

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

Position Code 1. CARPNTREA68R

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 DEPARTMENT OF STATE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Branch Operations
4. Civil Service Position Code Description CARPENTER-E	10. Division Occupancy Services
5. Working Title (What the agency calls the position) Carpenter 7-E9	11. Section Construction & Logistics
6. Name and Position Code Description of Direct Supervisor HUHN, ROY L; BUILDING CON MGR-FZN	12. Unit Maintenance & Construction
7. Name and Position Code Description of Second Level Supervisor HALL, RODERICK; DEPARTMENTAL MANAGER-12	13. Work Location (City and Address)/Hours of Work 1301 Sunset Ave, Lansing, MI 7:30AM-4:30PM, Monday - Friday
14. General Summary of Function/Purpose of Position The employee performs carpentry work under the direction of a supervisor or Crew Leader while developing carpentry skills and performing other essential trade duties. This works with construction trades people in the performance of their duties, responsibilities, and the completion of their tasks, as well as supporting other areas within Occupancy Services Division (OSD) as needed.	

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: 100

Perform carpentry work while developing carpentry skills and performing other essential trade duties.

Individual tasks related to the duty:

- Constructs, erects, alters, repairs, and maintains doors, roofs, windows, furniture, cabinets, open-scape offices, screens, frames, scaffolds, concrete forms, and other items using hand and power tools such as drills, jointers, sanders, saws, and other equipment of the carpentry trade.
- Removes walls, installs partitions and steps; alters buildings or rooms; or add to existing structures using hand and power tools.
- Installs and finishes dry wall, wood paneling, siding, and other prefabricated materials.
- Maintains and repairs hand or power tools and equipment of the carpentry trade by cleaning, oiling, setting, welding, or other processes.
- Marks, cuts, and shapes materials to prescribed measurements; assemble by fastening with nails, staples, dowels, or glue.
- Installs wood, ceramic, resilient, or cement floors; installs glass, ceiling tile, windows and doors.
- Fits, installs, and maintains finished hardware such as locks and kick plates.
- Loads and unloads stock and construction materials with fork truck, hand truck, and manually as needed at the jobsite.
- Studies blueprints, sketches, and work orders to determine materials and equipment required for assigned work.
- May assist in training lower-level Carpenters and others. Performs related work as assigned.
- Organizes, maintains, cleans, and inventories working areas.
- Drives to multiple branch office locations to perform carpentry duties.
- Drives MDOS vehicles, including hauling materials, making deliveries, etc.
- Assists other areas within OSD as needed.

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

Position requires assisting the supervisor and construction trades people in the completion of their assigned tasks. The employee will be expected to expand their knowledge to be able to determine the best alternative to getting the work done using established methods, guidelines and procedures.

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

Unit supervisor or trades person will be consulted and approve deviations from established methods, guidelines and procedures, requests for use of sick/annual time, requests for assistance from other units, changes in project priority.

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.

Climbing ladders, working from heights sitting, bending, standing, carrying, lifting, heavy objects and driving, at times 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.

Additional Subordinates

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?

The employee performs carpentry work, and other assigned work, under the direction of a supervisor, crew leader, or other carpenter as assigned while developing carpentry skills and performing other duties and tasks related to the OSD operations of Secretary of State office space.

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

Position was recently established and SPRs were not added. All carpenters are required to have the following SPRs:

- 1) Position requires incumbent possess and maintain a valid Michigan driver's license, in accordance with agency's driving record standards.
- 2) Must possess and maintain a valid fork truck operator license.

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

Responsible for the maintenance, remodeling, and moving staff in all Department of State occupied space. This position assists the construction trades in the completion of this work, and other OSD area duties as required.

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:

Carpenter 7

No specific type or amount is required.

Carpenter 8

Two years of experience in a learning capacity assisting and performing carpentry work under the direction of experienced carpenters.

Carpenter E9

Four years of experience in the carpentry trade, including two years equivalent to a Carpenter 8.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of work performed in specific trade areas.
- Knowledge of the standard methods, practices, principles, tools, and equipment used in the carpentry trade.
- Knowledge of the occupational hazards and safety rules and regulations applicable to the trade.
- Knowledge of the qualities, adaptability, and use of various woods and materials.
- Knowledge of employee policies and procedures.
- Skill in the use of the tools and equipment of the carpentry trade.
- Skill in constructing, altering, and repairing walls, doors, windows, furniture, and cabinets according to blueprints, work orders, and sketches.
- Ability to follow blueprints, specifications, and instructions.
- Ability to work in and add to a cohesive work environment.
- Ability to clean, organize, maintain and inventory working areas.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- 1) Position requires incumbent possess and maintain a valid driver's license, in accordance with agency's driving record standards.
- 2) Must possess and maintain a valid fork truck operator 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.

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

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.

JUSTIN HANSES

Employee

Date