

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. ELECTR NAA55R

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DOC-HURON VALLEY CORR COMPLEX
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Department of Corrections
<b>4. Civil Service Position Code Description</b> Electrician Licensed-A	<b>10. Division</b> WHV Administration
<b>5. Working Title (What the agency calls the position)</b> ELECTRICIAN A Licensed	<b>11. Section</b> Business Office
<b>6. Name and Position Code Description of Direct Supervisor</b> ; BUILDING TRADES SUPERVISOR-1 11	<b>12. Unit</b> Physical Plant
<b>7. Name and Position Code Description of Second Level Supervisor</b> ; PHYSICAL PLANT SUPERVISOR-2	<b>13. Work Location (City and Address)/Hours of Work</b> 3201 Bemis Rd Ypsilanti, MI 48169 / 0700-1530 Monday - Friday

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

To provide maintenance, repair, renovation, and testing of the physical plant electrical distribution systems, electronics, security systems, CCTV, lighting, emergency power, fire detection and suppression systems, and electrical components of all systems and equipment for the Huron Valley Complex . Position supervises prisoner workers on maintenance details. This is a test designated position.

**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: 85**

Maintain, install, troubleshoot, and test all aspects of the physical plant electrical systems, including security systems. Utilizes electrical and electronic skills and knowledge to work on voltages ranging from 6 volt DC to 4,800 A/C using tools and equipment appropriate to the task while following safe working procedures. Utilizes ladder diagrams, blueprints, schematics, etc.

Studies blueprints and schematics and determines methods, materials, and equipment needed to complete the assignment. Work with other staff, prisoners, and vendors to complete duties. Performs preventive maintenance. Upgrades systems and equipment components.

**Individual tasks related to the duty:**

- Performs routine maintenance and preventive maintenance using hand tools and electrically specific equipment such as voltmeters, ohm meters, ampmeters.
- Cleans and lubricates equipment, and maintains records on equipment status and maintenance,
- Maintains security doors, MARS systems, CCTV systems, PPD systems, switchboards, fire detection and suppression systems, intercoms, electric door latches.
- Maintains, troubleshoots, and repairs equipment such as commercial dishwashers, steam tables, ice machines, refrigeration, ovens.
- Maintains, troubleshoots, and repairs. Connects wires to plugs, switches, controls, light fixtures, traffic controls, appliances, motors, breaker panels, switchboards, replaces switches, receptacles.
- Installs new equipment, new circuits for equipment and devices,
- Installs and repairs phone lines/jacks, light fixtures, controls, motors etc.
- Replaces televisions, microwaves ovens, and other equipment, switches, receptacles.
- Maintains, troubleshoots, and repairs all types of lighting and performs upgrades
- Maintains, troubleshoots, and repairs electrical motors, VFDs, electrical panels, breakers, contactors, relays, switches, motor control centers, exhaust fans.
- Installs conduit and pulls wiring, makes splices in wiring, Measures, cuts, bends, threads, assembles, and installs electrical conduit, junction, switch, outlet boxes and switch boards using hand tools and such special equipment as mechanical drills, cutters, benders, threaders.

Supervises and oversees the work of prisoners and provides prisoner training,

**Duty 2**

**General Summary:**

**Percentage: 10**

Maintains inventories, records, initiates and follows up on procurements for materials, supplies, equipment, and services to insure constant facility operations and readiness. Completes and maintains training requirements.

**Individual tasks related to the duty:**

- Follows proper toxic/caustic, tool control, and facility policy and procedures.
- Estimates materials, supplies, and equipment necessary to complete assigned work; initiates procurements for same, finding vendors, proper product information, availability, pricing, etc., and submits to supervisor,
- Utilizes state procurement card, and adheres to all Department purchasing guidelines and restrictions.
- Performs proper recordkeeping such as toxic/caustic logs, prisoner details, prisoner payrolls, tool control logs, fire safety, sanitation, and all other required reports and logs,
- Participates and completes all necessary training (mandatory and elective) to meet total required annual hours and license requirements.
- Maintains Electrical licensure, attends and passes required code update courses,
- Completes DOC annual training requirements
- Performs related work as required

**Duty 3**

**General Summary:**

**Percentage: 5**

Performs all other duties as assigned

**Individual tasks related to the duty:**

Performs 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.**

How to perform work in a professional and cost efficient manner while giving consideration to future expansion needs. Examine and recommend energy savings strategies and other cost saving opportunities. How to perform work compliant to the NEC. How to insure work is secure and tamper resistant in the correctional setting.

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

Approvals for overtime work. Work that involves coordination with other departments or may have caused interruptions in service. Approval for procurement requests, approvals for leave usage. Priority of work assignments. Work that impacts security systems, lighting, and power interruptions.

**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.**

Electrical hazards including high voltage areas. Work from ladders, scaffolds, platforms, aerial buckets, bending, stooping, crawling, reaching, carrying and lifting heavy motors and equipment, stair climbing, working in hot tunnels and physically tight spaces, fluorescent bulb dust. Works in extreme heat and cold temperatures and in all types of outdoor weather. Noxious fumes, odors, and hazardous chemicals. Works in direct contact with prisoners.

**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**

Female prisoner workers

**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?**

Maintains systems and equipment to insure uninterrupted facility operations. Maintains electrical licensure and insures electrical work is performed to NEC standards. Performs all other duties as assigned. Supervises prisoner workers. Accurate and detailed recordkeeping and reporting. Maintains proper tool and toxic caustic control and follows MDOC policies.

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

Women's Huron Valley Complex encompasses 14 housing units including RGC (intake), Programs, Food Service Building, two Administration Buildings, Warehouse, Maintenance, Power Plant, several outside buildings, perimeter lighting, E-field fencing, Camera and other Security equipment that is maintained by Physical Plant staff.

Emphasis continues to increase on tool control, toxic/caustics/ and OSHA requirements. The facility conversions has greatly increased the work load and responsibilities of this position. Worn out equipment and systems require abnormally high consumption of manhours to maintain facility operations.

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

To provide for the continuous 24/7 operation of the Womens Huron Valley Correctional Facility and the power plant which supplies site utilities. This position insures electrical, electronic, security, and other systems and equipment are operational to insure all the facilities can perform their missions.

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

**EDUCATION:**

Possession of a high school diploma or GED.

**EXPERIENCE:**

That which is required for electrical licensure

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the principles of electricity, the electrical code and electronics.

Knowledge of electrical devices such as controls, switches, starters, transformers, motors, VFD's, etc, and the ability to troubleshoot and repair electrical/electronic systems and components.

Knowledge of the potential occupational hazards connected with electrical work and the safety standards and practices which should be applied.

Ability to repair CCTV and Security Detection Systems

Ability to troubleshoot and repair all types of commercial food service, laundry and other types of equipment/machinery.

Ability to make mathematical computations, study and interpret drawings, diagrams, and manuals.

Ability to diagnose breakdowns of electrical equipment and adjust/repair.

Ability to study and comprehend new technology. ,

Ability to work from ladders, scaffolds, aerial lifts, tunnels and crawl spaces

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Recognized Journeyman or Masters Electricians License, motor vehicle operators license, fire detection and suppression system certifications

**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.

None

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

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

2/12/2014

\_\_\_\_\_  
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