

**State of Michigan
Civil Service Commission**

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

Position Code

1. CARPNTREA49R

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-DPT OF HUMAN SVC CNTL OF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Organizational Services
4. Civil Service Position Code Description CARPENTER-E	10. Division Support Services Division
5. Working Title (What the agency calls the position) Carpenter 8, E9	11. Section
6. Name and Position Code Description of Direct Supervisor Tony Sutter ; BUILDING TRADES SUPERVISOR-1	12. Unit Trades Unit - Facilities Management
7. Name and Position Code Description of Second Level Supervisor Christian Clauer; STATE ADMINISTRATIVE MANAGER 15	13. Work Location (City and Address)/Hours of Work Lansing, MI / 8-5

14. General Summary of Function/Purpose of Position

This position works as part of the Facilities Management team to construct, erect, alter, repair, maintain, install and disassemble modular furniture (openscape offices) and other office equipment required in reconfiguring, opening and or closing of Department of Health and Human Services (DHHS) offices statewide. Maintains handles and organizes the Department's furniture, equipment and tool inventory needs statewide for shipment and/or return. Delivers furniture and office equipment to various DHHS offices statewide. Handles other related miscellaneous duties as assigned.

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: 65

Constructs, erects, alters, repairs, maintains, installs and disassembles openscape offices, doors, office furniture, cabinets, and other items using hand and power tools such as drills, routers, skill saws, and other equipment required in reconfiguring, opening and/or office closures of DHHS offices statewide.

Individual tasks related to the duty:

- Direct and participate in the installation and disassembly of modular furniture (openscape offices) in DHHS offices statewide
- Marks, cuts, and shapes materials to prescribed measurements; assemble by fastening with screws or bolts.
- Fits, installs, and maintains finished hardware such as locks
- Study blueprints, sketches, and work orders to determine materials and equipment required for assigned work.
- Install, adjust, and modify prefabricated reasonable accommodation materials as necessary to meet accommodation needs within DHHS managed facilities When necessary, as in office moves, expansions, and closures disassemble modular components & office cabinet components in such a way that they can be removed and preserved to be reused in other Facilities Management projects, thereby preserving usable modular components inventory
- May include similar work for other State agencies and/or with furniture contractors

Duty 2

General Summary:

Percentage: 25

Maintain, handle and organize the Department's furniture, equipment and tool inventory needs statewide for shipment or return. Deliver furniture and office equipment to various DHHS offices statewide.

Individual tasks related to the duty:

- Arrange and maintain modular furniture, equipment and tools in warehouse space.
- Accept and store deliveries of modular furniture and office equipment.
- Select parts from a prepared parts list and prepare same for shipment to a project location.
- Prepare, arrange and load for modular furniture parts and/or office equipment to be delivered to specific location on specific date.
- Maintain additions to and removal from database of modular furniture.
- Deliver modular furniture and office equipment/furniture to various DHHS offices statewide.
- Adjust orders as part inventory dictates.
- Prepare and submit reports

Duty 3

General Summary:

Percentage: 10

Other duties as assigned

Individual tasks related to the duty:

- Update existing floor plans with finished measurements.
- Acquire accurate measurements for upcoming projects.
- Maintain production schedules.
- Arrange logistics for scheduled projects.
- Occasional support of DHHS mailroom functions.

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

Changes in installation and configuration to assure stable operation of modular furniture (openscape offices). If not done correctly components could come apart and cause injury. Additionally, modifications to work surfaces and other modular components are sometimes needed to be done in the field to custom fit. Various types of power tools are needed to complete this task. If not completed in the field, installation would need to be delayed increasing the work demands on staff and or work contracted to an outside contractor.

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

Major changes in an existing order, floor plan, production schedule, or modular furniture order.

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.

Moderate to heavy, based on duty being performed. Majority of work is performed indoors. Working with power and hand tools as well as electricity and glues.

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?

This position works as part of the Facilities Management team to construct, erect, alter, repair, maintain, install and disassemble modular furniture (openscape offices) and other office equipment required in reconfiguring, opening and or closing of Department of Health and Human Services (DHHS) offices statewide. Maintains handles and organizes the Department's furniture, equipment and tool inventory needs statewide for shipment and/or return. Delivers furniture and office equipment to various DHHS offices statewide. Handles other related miscellaneous duties as assigned.

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

Updating SPR to "Possess a valid Driver's License in addition to a valid Commercial Driver's License or a **Commercial License Permit** (to include maintenance of required Medical Examination Report and Physical Examination Certification) in order to operate single vehicles having a gross vehicle weight rating (GVWR) of 26,001 pounds or more.

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

The Facilities Management Section is responsible for the provision and maintenance of space for DHHS daily operations, including projects for new construction, additions and remodeling. This position is responsible for remodeling, renovation, repair and maintenance related to modular furniture and office equipment needs for DHHS offices to be opened on time and helping them remain operational and functional.

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 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:

Must be flexible and able to switch duties to meet changing priorities. Must be able to engage in repetitive lifting, work as part of a team, able to travel overnight as needed.

CERTIFICATES, LICENSES, REGISTRATIONS:

Subclass Code CDLT: Possesses a valid Commercial Drivers License.

SPR: Possess a valid Driver's License in addition to a valid Commercial Driver's License or a Commercial License Permit (to include maintenance of required Medical Examination Report and Physical Examination Certification) in order to operate single vehicles having a gross vehicle weight rating (GVWR) of 26,001 pounds or more.

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.

N/A

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

WHITNEY HENGESBACH

4/6/2020

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