

**State of Michigan
Civil Service Commission**

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

Position Code

1. PLUMLICEA07R

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Field Services (BFS)
4. Civil Service Position Code Description PLUMBER LICENSED-E	10. Division Transportation Systems Management and Operations (TSMO)
5. Working Title (What the agency calls the position) Plumber Licensed	11. Section Facilities Administration and Operations
6. Name and Position Code Description of Direct Supervisor BAESE, GLEN W; BUILDING TRADES SUPERVISOR-2	12. Unit Facilities Maintenance/Trades
7. Name and Position Code Description of Second Level Supervisor SEVIGNY, DIANE L; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 7575 Crouner Drive, Lansing, MI 48917 / M-F, 7:30am-4:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

As a licensed master plumber for the Bureau of Field Services (BFS), Transportation Systems Management & Operations (TSMO)-Facilities Administration and Operations, Statewide Facilities Maintenance, this position is responsible for performing emergency, routine, and preventive maintenance on MDOT facilities. This position is responsible for obtaining permits and performs a full range of plumbing work as required by law for construction and remodeling projects. This position also assists and/or performs work related to other skilled trade professions and utilizes the computerized maintenance management system and/or work order process related to the construction, remodeling, emergency, routine, and preventive maintenance of MDOT facilities. This position also provides technical and operational support for and under the umbrella of BFS and TSMO's core functions and other duties as assigned.

The duties of this position require the incumbent to drive a vehicle and/or vehicle/trailer combination (e.g., multiple types of vehicle/trailer combinations) with a Gross Vehicle Weight Rating (GVWR) of up to or more than 26,001 pounds. Duties which require the use of these vehicles and/or vehicle/trailer combinations include, but are not limited to, general hauling of supplies, equipment, and material.

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: 60

As an experienced licensed master plumber, serve as a technical and operational liaison responsible for performing emergency, routine, and preventive maintenance on MDOT facilities.

Individual tasks related to the duty:

- Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems.
- Installs and repairs plumbing fixtures such as sinks, commodes, bathtubs, showers, water heaters, hot water tanks, garbage disposal units, dishwashers, water softeners, water coolers, air conditioners, and radiators.
- Installs, maintains, and repairs plumbing lines and fixtures using a variety of hand tools and such special equipment as mechanical and power drills, cutters, benders, threaders, and welders.
- Repairs and maintains plumbing, performing such tasks as replacing washers in leaky faucets, mending burst pipes, and opening clogged drains.
- Studies building plans and working drawings to determine materials needed, work aids required, and sequence of installations.
- Installs, modifies, and repairs new and existing high temperature water and high-pressure piping systems and equipment, such as steam heating, steam generating, flash and expansion tanks, condensate vacuum and circulating pumps, and radiators.
- Installs and maintains equipment and plumbing systems in food service areas such as dishwashers, cooking kettles, disposals, drainage systems, and grease traps.
- Installs, maintains, and repairs gas lines, stoves, hot water heaters, dryers, and other gas related equipment.
- Installs, services, and maintains fire extinguishers, hydrants, and sprinkler systems.
- Installs, modifies, and repairs hydraulic and pneumatic systems for the control and operation of systems, processes, or machinery.
- Collects water samples to test for hardness, iron, chlorine, and other conditions.
- Performs welding, fabricating, steam fitting, and pipe setting operations.
- Determines the layout, pitch, elevation, pressure reduction, expansion, and operation of various piping systems and equipment.
- Services and maintains both sanitary and storm sewers.
- Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking.
- Determines materials needed for most frequently occurring repair work, prepares requisitions, and monitors inventory.
- Cleans and maintains tools and performs routing maintenance on special equipment used in the work.
- Serves as the licensed plumber on-site at the construction or remodeling project.
- Obtains proper permits as required by law to carry out plumbing work on construction and remodeling projects.
- Arranges for state inspection and final approval of work projects according to state and national codes.
- Assists other skilled trade workers on projects requiring multiple trade specialty areas.
- Assists in training and overseeing the work of lower-level plumbers and others.
- Works with and contracts, retains, and oversees the work of contractors.
- Seeks and maintains knowledge of all current applicable codes, standards, and industry practices.
- Drives a truck for general hauling of supplies, equipment, and material. May include a vehicle or vehicle/trailer combination weighing up to or more than 26,001 pounds.
- Performs related work as assigned.

Duty 2

General Summary:

Percentage: 25

As a member of the statewide facilities maintenance team, performs, assists, and partners in work related to facilities maintenance including other skilled trade professions and performs other duties as assigned.

Individual tasks related to the duty:

- Attends meetings and participates in projects related to plumbing work. Participation includes provide plumbing maintenance input at the design stage and plan review.
- Participates in total project through construction and commissioning.
- Participates in all required safety training sessions and programs.
- Participates and supports all safety-related issues as presented by MDOT management, Michigan Occupational Safety and Health Administration (MIOSHA), and Michigan Department of Technology, Management, and Budget (DTMB) Safety and Health.
- Performs other and/or special assignments as necessary or as directed by management.
- Performs the installation, repair, and preventive statewide facilities maintenance at MDOT facilities.
- Completes daily vehicle inspections and mileage and records in the appropriate logbooks.
- Maintains parts stocked at the shop.
- Maintains shop and service trailer equipment, tools, and stock up to date, ready at all times for emergency calls.
- Orders and picks up materials for jobs.
- Performs carpentry work related to the emergency, routine, and preventive maintenance of MDOT facilities.
- Performs the installation, repair, and preventive maintenance of HVAC/HVACR systems at MDOT facilities.
- Assists other skilled trade professionals as needed.
- Provides technical and operational support for and under the umbrella of BFS and TSMO's core functions and other duties as assigned.

