

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

Position Code 1. REFRMCHAA21R

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 12300
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description REFRIGERATION MECHANIC-A	10. Division Women's Huron Valley Correctional Facility
5. Working Title (What the agency calls the position) Refrigeration Mechanic-10	11. Section Business Office
6. Name and Position Code Description of Direct Supervisor PHYSICAL PLANT SUPERVISOR-1	12. Unit Maintenance
7. Name and Position Code Description of Second Level Supervisor PHYSICAL PLANT SUPERVISOR-2	13. Work Location (City and Address)/Hours of Work 3201 Bemis Rd. Ypsilanti, MI 48197 / 7:00-3:30 Mon-Fri

14. General Summary of Function/Purpose of Position

Inspect, plan and coordinate the installation, repair and preventative maintenance of refrigeration equipment and HVAC systems. This position is to comply with all applicable department policies, procedures, MIOSHA standards and laws while performing required duties. Instructs and supervises skilled, semi-skilled and unskilled prisoners in performing the above listed duties. Develops material orders and specifications as well as monitors material inventories. Processes and monitors work requests and preventative maintenance database. Ninety percent of the duties of this position are performed within the secure perimeter of the facility and with prisoner contact.

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: 50**

Install refrigeration, air conditioning, heating, pneumatic control, and humidity control systems, direct digital controllers (DDC) building management systems.

Individual tasks related to the duty:

- Use blueprints, schematics, wiring diagrams and other specifications to construct, assemble and install refrigeration equipment when necessary.

Duty 2

General Summary: **Percentage: 20**

Repair of refrigeration and HVAC equipment; operation chillers, maintain cooling towers.

Individual tasks related to the duty:

- Troubleshoot units and systems and associated equipment that are not working properly, making repairs and replacing parts as necessary to restore proper operation.
- Ensure that all work orders are completed within reasonable time frames.

Duty 3

General Summary: **Percentage: 20**

Process all paperwork related to the position.

Individual tasks related to the duty:

- Assist other maintenance staff in the installation and connection of new refrigeration and HVAC equipment.
- Replacing filters, change belts, clean and adjust, ensuring compliance with manufacturer's maintenance schedule and guidelines.
- Ensure proper operation of HVAC and refrigeration systems, components and equipment.

Duty 4

General Summary: **Percentage: 5**

Process all paperwork related to the position.

Individual tasks related to the duty:

- Complete procurements for materials needed to perform duties, ensure that timekeeping, mileage logs, tool inventories, and other required paperwork are completed accurately and submitted as required.
- Complete all count and prisoner crew supervisory duties as required by policy and/or procedure for all prisoners on assignment.

Duty 5

General Summary: **Percentage: 5**

Train prisoner workers in the methods of maintenance and repair of HVAC equipment. Assist other trades.

Individual tasks related to the duty:

- Provide daily supervision of all prisoners assigned to the positions crew. This position has direct contact with and supervises prisoners more than 90% of the time.
- Provide safety and technical training to prisoners.
- Assist other staff and trades as assigned

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

Decisions concerning the methods and strategies required to complete a task according to applicable codes and department policy.

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

Major project specifications, security concerning duties and material specifications.

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.

Lifting, climbing, ladders, outdoor work during all weather conditions, working in confined spaces and at extended heights, approximately fifty (50) percent each day. Also in contact with and supervising convicted felons.

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

Prisoners

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

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

Maintaing refrigeration and HVAC systems and related equipment in all WHV buildings.

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

New position.

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

The work area is responsible for the maintenance of the WHV physical plant. This position is responsible for maintenance of the HVAC equipment.

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:

Refrigeration Mechanic 10

Five years of experience in the refrigeration mechanic trade, including one year equivalent to a Refrigeration Mechanic E9.

Alternate Education and Experience

Refrigeration Mechanic 8 - 10

Completion of a vocational training program in refrigeration mechanics that includes commercial or industrial level instruction may be substituted for two years of experience assisting skilled trades people.

KNOWLEDGE, SKILLS, AND ABILITIES:

Installation, repair and preventative maintenance of refrigeration and HVAC systems equipment and components. Ability to read blueprints and design mechanical systems. Assign and prioritize work. Ability to train and instruct others in your trade.

CERTIFICATES, LICENSES, REGISTRATIONS:

Some positions are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

Some positions may be assigned to maintenance, service, repair, or disposal duties that could reasonably be expected to release refrigerants into the atmosphere requiring certification in compliance with Section 608 of the Clean Air Act of 1990, as amended.

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.

LAESTER PRIEST 12/19/2019

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.

Employee Date