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|  |  | |  |  | | --- | --- | | |  | | --- | | 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** | |  | DOC-ST. LOUIS FACILITY | | **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** | |  | Bureau of Correctional Facilities | | **4. Civil Service Position Code Description** | **10. Division** | | Maintenance Mechanic-A | CFA--Kinross Region | | **5. Working Title (What the agency calls the position)** | **11. Section** | | Maintenance Mechanic | Business Office Administration | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | ; PHYSICAL PLANT SUPERVISOR-1 12 | Maintenance | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | STATE ADMINISTRATIVE MGR-1 FZN 15 | 8585 Croswell Rd.; St. Louis, MI 48880 / 40 hours per week | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | Maintain and repair all mechanical equipment at the St. Louis Correctional Facility. Make minor electrical extensions and repairs.  Maintain and repair Food Service equipment, air conditioning units, and other heating and ventilation systems.  Supervise prisoner work crews.  Work on grounds as needed, using heavy equipment, front end loader, plow and backhoe.  Employee will exercise considerable independent judgment in making decisions without the availability of supervision.  This position may provide backup services for the Central Michigan Correctional Facility. | | | |  | |  |  |  |  | | | |  |

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|  |  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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:** | **90** | | Supervise and train inmate workers in the maintenance and repair of building and equipment that are included in the Physical Plant. | | | | **Individual tasks related to the duty:** |  |  | | Includes, but is not limited to:   * Install maintain and repair air handling equipment, circulating pumps, water heaters and food service equipment * Install, maintain and repair plumbing fixtures, sanitation lines, and water supply lines * Make minor electrical extensions, replace and repair electrical motors, service electrical appliances, washer, dryers, etc. * Calibrate and adjust pneumatic heating and cooling controls, refrigeration equipment, coolers and freezers, etc. * May be assigned to building repair on construction projects on an as-needed basis. | | | | **Duty 2** | | | | **General Summary:** | **Percentage:** | **5** | | Maintain inventories for the physical plant office | | | | **Individual tasks related to the duty:** |  |  | | * Provide Physical Plant office with parts and supply list to ensure repair parts are available * Upon request, provide material list for new installations * Upon request, provide design, layout, material list, fabricate and install mechanical related equipment; gates, carts storage racks, grounds, equipment, etc. * Maintain inventories for caustic, toxic, hazardous and flammable materials * Maintain tools and equipment inventories in accordance with tool policy | | | | **Duty 3** | | | | **General Summary:** | **Percentage:** | **5** | | Performs related work appropriate to the classification as assigned. | | | | **Individual tasks related to the duty:** |  |  | | * Individual tasks as related to the duty * Complete reports * Read reference materials, policies, and procedures * Attend training as required * Communicate with suppliers and technical support. * Maintain inventory of flammable, toxic and corrosive materials as needed * Additional duties as requested | | | | | | | | | | |  |
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|  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.** | | |  |  | | |  | | --- | | Assigns work to lower-level skilled trades people, trades helpers, laborers, or prisoners.  On-the job decisions required to accomplish the completion of various projects.  Determine time, equipment, and human resources needed to accomplish the completion of various mechanical task or projects.  The entire facility is affected by the decisions and performance of the maintenance mechanic as operations and security is involved in the proper maintenance of a correctional facility. | | | | | | | | |  |
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|  |  |  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **17. Describe the types of decisions that require the supervisor's review.** | | |  |  | | |  | | --- | | Approval of plans for installation, maintaining and repairing mechanical systems.  Review completed assignments. | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | |  | |  | | --- | | **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.** | | |  |  | | |  | | --- | | Use of tools.  Work from ladders, scaffolds, hydraulic towers, or in tunnels and crawl spaces.  Work under extreme hot or cold weather conditions with extreme dust or dirt.  Hazards will include possible assaults and the usual hazards associated with working within a correctional facility.    The incumbent will spend about 80% of his/her working time within the secure perimeter of the prison. | | | | | | | | | |  |
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|  |  |  |  |  | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **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** | | |  | |  |  |  | |  | |  | | --- | |  | |  | |  |  |  | | | | | |  |
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|  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **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 | |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve leave requests. | |  |  | |  | | --- | | Review work. | |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve time and attendance. | |  | |  | | --- | | N | |  | |  | | --- | | Provide guidance on work methods. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Orally reprimand. | |  | |  | | --- | | N | |  | |  | | --- | | Train employees in the work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?** | | | |  |  | |  | |  | | --- | | Yes | | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **23. What are the essential functions of this position?** | | | |  |  | |  | |  | | --- | | Provides instruction and training in the proper methods to carry out installation, maintenance, and repair of mechanical systems. Reviews job performance by observing and critiquing work techniques and completed assignments.  Interprets blue prints and diagrams, and estimates cost of materials,  in order to plan material and labor needed to accomplish tasks.  Maintains inventory, requisitions, and/or purchases supplies, materials, and tools.  Inspects mechanical projects and/or other work products for conformity to specifications or codes by visual observance or by using measuring instruments, gauges, meters, etc.  Performs journey level tasks as assigned to two or more skilled trades.  Prepares written reports on ongoing projects and on the condition of machinery.  Exercise considerable independent judgment in making decisions without the availability of supervision. | | | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | |  | |  | | --- | | Updating position description, duties and resposibilities have not changed. | | | | | | | | |  |
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|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | Responsible for the installation, maintenance, and repair of all institution mechanical systems, including but not limited to, HVAC systems, food service, security, utilities and furnishings.  Responsible for construction projects as requested by the institution.    This position serves to oversee inmate workers in the above mentioned functions. | | | | | | | | | |  |
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|  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.** | | | | | | |  | |  |  |  |  |  |  |  | | |  | | --- | | **EDUCATION:** | | |  |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Minimum of High School Diploma or equivalent | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **EXPERIENCE:** | | |  |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Five years experience in a skilled trade, including one year of experience equivalent to the E9 level in state service. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **KNOWLEDGE, SKILLS, AND ABILITIES:** | | | |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Self-Starter  Knowledge of at least two skilled trades in maintenance or related field  Ability to communicate effectively, both orally and written  Ability to train, direct, and evaluate the work of others  Ability to adapt to changing needs, standards and requirements in the institution  Ability to interpret and apply blueprints, schematics, maintenance manuals, and assembly instructions. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **CERTIFICATES, LICENSES, REGISTRATIONS:** | | | | |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | None Required | | | | | | | | |  |  |  |  |  |  |  | |  | |  | | --- | | ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** | | | | |  |  | |  |  |  |  |  |  |  | | | | | | | | |  |
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|  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***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** | |  | |  |  |  |  |  | | | | | | | | |  |
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|  |  |  |  |  |  |  |  | |  | | --- | | **TO BE FILLED OUT BY APPOINTING AUTHORITY** | |  |  |
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|  |  |  |  |  |  |  | |  |  |  | | --- | --- | --- | |  |  |  | |  | |  | | --- | | **Indicate any exceptions or additions to the statements of employee or supervisors.** | |  | |  |  |  | |  | |  | | --- | | None | |  | |  |  |  | | | |  |
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|  |  |  |  |  |  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***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.*** | | | |  | |  | |  | | --- | | BLAKE WAY | |  |  |  | |  |  | |  | | --- | |  | |  | |  |  |  |  | |  |  |  |  |  | |  | |  | | --- | | **Employee** | |  |  |  | |  |  | |  | | --- | | **Date** | |  | |  |  |  |  | |  |  |  |  |  | | | |  |
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