

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

<b>Position Code</b> 1. ELECTR NAA12R
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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-CARSON CITY FAC/CARSON CIT
<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> ELECTRICIAN LICENSED-A	<b>10. Division</b> Administration
<b>5. Working Title (What the agency calls the position)</b> Electrician	<b>11. Section</b> Business Office
<b>6. Name and Position Code Description of Direct Supervisor</b> REES, JUSTIN; PHYSICAL PLANT SUPERVISOR-2	<b>12. Unit</b> Maintenance
<b>7. Name and Position Code Description of Second Level Supervisor</b> SMITH, VICTORIA S; ADMINISTRATIVE MANAGER-3	<b>13. Work Location (City and Address)/Hours of Work</b> 10274 Boyer Rd., Carson City, MI 48811 / M-F

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

This position is responsible for providing the operation, maintenance, repair, installation, and replacement of all overhead and underground extension, electrical distribution systems with voltage from 120/208, 480, both single and three-phase, security and fire alarm and intrusion alarm system, exterior and interior lighting systems, all interior power systems, and utilization equipment. Plan and order equipment and materials for all work done on above systems. Responsible for security of and supervision of inmates, tools and equipment.

**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**

Working from wiring diagrams, blueprints and sketches, install interior and exterior wiring; install switches, outlet boxes, light fixtures, outlets, run wire of proper size and connect with connectors or screws to enable current to flow from source to end of line without overheating.

**Individual tasks related to the duty:**

- Work on overhead distribution lines, climb poles, install transformers and cross arms, run wire, work on underground systems, troubleshooting faults and repairing wires by splicing and reinsulating.
- Troubleshoot electrical installation and equipment to diagnose cause of trouble and extend and type of corrective action required.

**Duty 2**

**General Summary:**

**Percentage: 40**

Supervise, direct and coordinate work of a crew of inmate electricians. Confer with subordinates and keep them fully informed of policies, operation procedures, programming priorities, and regulation guides through periodic meetings and visits to work areas.

**Individual tasks related to the duty:**

- Perform surveillance and provide supervision and directions necessary to ensure effective and efficient accomplishments of work.
- Identify nonproductive situations and seek solutions to problems.
- Inspect work for conformity to rules and regulations and good trade positions.
- Interview, hire, and train prisoners to work on maintenance jobs of the facility
- Obtain the proper tools and materials needed for the crew to complete the repairs.
- Train prisoners to make rounds and do preventive maintenance.
- Do routine prisoner counts and maintain tool control per policy
- Train prisoners in the proper methods to perform maintenance work and inspect work to determine if properly performed.
- Be in direct contact with prisoners, supervising prisoners in the performance of tasks and supervising prisoners for the purpose of enforcing facility rules.

**Duty 3**

**General Summary:**

**Percentage: 20**

Plan, develop, and conduct such training as may be required to improve efficiency and promote economy. Ensure accomplishment of such training as may be necessary to develop skills necessary to provide for a smooth operation.

**Individual tasks related to the duty:**

- Exercise delegated authority in maintain discipline, promoting morale and resolving prisoner grievances for the work crew.
- Establish standards and review work performances.
- Provide for security and control of tools and equipment required.

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

This position reviews prisoner worker's performances, makes decisions on whether to discipline prisoners and the type of discipline to use. Prisoners are affected by these decisions. This position inspects work for conformity to rules, regulations and good trade practices. Electrical users are affected by these decisions.

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

Decisions on major electrical projects, policy and procedure questions and prioritizing work schedule.

**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.**

Work is performed inside and outside the security perimeter of the Carson City Correctional Facility. This position requires physical effort such as climbing, bending, lifting on a daily basis. This position occasionally works in extreme weather conditions outside and in confined areas inside.

**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?

The function of this position is to maintain all electrical systems of the institution by preventive maintenance, repair and installation. The position is also responsible for the maintenance of all equipment which requires an electrician.

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

Position description update.

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

The purpose is to maintain, repair and install all electrical systems of this institution and maintain all equipment which requires an electrician.

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:**

**Electrician Licensed 10**

One year of electrical trade experience equivalent to an Electrician Licensed 9.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Must have a thorough knowledge of electricity and the maintenance and repair of electrical equipment. Good communication skills and the ability to interact with a diverse population are necessary.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must possess a minimum of Journeyman's Level License.

*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.

N/A

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

HAZEL GALLAGHER

5/4/2026

\_\_\_\_\_  
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