

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. PLUMBERAA48R

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-CARSON CITY FAC/CARSON CIT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description Plumber-A	10. Division Administration
5. Working Title (What the agency calls the position) Plumber	11. Section Business Office
6. Name and Position Code Description of Direct Supervisor PHYSICAL PLANT SUPERVISOR-2 Maintenance	12. Unit
7. Name and Position Code Description of Second Level Supervisor ADMINISTRATIVE MANAGER-3	13. Work Location (City and Address)/Hours of Work 10274 Boyer Rd., Carson City, MI 48811 / M-F

14. General Summary of Function/Purpose of Position

This position is responsible for ensuring all plumbing work is done using established methods and in compliance with local codes. This position supervises prisoner crews in repairs, installation and maintenance of equipment, and plans and lays out plumbing needs for this correctional facility.

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: 65

Supervise, direct and coordinate work of a crew of inmate plumbers.

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 practices.
- supervisor prisoner work crews.
- Exercise authority in maintaining discipline, promoting morale, and resolving grievances for prisoner work crews.
- Establish standards and review work performance.
- Be in direct contact with prisoners, supervising them in the performance of tasks and to enforce facility rules.

Duty 2

General Summary:

Percentage: 20

Work from plumbing diagrams, blueprints and sketches, install, modify and maintain all interior and exterior plumbing related items at this facility.

Individual tasks related to the duty:

- Trouble shooting plumbing problems
- Oversee installation of fixtures and appliances requiring plumbing hook-ups.

Duty 3

General Summary:

Percentage: 5

In conjunction with supervisor and other Department Heads, determine work to be accomplished. Assist in the establishment of standards of maintenance for plumbing systems and equipment if not already specified in applicable manuals.

Individual tasks related to the duty:

- Establish plans for accomplishment of maintenance and ensure that it is accomplished in a timely manner.
- Review work schedules and take necessary action to adjust the schedules to ensure all scheduled work is completed.

Duty 4

General Summary:

Percentage: 5

Plan, develop, and conduct such training as may be required to improve efficiency. 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:

- Train prisoner crews to assist in the installation and repair of plumbing fixtures and appliance.
- Monitor prisoner crews work performance for compliance with training techniques taught and make training adjustments as necessary

Duty 5

General Summary:

Percentage: 5

Prepare cost and material estimates, plans, and determines specifications for plumbing installations.

Individual tasks related to the duty:

- Prepares procurement requests for needed materials.
- Prepares estimated job costs.
- Estimates length of time an individual task may take

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

This position reviews work performance of prisoner work crew and makes decisions on proper methods and materials needed to achieve facility goals.

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

Decisions on major plumbing projects, policy and procedure questions and prioritizing work schedules.

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 performed is both inside and outside the security perimeter of the facility. This position requires physical effort such as climbing, bending and 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):

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

To maintain all plumbing systems of the institution by preventative maintenance, repair, and installation. This position is also responsible for the maintenance of all equipment which requires a plumber.

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

Due to the advancing age of the facility, a greater percentage of the work day is required within the security perimeter to maintain the physical plant. This results in greater prisoner contact for purposes of supervision and enforcing facility rules.

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

The purpose of this unit is to maintain, repair, and install all plumbing related systems and fixtures. This unit is also responsible for tool control, and storage of caustics and combustibles.

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:

Plumber 10

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have thorough knowledge of plumbing and maintenance repair of plumbing equipment.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a journey plumber's license issued by the State of Michigan.

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.

_____	12/26/2018
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