

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

Position Code 1. TRADINSEA53R

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-NEWBERRY CORRECTIONAL FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description TRADES INSTRUCTOR-E	10. Division Newberry Correctional Facility
5. Working Title (What the agency calls the position) Trades Instructor - Welding	11. Section Education
6. Name and Position Code Description of Direct Supervisor BURTT, JODY; SCHOOL PRINCIPAL-3 14	12. Unit
7. Name and Position Code Description of Second Level Supervisor GAY, HEATHER M; STATE ADMINISTRATIVE MANAGER-1 15	13. Work Location (City and Address)/Hours of Work 13743 E County Road 428, Newberry, MI/ 80 hours per pay period

14. General Summary of Function/Purpose of Position

Teach a technical trade to prisoners, administer appropriate tests and provide counseling to help prisoners-students complete the program. Eighty percent of work week is spent in direct supervision of prisoners within the perimeters of a Secure Level II Correctional Facility. The Welding Trades Class includes instruction in Oxy-Acetylene Safety, Oxy-Fuel Gas Welding, Brazing and Braze Welding, Oxy-Fuel Gas Cutting, Arc Welding Safety, Shield Metal Arc Welding, Gas Tungsten Arc Welding (TIG), Gas Metal Arc Welding (MIG) and Flux-core Arc Welding (FCAW).

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: 70**

Instructs

Individual tasks related to the duty:

- Instructs and overviews inmates in subject matter related to Welding.
- Gives individual and group instruction

Duty 2

General Summary: **Percentage: 10**

Use of Tools

Individual tasks related to the duty:

•Trains inmates/students in the use of tools of the trade, the proper care, use of materials and safety precautions.

Duty 3

General Summary: **Percentage: 10**

Lesson Plans

Individual tasks related to the duty:

- Plans instructional/workload for self and student
- Prepares lesson plans.
- Determines instruction methods.
- Arranges classes.
- Formulates test in theory and practice of the trade.

Duty 4

General Summary: **Percentage: 9**

Maintains and enforces institutional policies and procedures as it relates to recordkeeping, tool control maintenance requests, budget requests and school rules and procedures.

Individual tasks related to the duty:

- Maintains prison records.
- Maintains tool inventory and submit appropriate tool reports.
- Submits appropriate maintenance requests.
- Prepares budget and submits appropriate supply requests.

Duty 5

General Summary: **Percentage: 1**

Attends staff meetings.

Individual tasks related to the duty:

- Attends required staff meetings.
- Attends updates by MIOSHA.
- Attends appropriate professional development activities.

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

Makes all of the daily decisions when conducting Welding class. Determines what equipment is to be used and who is to work on the equipment. Makes decisions concerning conduct of the students. Makes decision on when a student has completed any part of the program and can advance to another part. Makes decisions that affect the clerks, tutors and porters who work for the instructor.

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

Purchases for Welding class Fiscal year budget processing Yearly training requirements. Manifest of equipment and

supplies into the facility. Work projects done by the welding program.

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.

Moving equipment, some bending/lifting. Some exposure to smoke and smells. Walking long distances in various weather conditions to work site daily.

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):

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

Essential duties require lifting and bending, carrying objects, handling various tools and equipment of the welding trades. Must be able to demonstrate and instruct in Oxy-Acetylene Safety, Oxy-Fuel Gas Welding, Brazing and Braze welding, Oxy-fuel gas cutting, arc welding safety, shield metal arc welding, gas tungsten arc welding and gas metal arc welding. Must be able to change tanks and do regular shop area maintenance. Must have the ability to read and produce related paperwork. Exposure to fumes and noise, and dust/dirt in shop area. Regular and unsupervised access to and direct contact with prisoners. Ability to walk a considerable distance within facility to work area.

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

No specific changes.

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

The technical school teaches prisoners skills in a variety of trades. This position is responsible for teaching welding skills.

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

EDUCATION:

Possession of an associate's degree in applied technology.

EXPERIENCE:

No specific amount or type is required. Alternate Experience and Education: Possession of an appropriate bachelor's degree, master's degree or vocational teacher certification may be substituted for the above requirements OR Education level typically acquired through the completion of high school and four years of recent experience in the practice of the specific trade or occupation to be taught, including six months of experience training others in the trade or occupation.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to instruct inmates, expert in trade related skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

none

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

9/10/2013

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