

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

<b>Position Code</b> 1. PHYPSPV2A15N
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## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DOC-HURON VALLEY CORR COMPLEX
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Correctional Facilities Administration
<b>4. Civil Service Position Code Description</b> PHYSICAL PLANT SUPERVISOR-2	<b>10. Division</b> Women's Huron Valley Correctional Facility
<b>5. Working Title (What the agency calls the position)</b> Physical Plant Superintendent	<b>11. Section</b> Business Office
<b>6. Name and Position Code Description of Direct Supervisor</b> ; ADMINISTRATIVE MANAGER-3	<b>12. Unit</b> Maintenance
<b>7. Name and Position Code Description of Second Level Supervisor</b> HOWARD, JEREMY F; SENIOR EXECUTIVE WARDEN	<b>13. Work Location (City and Address)/Hours of Work</b> 3201 Bemis Rd, Ypsilanti, MI 48197 / 80 hours / pay period (and as needed)

**14. General Summary of Function/Purpose of Position**

The position is responsible for the overall maintenance of the Women's Huron Valley facility physical plant, including buildings, electrical, mechanical, power plant, sewage lift station, and grounds maintenance. The position directly supervises one supervisor and has second- line supervisory responsibility for a crew of skilled, semi-skilled, and unskilled tradesmen.

**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: 35**

Directs the maintenance of facility buildings, security systems (including cameras) and grounds, ensuring work is completed in compliance with applicable building, health, and safety codes, regulations, department policies and operating procedures.

**Individual tasks related to the duty:**

- Develop procedures and guidelines for physical plant operations that are compliant with department policies and building, health, and safety codes and regulations. Monitor the implementation and application of the procedures and guidelines to ensure compliance with relevant regulations.
- Establish standards and levels of productivity for physical plant staff and monitoring tools to ensure compliance.
- Establish a mechanism for monitoring the issuance and completion of work orders and utilize it to evaluate staff Plan, develop and implement ongoing skills training.

**Duty 2**

**General Summary:**

**Percentage: 25**

Perform assessments of facility structures and systems to ascertain their condition and prepare reports depicting the condition, deficiencies observed, designs necessary for repairs, and estimated costs of repairs.

**Individual tasks related to the duty:**

- Prepares and submits recommendations for improvements to building facilities and systems.
- Prepare drawings and specifications for proposed projects, as well as cost analysis (materials and supplies, time, and cost estimates).
- Complete/update annual Greiner report, capital outlay reports with updates to annual and five year plans.
- Complete annual facility inventory and all periodic reports required by facility, department and law,

**Duty 3**

**General Summary:**

**Percentage: 15**

Ensures proper administration of labor relations considerations and conditions for maintenance staff and maintenance operations. Ensure compliance with department rules, regulations, procedures, and laws governing the administration of labor and employment relations matters.

**Individual tasks related to the duty:**

- Familiarize self and subordinate supervisors with contracts, policies and procedures (including updates) relating to employment relations matters.
- Ensure compliance with contractual provisions that pertain to seniority considerations, overtime equalization, time and attendance, staff assignments, hours of work, etc.
- Participate in the hiring and selection process for maintenance staff and other facility staff as requested.
- Identify staff development and training needs and ensure compliance with mandatory training requirements (without utilizing overtime).
- Secure approval for all overtime and schedule overtime in compliance with rules and applicable contract provisions

**Duty 4**

**General Summary:**

**Percentage: 10**

Maintains records and prepares reports required for the Maintenance unit and as required by department policy, rules, regulations, and laws pertaining to building maintenance.

**Individual tasks related to the duty:**

- Timely prepare and submit all monthly and weekly reports (e.g. maintenance statistics, fire safety, tool, caustics/hazardous materials, Greiner report, capital outlay).

**Duty 5**

**General Summary:**

**Percentage: 10**

Manages the planning of physical plant changes and installations, building remodeling, alterations, system installations, upgrades and other maintenance projects.

