

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. MAINMCHEC45R

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 MDHHS-INSTITUTIONS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Juvenile Programs
4. Civil Service Position Code Description MAINTENANCE MECHANIC-E	10. Division
5. Working Title (What the agency calls the position) Maintenance Mechanic	11. Section
6. Name and Position Code Description of Direct Supervisor MCKEAGE, PATRICK C; SOCIAL SERVICES DIVISION ADMIN	12. Unit
7. Name and Position Code Description of Second Level Supervisor HOUSE, ERIN; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 2425 North 30th Street Escanaba, MI 49829 / M-F 8-5

14. General Summary of Function/Purpose of Position

The person in this position is responsible for the maintenance of the physical plant, grounds, and agency vehicles for the Bay Pines Regional Detention and Treatment Center.

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: 35

Maintenance of physical plant.

Individual tasks related to the duty:

- Inspect, install, service, and repair electrical, mechanical, plumbing, heating and cooling systems.
- Clean, maintain, or repair furnishings and surface furnishings. (e.g. floors, walls, windows, ceilings, roofs).
- Maintain the lock/security system and CCTV system.

Duty 2

General Summary:

Percentage: 25

Maintenance of grounds.

Individual tasks related to the duty:

- Remove snow from agency roads, sidewalks, and vehicles.
- Maintain agency lawns, trees, shrubs, playfields, parking lot, outdoor adventure equipment, etc.

Duty 3

General Summary:

Percentage: 15

Maintenance of facility vehicles.

Individual tasks related to the duty:

- Routinely inspect the secure car, minivan, 15-passenger van, truck, snow removal equipment, lawn mowers, and Zamboni for cleanliness, wear, and safety conditions. Clean, maintain fluid levels, and repair as necessary.

Duty 4

General Summary:

Percentage: 15

Inventory control and record keeping.

Individual tasks related to the duty:

- Maintain agency vehicle mileage, maintenance, and fuel records.
- Provide for the inventory, placement, and storage of incoming freight.
- Tag and record agency equipment.
- Maintain inventory of keys, fobs, lockers, and key box staff assignments.
- Maintain inventory of tools in the garage.
- Project future equipment needs to Director and make recommendation of brand where applicable, type, cost, and other related information.

Duty 5

General Summary:

Percentage: 10

Purchasing and Transport.

Individual tasks related to the duty:

- Requisition and/or purchase supplies, materials, tools, machine parts, and other necessary equipment. Items to be ordered are batteries, air filters, nails, paint brushes, wrenches, hammers, scrubber pads, keys, etc.
- Transport materials to and from agency as required.

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

Routine maintenance decisions on the physical plant, grounds, and agency vehicles.

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

Major purchases of equipment and contracts with vendors for special maintenance projects.

Maintenance activity of Bay Pines residents.

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.

Routine physical and technical effort in all weather conditions in performing electrical, mechanical, plumbing, grounds maintenance, and heating and cooling duties.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

The person in this position is responsible for the maintenance of the physical plant, grounds, and agency vehicles for the Bay Pines Regional Detention and Treatment Center.

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

Reactivating

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

Maintenance of the physical plant, grounds, and agency vehicles for the Bay Pines Regional Detention and Treatment Center.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Knowledge and skills 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.

Alternate Education and Experience**Maintenance Mechanic 8 - 10**

Completion of a recognized program in vocational training for the mechanical or electrical trades may be substituted for two years of experience assisting skilled trades workers.

KNOWLEDGE, SKILLS, AND ABILITIES:

As per the Civil Service Job Specification.

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 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.

Physical Requirements-Employees are required to bend, reach, stoop, stand, and/or walk for extended periods. Employees are required to climb ladders and lift/move heavy objects.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

Michigan 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.

NA

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

LORA ADEE

Appointing Authority

8/11/2026

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