

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

Position Code
1. MAINMCHA50R

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-HURON VALLEY CORR COMPLEX
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Department of Corrections
4. Civil Service Position Code Description MAINTENANCE MECHANIC-A	10. Division Women's Huron Valley Correctional Facility
5. Working Title (What the agency calls the position) Maintenance Mechanic A	11. Section Business Office
6. Name and Position Code Description of Direct Supervisor ; BUILDING TRADES SUPERVISOR-1 11	12. Unit Maintenance
7. Name and Position Code Description of Second Level Supervisor ; PHYSICAL PLANT SUPERVISOR-2	13. Work Location (City and Address)/Hours of Work 3201 Bemis Rd Ypsilanti, MI 48197 / M-F 7:00am - 3:30pm

14. General Summary of Function/Purpose of Position

This is the advanced level maintenance mechanic responsible for installing, maintaining, repairing, and inspecting mechanical equipment and electrical systems, including power plant and security equipment, as well as maintaining grounds in a large physical plant complex. This position also serves as a crewleader and trainer of inmates. This is a drug and alcohol test designated position.

WHV is a multi-level women's correctional facility. This position is located outside of the secure perimeter of the facility. However, the position works most hours inside the secure facility and has direct contact with inmates at least 50% of each 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:** 85

Performs maintenance, installs and constructs to the physical plant using skills and knowledge associated with various skilled trades using a variety of tools and equipment of the maintenance trades while observing recognized safety practices and security measures. Utilizes schematics, blueprints, service manuals, etc. to carry out tasks.

Individual tasks related to the duty:

- Masonry installation and repair.
- Snow and ice removal
- Serves as a crewleader overseeing work and training of prisoner workers.
- Performs minor electrical repair such as replacing fuses, light bulbs, circuit breaker switches and other electrical equipment following electrical specifications.
- Repair/install toilets, sinks, shower equipment and maintain facility plumbing systems and components.
- Maintains sewer systems and lift station.
- Installs services and maintains fencing, gates, operators, etc.
- Installs services and maintains overhead doors, tracks, operators, etc.
- Installs, maintain and repair hollow metal doors, transoms and frames, operating hardware, various types of window units and glazing.

Duty 2**General Summary:****Percentage:** 10

Performs preventive maintenance, corrective maintenance and overall maintenance on various equipment, motors, heaters, condensers, security systems, etc.

Individual tasks related to the duty:

- Repair and maintain operations for equipment such as ovens, steamers, tilt grills, refrigerators, freezers, proofers, dishwashers, hot/cold carts, tilt kettles.
- Maintain services of utilities to areas throughout the complex.
- Troubleshoot systems for repair/replacement by using manuals and schematics.
- Performs repairs and installation on various facility security systems.
- Inspects work to assure proper installation, maintenance and repair of buildings and equipment.
- Fabricates parts and components using gas torches, welders, plasma cutters, power tools, etc.
- Assist in the repair and installation of facility roofs.

Prepares surfaces for finishing i.e. paint, drywall, cement board, etc.

Duty 3**General Summary:****Percentage:** 3

Maintains records and prepares reports. Participates and completes annual training programs.

Individual tasks related to the duty:

- Completes written documentation on work orders
- Requisitions and/or purchases supplies, materials, tools, machine parts and other necessary equipment
- Initiates procurement requests
- May procure purchases with credit card and reconciles the same
- Performs written inventories and check lists
- Completes monthly prisoner payroll
- Writes prisoner work evaluations and prisoner misconducts
- Completes mandatory training, safety training, covered position required training, job specific training.
- Maintains all continuing education requirements specific to position.
- Maintains record of prisoner training.

Duty 4**General Summary:****Percentage:** 2

Maintain outer grounds including parking lots, roadways, retention ponds, and all grass areas surrounding complex.

Individual tasks related to the duty:

- Grass mowing and trimming.
- Leveling, filling low areas, seeding and planting, tree and shrub trimming/removal.
- Install/repair sidewalks, parking lots, black top, roadways. Grading according to corrective slopes to ensure proper drainage.

Perform repairs, alter, or build new construction using acceptable standards while following recognized safety procedures and ensuring a humane, orderly, safe and secure environment for the facility's prisoners, employees and visitors. Determining the types and quantities of materials, equipment and supplies.

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

Questions of code compliance, priority of work assignments, questions about requisitions for supplies, materials and equipment. Direction for emergency or unanticipated work that may arise. Scheduling of work to minimize impact on facility operations and to ensure smooth flow or work on job requiring the services of vendors, electricians, etc., to bring to completion.

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.

Moderate to heavy physical effort such as lifting, bending carrying, climbing, crawling, reaching in hot, cold, and wet, noisy and extremely dusty environments. Working from aerial lifts, ladders, scaffolds. Exposed to operating machinery and chemicals such as acids, alkalies, adhesives, fuels, solvents 50% of the time. Periodically works in confined spaces.

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

Female Prisoner work crews

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

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

Install, repair, service, and maintain mechanical equipment, electrical systems, air compressors, and air conditioning equipment, appliances; maintain power plant and security equipment; maintain, renovate and construct physical plant structures, etc.

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

The complex has been extensively modified to meet the needs and specifications of a women's correctional facility.

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

To maintain the physical plant and modify the physical plant as necessary to insure the facility can protect the public while providing prisoners a humane, orderly, safe and secure environment. This position is responsible for repairs to and maintenance of the equipment mechanical and electrical systems, facility structures and grounds.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Knowledge and skills typically acquired through completion of high school

EXPERIENCE:

Completion of a recognized vocational training program in mechanical or electrical trades or two years of assisting skilled trades workers in the mechanical or electrical trades; and three years of maintenance mechanic experience including one year equivalent to the Maintenance Mechanic E9

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the accepted practices, processes, materials and tools for the maintenance trades. Knowledge of pumps, electric motors, generators, pressure systems, water systems, steam systems and other equipment and systems found in state buildings and facilities. Knowledge in heating and cooling system service and maintenance. Knowledge of the occupational hazards and safety precautions of the building maintenance trades. Ability to maintain records and work from schematics, drawings, blueprints, etc. Ability to do routine mechanical and electrical maintenance. Ability to train others, determine work priorities and assign work to others.

CERTIFICATES, LICENSES, REGISTRATIONS:

Pesticide applicators license may be required.

EPA refrigeration certification may be 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.

None

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

2/26/2014

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