

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

<p>2. Employee's Name (Last, First, M.I.)</p>	<p>8. Department/Agency Natural Resources</p>
<p>3. Employee Identification Number</p>	<p>9. Bureau (Institution, Board, or Commission)</p>
<p>4. Civil Service Classification of Position Maintenance Mechanic 10</p>	<p>10. Division Finance and Operations Division</p>
<p>5. Working Title of Position (What the agency titles the position) Regional Maintenance Mechanic</p>	<p>11. Section Facilities, Operations, and Support</p>
<p>6. Name and Classification of Direct Supervisor Sean Sundholm, Administrative Manager 2</p>	<p>12. Unit Marquette Customer Service Center</p>
<p>7. Name and Classification of Next Higher Level Supervisor Jeff Sears, Statewide Administrative Manager 1, Finance and Operations Division</p>	<p>13. Work Location (City and Address)/Hours of Work 1990 U.S. 41 South Marquette, MI 49855 8:00-5:00 p.m. Mon - Fri</p>

14. General Summary of Function/Purpose of Position

This position provides maintenance support for department facilities in the western upper peninsula. This position is the recognized resource performing a wide range of maintenance and operational assignments according to established codes, methods, guidelines, and procedures. Primary duties include building repairs, renovations and preventative maintenance duties for numerous department facilities in broad geographic work areas. This position will coordinate their work load, budgeting and scheduling needs and expectations with the appropriate administrative manager. The incumbent is expected to make independent decisions related to project materials, resources needed and methods of execution. This position will at times serve as a project leader for various construction projects, renovations and remodels throughout the state where they will be expected to assign, oversee and monitor work of state workers and additional department work crews.

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time 70**

Performs preventative maintenance work on department facilities.

Individual tasks related to the duty.

- Conducts scheduled and routine inspections to assure proper installation, maintenance, and repair of buildings such as annual safety inspections, compliance with the Americans with Disabilities Act and inventorying of facilities.
- Develops and tracks detailed cost estimates and implementation schedules to determine future work, budgeting and resource needs.
- Coordinates with budget and procurement staff on the appropriate purchasing of all needed materials.
- Coordinates with budget and procurement staff on the scoping and establishment of various service contracts such as lawn care, snow removal, trash / refuse and additional construction trade services.
- Performs minor plumbing repairs and installations including fixture and water closet replacements.
- Performs carpentry work including framing, roofing, cabinetry, display cases, brochure racks, door and window installation.
- Performs masonry repairs including patching and finishing cement work, tuck pointing, brick repairs, and installation of landscape pavers and small retaining walls.
- Performs minor electrical repairs such as replacing light bulbs, circuit breakers and electrical switches.
- Installs and maintains office furniture and makes workstation adjustments as requested.
- Completes interior and exterior painting, staining and surface improvement projects.
- Installation of materials such as drywall, carpet, ceiling tiles, and hardware such as locks and hinges.
- Acts as a project leader for various construction and renovations projects.

Duty 2

General Summary of Duty 2 **% of Time 20**

Provides general service, maintenance and repairs to equipment, tools and mechanical systems.

Individual tasks related to the duty.

- Conducts scheduled and routine inspections to assure proper installation, maintenance, and repair of equipment such as annual safety inspections, energy audits and inventorying of equipment.
- Inspects, maintains, repairs and inventories building equipment such as water heaters, boilers, furnaces, and air conditioners.
- Inspects, maintains, repairs and inventories appliances such as coolers, refrigerators, microwaves, fans and generators.
- Inspects, maintains, repairs and inventories small equipment and motors including all-terrain vehicles, snowmobiles, boats, lawn mowers, string trimmers, chainsaws and snow blowers.
- Inspects, maintains, repairs and inventories assigned tools and equipment used in performance of daily duties and projects.
- Inspects, maintains, repairs and inventories control mechanisms and mechanical parts associated with various equipment such as pumps, valves, heaters, compressors, motors and other mechanical system parts
- Conducts or schedules service repairs following manufacturer recommendations and preventative maintenance schedules.

Duty 3

General Summary of Duty 3

% of Time 10

Performs other related work as assigned

Individual tasks related to the duty.

- Assists staff with tasks such as moving desks, office equipment, heavy boxes or other materials.
- Assists DNR technology staff or vendors with installation of data processing and telephone lines and connections, racks, and punchboard wiring systems.
- Drives and maintains a department vehicle for general hauling of supplies, equipment, and materials.
- Performs grounds maintenance such as mowing and trimming grass, grading roads, pesticide application, and removing snow.
- Provides safety and personal protection training for state workers or other division staff assisting on projects.
- Establishes and maintains procedures for ensuring the proper use, care, and storage of tools and equipment.



16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

1. Independent judgment decisions are frequent and expected for carrying out projects correctly and safely
2. Decisions are imperative to keeping staff and facilities operational and safe
3. Injury or loss of life to employee, staff or public is possible without proper decision making
4. Making informed and professional decisions provide the DNR budgetary savings

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

1. Budget decisions, project and leave approvals

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Employee may be exposed to heights, electrical shock, flammable liquids, weather conditions and frequent lifting of heavy objects. Performance of the work will require frequent bending, stooping, reaching and sitting for long periods and while driving for long distances

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
Vacant	State Worker 4		
Vacant	State Worker 4		

20. My responsibility for the above-listed employees includes the following (check as many as apply):

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

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential duties of this position?

Employee in this position will perform construction, repairs and maintenance to Department facilities as needed. They will oversee level 4 state workers. They will also work out a preventative maintenance routine for these buildings to provide a safer working environment for staff assigned to that location, and to reduce the cost to the Department of making major repairs or replacing facilities because of inadequate maintenance.

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

.

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

The work unit provides facilities and administrative support to all division field staff working in multiple use offices in the Upper Peninsula and Northern Lower Peninsula Administrative Areas as well as other locations state wide when needed. Building repairs and maintenance functions are included in providing adequate and safe facilities in these areas.

26. In your opinion, 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 10: Five years of experience assisting skilled trades workers in the mechanical, electrical or construction trades, including one year equivalent to a Maintenance Mechanic E9.

Alternate Education and Experience

Maintenance Mechanic 8-10

Completion of a recognized program in vocational training for the mechanical, electrical or building maintenance trades may be substituted for the required experience assisting skilled trades workers.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of common tools and materials used in the building and maintenance trades. Considerable knowledge of construction techniques, servicing and maintenance of simple power, heating and cooling units. Ability to do routine mechanical, building or electrical maintenance/inspections and care for tools and equipment.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date