

**State of Michigan
Civil Service Commission**

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

Position Code

1. MAINMCHED28R

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 DOC-ADRIAN/GUS HARRISON FAC
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description Maintenance Mechanic-E	10. Division
5. Working Title (What the agency calls the position) MAINTENANCE MECHANIC E 7/8/E9	11. Section Physical Plant
6. Name and Position Code Description of Direct Supervisor MORRIS, CRAIG; PHYSICAL PLANT SUPERVISOR-2	12. Unit Maintenance
7. Name and Position Code Description of Second Level Supervisor SHAW, TIMOTHY R; ADMINISTRATIVE MANAGER-3	13. Work Location (City and Address)/Hours of Work / 0700-1530 Monday - Friday

14. General Summary of Function/Purpose of Position

The employee performs maintenance mechanic assignments requiring the application of procedures and practices to specific work situations. The position is responsible for inspecting, installing and repairing of plumbing, electrical, mechanical systems and components that require the facility to operate. This position will also work on the installation and repair of heating/hot water systems to include but not limited to boilers, circulating pumps, expansion tanks/ heat exchangers and air handling units. Knowledge of HVAC computerized controls, refrigeration systems etc. This position will also require work and knowledge of a lift station.

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: 40

Maintains mechanical, electrical and security equipment and related system at the facility and ensures compliance with manufacturer's recommendations and department maintenance policies and operating procedures. Maintains the grounds maintenance is performed at.

Individual tasks related to the duty:

- Compliance with tool control and key control procedures and practices.
- Ability to read blueprints, service manuals, and operate necessary test equipment needed to maintain equipment and systems
- Complies with Federal, State, and Local rules and regulations.

Duty 2

General Summary:

Percentage: 30

Maintains the buildings, grounds and equipment in accordance with the department policies and operating procedures and applicable laws, rules and regulations.

Individual tasks related to the duty:

- Complies with Federal, State, and local rules and regulations.
- Compliance with tool control and key control.

Duty 3

General Summary:

Percentage: 15

Lays out jobs and orders necessary materials needed to complete assigned work. Follows up on material ordered to ensure timely completion of assignments. Requests assistance from supervisor with any difficulties in obtaining or receiving materials. Maintains a small inventory of critical hard to obtain repair parts. Identifies and orders critical parts enough in advance to reduce the amount of equipment downtime.

Individual tasks related to the duty:

- Obtains necessary information needed to order correct part(s).
- Identifies cost and availability of needed parts and processes order.
- Follows up on order and upon receipt ensures correct parts have been received. informs supervisor of receipt of part(s) and of any discrepancies in order(s).

Duty 4

General Summary:

Percentage: 15

Maintains a working knowledge of the most current/updated Policies, Directors Memorandums, and Operating Procedures. Attends meetings and training as directed. Works cooperatively with custody and supervisors and in accordance with policies and procedures during mobilizations and emergency counts. Monitors tools and keys daily and completes required checks and reports.

Individual tasks related to the duty:

- Reads and complies with Policies and Procedures, and Department of Corrections Employee Handbook.
- Discusses any questions regarding interpretation of Policies and Procedures or Employee Handbook with supervisor.
- Completes 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.

Independent decisions required for proper repair of equipment or systems.

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

Normally any decision not covered by standard operating procedure would be reviewed by the supervisor.

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.

Physical Activities – standing, sitting, climbing, stooping, kneeling, crouching, reaching, lifting, carrying, walking, and bending. Conditions/Hazards – heat, noise, chemicals, and odors. This position requires working outside in the heat/cold and wet areas. This position will be required to enter the secured facility and perform work as needed. This position may be required to work more than (8) hours in a day.

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?

Repair of the plumbing, electrical, heating and cooling systems, to include the boilers and lift station.

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

We are downgrading position MAINMCHAC13R for training purposes. This position will also learn supervisory strategies from maintenance mechanic 10's through observation on how to effectively supervise prisoner maintenance workers in the completion of their work duties.

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

The function of the work area is to maintain domestic water supply, proper operation of toilets, sinks and drains, HVAC system, boilers, food service equipment and other systems required for proper operation of the physical plant, which includes all buildings of the facility. This position is responsible for maintenance of these essential functions while on duty at the facility.

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:

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of operations and equipment required to maintain the physical plant systems. Skills and abilities in Mechanical Maintenance.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

TAMMY BROWN

2/13/2025

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