases using standard tools of the carpenter trade
- Diagnoses HVAC issues and makes repairs or contacts appropriate contractor and supervises repair.
- Inspects work to assure proper installation, maintenance, and repair of buildings and equipment

Duty 2

**General Summary of Duty 2**                      **% of Time 20**

Perform facility grounds maintenance and repairs

**Individual tasks related to the duty.**

- Performs lawn mowing and trim at assigned facilities; oversees performance of mowing contractors in some areas.
- Complete lawn maintenance such as spreading topsoil and planting grass, treating weeds, etc.
- Performs general landscaping such as weed pulling, mulching flower beds, planting flowers, trimming shrubs and trees, etc.
- Performs snow removal at some facilities including shoveling sidewalks and plowing parking lots, and applying ice melting agents when applicable
- Complete simple parking lot maintenance such as stripping and replacing signage, repair potholes, fill cracks, and simple sidewalk repairs.

Duty 3

**General Summary of Duty 3**

**% of Time 20**

Special projects

**Individual tasks related to the duty.**

- Assists staff with tasks such as moving desks, walls, and heavy boxes or materials using hand trucks and other equipment as needed
- May assist other DNR staff or vendors with installation of data processing and telephone lines and connections, racks using electrical hand tools
- Drives a truck for general hauling of supplies, equipment, and materials including State surplus items
- Maintains records and prepares reports related to the duties of the position
- Performs cleaning and organizing of equipment and materials in offices, garages, and storage areas
- Make recommendations to supervisor regarding tools and equipment needed to perform duties
- Assist Supervisor to develop specifications and process bids and purchase orders to acquire tools and materials
- Employee uses Dept issued PCard to acquire equipment, materials, and supplies
- Helps to prepare material and labor estimates to assure proper purchasing and distribution
- Ensures the proper use, care, and storage of tools and equipment

Duty 4

**General Summary of Duty 4**

**% of Time 10**

Develop and utilize a continuous preventative maintenance schedule for all assigned facilities

**Individual tasks related to the duty.**

- Work with Supervisor to prepare and complete an monthly preventative maintenance plan which ensures the sustainable operation of each building.
- Be aware of state, local, and agency specific building maintenance and repair standards to ensure proper and safe operations.

Duty 5

**General Summary of Duty 5**

**% of Time 10**

All 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.**

- Independent judgment decisions are frequent and expected for carrying out maintenance and projects correctly and safely
- Decisions are imperative to keeping staff and facilities operational and safe
- Injury or loss of life to employee, staff or public is possible without proper decision making
- Making informed and professional decisions provide the DNR budgetary savings

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

- Budget decisions
- project approvals
- purchasing approvals
- travel approvals

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.

Employee may be exposed to heights, extreme cold, extreme heat, confined spaces, electrical shock, flammable liquids, and frequent lifting of heavy objects. Performance of the work will require frequent bending, stooping, reaching and sitting for long periods and while driving for 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. (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?**

Employee in this position will perform construction, repairs and maintenance to Department facilities as needed. They will also work out a preventative maintenance routine for these buildings in order to provide a safer working environment for staff assigned to that location, and to reduce the cost to the Department of making major repairs or replacing facilities because of inadequate maintenance.

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

Downgrade position for training and recruitment purposes

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

The work unit provides facilities and administrative support to all DNR resource division field staff working in Finance and Operations managed offices in the Western Upper Peninsula Administrative Area. This position is the primary person who will handle building repairs and maintenance functions to support the goals of the Division.

**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 standard practices, materials, tools, and equipment of the maintenance trades.
- Knowledge of electric motors, generators, pumps, pressure systems, water systems, and other equipment and systems. Knowledge of the occupational hazards and safety precautions applicable to the work.
- Knowledge of the proper use of chemicals, fertilizers, and pesticides. Skill in the maintenance of power, heating, and cooling units.
- Skill in the use of metal fabricating tools, common hand tools, power tools, welding equipment, and other tools and equipment used in the maintenance trades.
- Skill in diagnosing and repairing mechanical and automotive malfunctions.
- Ability to operate and maintain mechanical equipment and tools.
- Some knowledge is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.
- Ability to follow blueprints, specifications, and instructions.
- Ability to maintain records related to the work.
- Ability to communicate effectively.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- State of Michigan Water Operator License desired
- State of Michigan A1-G Sub-Surface Septic Disposal License desired

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY EMPLOYEE**

*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's Signature

\_\_\_\_\_  
Date

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