

**State of Michigan
Civil Service Commission**

Position Code

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 DEPARTMENT OF STATE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Branch Operations
4. Civil Service Position Code Description CARPENTER-A	10. Division Occupancy Services
5. Working Title (What the agency calls the position) Carpenter 10	11. Section Construction & Logistics
6. Name and Position Code Description of Direct Supervisor HUHN, ROY; BUILDING CON MGR-FZN	12. Unit Maintenance & Construction
7. Name and Position Code Description of Second Level Supervisor HALL, RODRICK J; DEPARTMENTAL MANAGER-1	13. Work Location (City and Address)/Hours of Work 1301 SUNSET AVE; LANSING, MI 48917 / Monday-Friday 7:30 a.m. - 4:30 p.m.

14. General Summary of Function/Purpose of Position

This advanced level carpenter is responsible for a variety of duties in the Department of State's carpenter shop. This position is responsible for the more complex, non-routine carpentry assignments and overseeing the work of lower-level carpenters in the work unit. Responsibilities also include building specialty cabinets and counters, work surfaces, special projects, and any advanced carpentry-affiliated work dealing with and assisting Department units in remodeling and preparing offices and exhibits. This position involves record keeping, procurement, and design without the benefit of drawings/blueprints and special assignments/projects that require analytical work in developing and scheduling work.

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: 55

Performs experienced-level carpentry duties to support building and remodeling of Secretary of State branch offices.

Individual tasks related to the duty:

- Works independently to layout, schedule, assign, and inspect work to assure conformance to specifications and project timing and delivery deadlines.
- Participate in planning meetings with departmental personnel.
- Provide technical assistance in the design of branch office layouts.
- Work directly with property analysts and section manager to accomplish assignments.
- Oversee lower-level carpenters, laborers and short-term workers to assure effective completion of assignments.
- Assigns and inspects work to crew members.
- Trains in proper work methods and processes.
- Assist in the design of special projects.
- Perform complex, non-routine carpentry assignments.
- Requisition and/or purchase supplies and materials to maintain an effective level of material inventory.
- Make recommendations regarding the purchase and replacement of equipment and/or tools.
- Arrange for proper storage of materials and supplies.
- Complete necessary forms, vouchers, invoices, disbursements and reports.
- Estimate time, materials, and labor required for projects.
- Perform related work appropriate to the classification as needed.

Duty 2

General Summary:

Percentage: 30

Construct and install countertops in branch offices.

Individual tasks related to the duty:

- Marks, cuts, and shapes materials to prescribed measurement.
- Assembles by fastening with nails, staples, dowels, and/or glue.
- Fits, installs, and maintains finished hardware such as locks and kick plates.
- Studies blueprints, sketches, and work orders to determine materials and equipment required for assigned work.
- Repairs and alters cabinets, standard and customer work surfaces, gates, doors, standard and custom filler, license plate carts, and kick boards to be installed in MDOS offices.
- Operates both hand and power tools such as table and panel saws, drills, joiners, sanders, routers, and other equipment of the carpentry trade.

Duty 3

General Summary:

Percentage: 10

Works with modular office systems and all related parts and standard office construction.

Individual tasks related to the duty:

- Moves and installs office system parts in accordance with plan and manufacturer's specifications.
- Assembles and installs pressed wood vinyl finished office furniture.
- Installs hard wall offices.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Maintain and repair hand and power tools and equipment by cleaning, oiling, setting, or other processes appropriate to the equipment.
- Cleaning the shop area in its entirety.
- Moving and rearranging stock using hand and powered machines.
- Unloading and stocking supplies.
- Other duties as assigned.

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

Given the diversity of the job functions required and the timelines for each project, most decisions are made at this level. Allocation of tasks, assignments, decisions regarding project priority, requests for materials and supplies.

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

Conflicts over priority, staff assignments, or material and supply acquisition issues, the Section Manager will be consulted. Requests for use of sick or annual leave time, requests for assistance from other staff/units, changes in priority.

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.

Heavy lifting, bending, standing, carrying. Working with glues, paints, cleaners, etc. dust, fumes, odors. Climbing ladders. Using power tools. Some work-related travel may be required. Wearing personal protection equipment, including masks may be required.

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>
	CARPENTER-E E9		CARPENTER-E E9
	CARPENTER-E E9		CARPENTER-E E9
	CARPENTER-E E9		CARPENTER-E 8

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.	Y	Assign work.
N	Provide formal written counseling.	Y	Approve work.
N	Approve leave requests.	Y	Review work.
N	Approve time and attendance.	Y	Provide guidance on work methods.
N	Orally reprimand.	Y	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 advanced level carpenter is responsible for a variety of duties in the Department of State's carpenter shop. This position is responsible for the more complex, non-routine carpentry assignments and overseeing the work of lower-level carpenters in the work unit. Responsibilities also include building specialty cabinets and counters, work surfaces, special projects, and any advanced carpentry-affiliated work dealing with and assisting Department units in remodeling and preparing offices and exhibits. This position involves record keeping, procurement, and design without the benefit of drawings/blueprints and special assignments/projects that require analytical work in developing and scheduling work.

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

Updating duties to reflect current language for reposting since position hasn't been posted for many years.

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

The Construction & Maintenance unit is fully responsible for the construction, deconstruction, assembly, fit, finish, and maintenance of all physical plant needs for the Michigan Department of State. This position directly supports that work area goal and task.

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:

Carpenter 10

Five years of experience in the carpentry trade, including one year equivalent to a Carpenter E9.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Skills and knowledge of custom cabinet construction, including the application of laminates
- Ability to communicate orally and in writing.
- Ability to estimate and project inventory needs
- Knowledge of standard practices, materials, tools, and equipment used in the carpentry trade.
- Knowledge of occupational hazards and safety precautions applicable to the work
- Ability to follow blueprints, specifications, and instructions
- Ability to make mathematical computations
- Skill in the use of tools and equipment of the carpentry trade

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.

N/A

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

2/4/2026

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