Duty 3

General Summary:**Percentage: 15**

Utilizes the computerized maintenance management system and/or manual work order process related to the construction, remodeling, emergency, routine, and preventive maintenance of MDOT facilities.

Individual tasks related to the duty:

- Provides pertinent and associated documentation as it relates to work at statewide facility locations.
- Compiles and properly codes activities (e.g., procurement cards, direct vouchers, purchase orders, etc.).
- Participates in work order documentation processes.
- Checks work orders daily utilizing the computerized maintenance management system and/or manual work order process.
- Completes written work orders of assigned tasks providing labor, material, travel data, and costs.
- Closes out work orders utilizing the computerized maintenance management system and/or manual work order process.
- Enters work data into computerized maintenance system in an accurate and concise manner.
- Assists lower level and peer group trades in the use of the computerized maintenance system.
- Enters data into computerized maintenance system for follow-up work orders.

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

Resolve day-to-day operational issues. Identify and recommend enhancements and improvements, and as approved, implement enhancements and improvements. Uses independent judgment applying the practices, tools, and techniques of the trade to specific work situations.

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

- Decisions that exceed the authority delegated to this position.
- Decisions that are significant in scope that would compromise department policy or credibility or have no precedence.
- Decisions impacting significant budget issues or significant organizational changes, etc.
- Setting priorities.
- Large equipment/tool purchases.
- Repairs that might have an adverse effect on the department's budget.
- Inventory control practices.
- Purchasing approval paths.
- Special, new, or unusual procedures.
- Questions relative to code compliance of a specific installation.

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.

Job duties require bending, twisting, stooping, kneeling, crouching, crawling, reaching, and physical exertion. Ability to travel and maneuver while performing the duties associated with the job; transport and utilize a 60-pound, 28-foot ladder and bend/stoop in confined spaces. Job duties require adherence to all safety rules and requirements including wearing personal protection equipment as designated by the department. Ability to travel throughout the state with overnight stays when necessary. Work may be performed from heights including the use of ladders, scaffolding, hydraulic towers, or in tunnels and crawl spaces including requiring an employee to work on high structures in excess of 40 feet from roof tops and/or bucket trucks and be exposed to inclement weather conditions. Some jobs require regular exposure to dirt, grease, and raw sewage. The job duties require an employee to transport heavy objects. Operate a vehicle or vehicle/trailer combination with a GVWR of up to or more than 26,001 pounds.

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?

As a licensed master plumber for the BFS, TSMO-Facilities Administration and Operations, Statewide Facilities Maintenance, this position is responsible for performing emergency, routine, and preventive maintenance on MDOT facilities. This position is responsible for obtaining permits and performs a full range of plumbing work as required by law for construction and remodeling projects. This position also assists and/or performs work related to other skilled trade professions and utilizes the computerized maintenance management system and/or work order process related to the construction, remodeling, emergency, routine, and preventive maintenance of MDOT facilities. This position also provides technical and operational support for and under the umbrella of BFS and TSMO's core functions and other duties as assigned.

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

Position Description update only direct supervisor has changed.

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

This position serves as a licensed master plumber and is responsible for performing emergency, routine, and preventive maintenance on MDOT facilities. This position serves as a licensed master plumber for the Department and is responsible for obtaining permits and performs a full range of plumbing work as required by law for construction and remodeling projects. Assists and/or performs work related to other skilled trade professions and utilizes the computerized maintenance management system and/or paperwork order process related to the construction, remodeling, emergency, routine, and preventive maintenance of MDOT facilities. This position also provides technical and operational support for and under the umbrella of BFS and TSMO's core functions and other duties as assigned.

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-Licensed E10

Four years of experience in the plumbing trade, including two years in the performance of skilled plumbing.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Plumbing codes, building codes, and manufacturing guidelines, which typically apply to the work assignment.
- Standard methods, materials, tools, and equipment of the plumbing trade.
- Water, steam, and gas heating units; sanitation and ventilation principles.
- Potential occupational hazards connected with plumbing work and the safety standards and practices which should be applied.
- Building or facility systems and other skilled trade functions.

Skill in:

- The use of the tools of the plumbing trade.
- The installation and repair of plumbing fixtures.
- Diagnosing the cause of plumbing problems.

Ability to:

- Communicate effectively with others including staff, vendors, and traveling public.
- Operate a vehicle or a vehicle/trailer combination with a GVWR of up to or more than 26,001 pounds.
- Plan and obtain supplies and materials needed to complete the job.
- Use computers.
- Interpret and apply blueprints, schematics, maintenance manuals, and assembly instructions to plumbing installations and problems.
- Study and comprehend new technology.
- Design plumbing systems.
- Select the proper tools and materials and plan a sequence of operations needed to complete a plumbing project.
- Accept direction and guidance on work methods.
- Maintain favorable, positive, professional relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a Commercial Learner's Permit upon appointment and possession of a valid Commercial Driver's License (CDL) Group A with either an N or X endorsement and no air brake restrictions within 12 months of the date of hire into the position.
- Possession of a master plumber's license issued by the State of Michigan is required.
- Requires continuous training/certification for the safe use of certain tools and equipment.

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.

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

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