State of Michigan
Civil Service Commission

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

Position Code
1. MAINMCHAA89R

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 MAINTENANCE MECHANIC-A	**10. Division** SAGINAW CORRECTIONAL FACILITY
5. Working Title (What the agency calls the position) MAINTENANCE MECHANIC 10	**11. Section** ADMINISTRATION
6. Name and Position Code Description of Direct Supervisor	**12. Unit** MAINTENANCE
7. Name and Position Code Description of Second Level Supervisor	**13. Work Location (City and Address)/Hours of Work** 9625 PIERCE RD, FREELAND MI / 80 hours per pay period

14. General Summary of Function/Purpose of Position

To provide repair, maintenance and replacement of institutional equipment and systems at Saginaw Correctional Facility and the closed Standish Maximum Facility, including but not limited to the following: Pumps, electric motors, air compressors, heating and cooling systems, valves, fans and washing machines. Replacement of light bulbs and switches. Painting, cement work, grounds maintenance and other work appropriate to the classification assigned. This position requires direct contact and supervision of inmate workers at least 60% of the workday.

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:** **50**

To perform general maintenance and preventive maintenance tasks as assigned

Individual tasks related to the duty:

- Install, maintain, and repair air compressors and other air conditioning equipment using various tools.
- Service and repair appliances such as fans, toasters, washing machines, and gasoline pumps using machine and hand tools.
- May also maintain, operate and repair motor vehicles.
- Maintain central steam and chemical water treatment systems, as well as other systems using gauges and other test instruments to diagnose malfunctions and mechanic hand and power tools to dissemble, repair and reassemble system components.
- Move and replace machinery and auxiliary apparatus using hand and electric trucks, fork lifts, and dollies.
- Fabricate, assemble, and test parts as needed such as various pumps, valves, laboratory equipment, heaters, compressors, experimental fire equipment and other mechanical system parts using metal fabricating tools, common hand tools, power tools, and welding equipment.
- Assists with Master Tool Inventory and Hazardous Material Program.

Duty 2

General Summary: **Percentage:** **20**

Performs Grounds Maintenance

Individual tasks related to the duty:

- Mowing grass
- Removing snow
- Landscaping
- Fertilizing lawns and flower beds

Duty 3

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

Completes Procurement Request for needed parts and materials. Maintains records and prepares reports as necessary

Individual tasks related to the duty:

- Work orders: Man hours and materials used.
- Inventory tools and completes 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 4

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

Assist other trades personnel in the performance of assignments and perform related work appropriate to the classification.

Individual tasks related to the duty:

- Install, maintain and repair equipment such as steam valves, steam traps, steam or water coils, radiators, water softeners, unit heaters, water heaters, condensate and circulating pumps, and plumbing facilities using hand and power tools of the plumbing trade such as pipe wrenches, hacksaws, pipe cutters, and torches.
- Install, service, and repair electric motors, heaters, coolers, refrigerators, and other related equipment using various hand and power tools of the maintenance trade.
- Replace fuses, light bulbs, circuit breakers, electric switches and other electrical equipment following electrical specifications.
- Prepare paint and finish surfaces and equipment using paint brushes, sanders, scrapers, and other painting tools.
- Repair broken furniture, or building fixtures using carpenter hand tools and power equipment.
- Perform building and/or masonry repair such as preparing cement, installing reinforcing steel rods, patching and finishing cement work and replacing damage masonry.
- Completes other duties as assigned.

Duty 5

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

Maintaining M.D.O.C. 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.
- Directing inmates to perform tasks in a safe and secure manner.
- Responsible for discipline of inmates, writing tickets, settling grievances from inmates.
- Completing 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.

The layout of work requested on work orders to comply with codes and practices of the trades, to select the proper materials and tools to perform the work. These decisions directly or indirectly affect the safety and security and routine operations of the facility and its occupants.

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

The layout of work requested on work orders to comply with codes and practices of the trades, to select the proper materials and tools to perform the work. These decisions directly or indirectly affect the safety and security and routine operations of the facility and its occupants.

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, stooping, balancing, kneeling, crouching, crawling, reaching, lifting, carrying, walking and bending. Wet, cold, heat, noise, dust, smoke, odors, fumes, fire, chemicals, vegetation, contaminated air and soil and water.

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?

This position is primarily responsible for general maintenance and repairs on all institutional equipment, systems, buildings and grounds at multiple MDOC facilities.

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

Individuals must complete their own payroll information in SIGMA software. Tool reports are now completed daily and electronically in our Maintenance Groups Drive. Policy & Operational Procedures are now reviewed electronically in DAS and must be completed in a timely manner. This position now reports to the Physical Plant Supervisor 2.

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

The function of this work area is to maintain safety and security of the community, staff and inmate population by properly maintaining all equipment and systems.

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 assisting skilled trades workers in the mechanical or electrical trades, including one year equivalent to a Maintenance Mechanic E9.

Completion of a recognized program in vocational training for the mechanical or electrical trades may be substituted for two years of experience assisting skilled trades workers.

KNOWLEDGE, SKILLS, AND ABILITIES:

Blueprint reading, estimating and math, ability to communicate with personnel effectively

CERTIFICATES, LICENSES, REGISTRATIONS:

None required.

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.

Updating position description

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

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**