State of Michigan
Civil Service Commission

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

Position Code
1. PLUMBERAA31R

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-SAGINAW FACILITY
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** CORRECTIONAL FACILITIES ADMINISTRATION
4. Civil Service Position Code Description PLUMBER-A	**10. Division** SAGINAW CORRECTIONAL FACILITY
5. Working Title (What the agency calls the position) PLUMBER	**11. Section** ADMINISTRATION
6. Name and Position Code Description of Direct Supervisor PHYSICAL PLANT SUPERVISOR-2	**12. Unit** MAINTENANCE
7. Name and Position Code Description of Second Level Supervisor ADMINISTRATIVE MANAGER-3	**13. Work Location (City and Address)/Hours of Work** 9625 PIERCE RD; FREELAND, MI 48623 / 7:00AM - 3:30PM MONDAY THRU FRIDAY

14. General Summary of Function/Purpose of Position

This position is responsible for plumbing construction and repairs at a multi-level correctional facility. Examples of work include, but area not limited to, installation of plumbing fixtures, repairs of plumbing fixtures, installation and maintenance of plumbing lines, and opening clogged drains. Must be able to work from blueprints and prepare cost estimates. Responsible for ensuring work is completed within all applicable codes, laws, rules, and state statutes as defined by State of Michigan Department of Licensing and Regulatory Affairs. This position requires direct contact and supervision of inmate workers at least 60% of the work day.

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:** **60**

Routing plumber, boiler and HVAC maintenance.

Individual tasks related to the duty:

- Clean and maintain, repair or replace water heaters, boilers, HVAC air handling units, air filters and filtration systems, pneumatic controllers, pumps, lift pumps, circulating pumps, compressors, condensers, plumbing pipes, traps, water systems including domestic water, fire protection systems and hydrants, hot water heating systems, drainage systems including sanitary and storm, lift stations, grease and oil separators, storage tanks and plumbing fixtures of all types.
- Supervisor and train prisoner workers to perform necessary routine maintenance.

Duty 2

General Summary: **Percentage:** **10**

Plumbing construction and remodeling projects

Individual tasks related to the duty:

- Design and layout plumbing projects
- Create material lists, cost estimates, and time frames
- Order materials and equipment necessary to complete projects
- Serve as the licensed on the job plumber by performing and supervising, instructing, assigning and laying out work for prisoner workers as needed to complete jobs

Duty 3

General Summary: **Percentage:** **10**

Food service and laundry equipment

Individual tasks related to the duty:

- Install, maintain and repair a variety of commercial food service equipment, including steam kettles, steam ovens, gas convection ovens, mixers, garbage grinders, dishwashers and sanitizers
- Service and install a variety of laundry equipment, including commercial washing and drying equipment. Service may include routinely changing belts, completely rebuilding equipment, and/or new installation.

Duty 4

General Summary: **Percentage:** **10**

Shop duties

Individual tasks related to the duty:

- Maintain and repair shop tools, machinery and equipment
- Complete inventory and orders
- Provide and complete work orders
- Perform inspections of caustic cabinets and fire extinguisher equipment
- Prioritize and coordinate work by communicating with supervisor and other staff
- Take classes and training to keep abreast of new laws, codes and training to best facilitate the needs and desires of this position

Duty 5

General Summary: **Percentage:** **5**

Completes Procurement Request for needed parts and materials.

Maintain records and prepares reports as necessary

Individual tasks related to the duty:

- Work orders: man hours and materials used
- Inventory tools and complete daily tool reports in electronic format in Maintenance Group Drive
- Prepares Procurement Request for items needed
- Completes Read & Sign Policy Reviews in DAS in a timely manner
- Completes payroll requirements in SIGMA with accuracy and in a timely manner

Duty 6

General Summary: **Percentage: 5**

Maintaining MDOC safety and security during supervision of prisoner workers

Individual tasks related to the duty:

- Supervise and train inmates on all duties and tasks that are low security
- Direct inmates to perform tasks in a safe and secure manner
- Responsible for discipline of inmates, writing tickets, and settling grievances from inmates
- Complete prisoner work reports, prisoner payroll, and official prisoner count for control center
- Supervise, direct and train inmates

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

Determine the methods and materials to be used to accomplish assigned work, prioritize work, and coordinate and assign work to inmate work crews. These decisions directly or indirectly affect the safety and security in addition to the routine operations of the facility and its occupants.

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

Projects and priorities should be discussed with supervisor. Major problems and all purchases are to 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.

Standing, sitting, climbing, stopping, balancing, kneeling, crouching, crawling, reaching, lifting, carrying, walking and bending. Wet, cold, heat, noise, dust, smoke, odors, fumes, fire, chemicals, vegetation, contaminated soil & air, and water. Time and intensity depends on duty, task and project. Direct contact and supervision of inmate workers at least 60% of the work 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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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?

To maintain all plumbing, HVAC and food service equipment, laundry washer and dryer repairs, order materials, estimate projects, etc.

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

Tool reports are not completed on a daily basis electronically in our Maintenance Group Drive. Policy and Operational Procedures are now reviewed electronically in DAS and must be completed in a timely manner. Due to the abolishment of the Building Trades Supervisor 1 position, this position now reports to the Physical Plant Supervisor-1. This position is no longer responsible for pulling plumbing permits.

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 ensure that this $48M multi-level facility is maintained in proper working conditions and to ensure the health, safety and sanitation of residents and staff. Also, to comply with state code in all repair, new construction and remodeling projects.

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:

Five years of experience in the plumbing trade, including one year equivalent to the Plumber E9

Alternate Education & Experience: Completion of a vocational training program in plumbing that includes commercial or industrial level instruction may be substituted for two years of experience assisting skilled trades people.

KNOWLEDGE, SKILLS, AND ABILITIES:

Blueprint and schematic reading, able to use technical manuals. Good math skills and understanding of mechanical components.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a journey plumber's license issued by the Department of Licensing and Regulatory Affairs.

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	Date
	3/13/2020

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