**Individual tasks related to the duty:**

- Estimate the scope of facility project costs including breakdown by phase and associated costs of each phase. Identify and make recommendations regarding facility projects cost, schedule, and scope.
- Maintain records and prepare reports and correspondence related to the work.
- Assist in the evaluation of contracts and payments to contracts to ensure they are in alignment with the state's and department's purchasing plan.
- Inspects in-house and contracted out work projects for conformance with job specifications, applicable building codes and standards, compliance with budget and established deadlines.
- Requisitions materials, supplies, and equipment required for maintenance projects and completion of work orders, ensuring compliance with purchasing policies and procedures.
- Track, monitor, and document status of facility projects and ensure alignment with cost, schedule, and scope.
- Assess estimated versus actual costs and recommend course of action based on substantive evidence.

**Duty 6**

General Summary:

Percentage: 5

Participation in the development of the physical plant budget and administration of the physical plant budget in accordance with facility and department policy and procedure.

**Individual tasks related to the duty:**

- Review facility plans and assess facility assets to determine priority capital projects that require completion in the fiscal year under consideration.
- Develop cost analysis for each capital project, equipment needs, and operational needs and submit for inclusion in the spending plan.

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

Decisions routinely made are those to identify and implement corrections and changes to the physical plant and maintenance methods, prioritizing the work of departmental staff and determining which products, supplies and materials are procured and used by Physical Plant employees. The Physical Plant Supervisor decides how staff efficiency and equipment reliability can be improved. This includes determining whether work can be performed by facility staff or if vendors are necessary to maintain/correct the problems within the Physical Plant.

The Physical Plant Supervisor decides on the use of emergency equipment, repairs and/or maintenance procedures, which are critical to assure the immediate security and safety facility staff, inmates and visitors. This may involve attending to problems created by a utilities outage, natural disaster and damage. All institutional staff and prisoners can be adversely affected by physical plant problems.

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

Budget decisions which are beyond normal operating allotments, matters that affect other Departments and require complex coordination and timing to prevent negative impact to the facility, overtime beyond approved levels, or construction on special projects.

**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.**

Duties require substantial time spent inside the secure perimeter of a multi-level facility, with some inmate contact. Climbing stairs and occasionally going into hot confined spaces such as tunnels, mechanical rooms, sewage lift stations, etc. is expected. Occasionally, trades work is performed in order to train personnel or aid in emergency situations pertaining to various settings. Walking, bending, kneeling, stair climbing, machinery noise, ditty/dusty, wet, hot and cold environments and prolonged standing occur daily. Exposure to hot fluids and vapors, corrosives and various other compounds in the maintenance environment are hazards confronted often.

**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.**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
VACANT	PHYSICAL PLANT SUPERVISOR-1	VACANT	PHYSICAL PLANT SUPERVISOR-1

Additional Subordinates

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

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

The Physical Plant Supervisor directs the work of the maintenance work unit, which includes the power plant and facility grounds.

Responsibilities extend to special maintenance projects, lump sum appropriation projects and capital outlay projects for the Women's Huron Valley Complex.

In addition, the Physical Plant Supervisor is instrumental in the development of project cost data, materials and supply acquisition and cost control for the Maintenance work unit.

This position conducts on going and annual inspection of all facility buildings and systems for proper maintenance, needed repairs and improvements and submits a report including budget recommendations.

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

Update to change any references to Huron Valley Men's Facility (HVM) to Women's Huron Valley Facility (WHV).

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

The Physical Plant area is responsible for maintaining all buildings, grounds, mechanical, electrical, security systems, water and sewage systems, heating/cooling, refrigeration, locking systems, etc. The holder of the position ensures all systems are operational by directing and overseeing the work of Physical Plant staff, while following all applicable codes, rules, laws, and policy/procedure and by identifying and projecting current and long range capital improvement expectations.

**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:**

**Physical Plant Supervisor 13**

Three years of experience as a supervisor of two or more skilled building trades; i.e., building construction, alteration, maintenance, and/or repair, including one year equivalent to a Building Trades Supervisor 11.

OR

Two years of experience equivalent to a Power Plant Supervisor 11 or Maintenance Mechanic Supervisor 11.

OR

One year of experience equivalent to a Physical Plant Supervisor 12.

OR

Six years of power plant operator or maintenance mechanic experience, including three years equivalent to a Power Plant Operator 10 or Maintenance Mechanic 10; six years of building trades experience, including three years equivalent to a Building Trades Crew Leader E10; or six years of skilled trades experience, including three years of crew leader experience equivalent to the 10 level in state service.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

