

**State of Michigan  
Civil Service Commission**

**Position Code**

## 1. PLUMLICE

## **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 TECH, MGMT AND BUDGET - MB
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Facilities Administration
4. Civil Service Position Code Description Plumber Licensed-E	10. Division Building Operations
5. Working Title (What the agency calls the position) Master Plumber	11. Section East Region
6. Name and Position Code Description of Direct Supervisor VACANT; BUILDING TRADES SUPERVISOR-2	12. Unit Zone 13 / Center for Forensic Psychiatry
7. Name and Position Code Description of Second Level Supervisor BIRD, RICHARD W; FACILITIES SUPERVISOR-5	13. Work Location (City and Address)/Hours of Work Center for Forensic Psychiatry 8303 Platt Rd. Saline, MI / 8:00 a.m.-5:00 p.m. or variation

**14. General Summary of Function/Purpose of Position**

This is the experienced (master) level. The employee obtains permits and performs a full range of plumbing work as required by law for construction and remodeling projects. Serves as the licensed plumber on-site at the construction or remodeling project. The employee uses considerable independent judgment in making decisions without the availability of supervision and may assist in training lower-level plumbers. The employee will work in concert with other plumbers and trades to perform a full range of plumbing assignments for projects on state properties as required for maintenance, construction, and remodeling. The employee will utilize a wide range of power tools and other equipment appropriate to the work. Arranges for state inspection and final approval of work projects according to state and national codes. The employee will provide customer service with courtesy, respect, and attention to detail, work cooperatively with staff, and assure all staff are customer service oriented, expressing a positive and helpful outcome to projects and during daily interaction with tenants.

**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**

Obtains permits and performs a full range of plumbing work as required by law for maintenance, repair, and construction and remodeling projects.

**Individual tasks related to the duty:**

- Serves as the licensed plumber on-site at the construction or remodeling project
- Arranges for state inspection and final approval of work projects according to state and national codes.
- 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 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 routine maintenance on special equipment used in the work.
- May assist other skilled trades workers on projects requiring multiple trade specialty areas.
- May assist in training lower-level Plumbers and others.

**Duty 2**

**General Summary:**

**Percentage: 10**

Uses the computerized maintenance management system (CMMS)

**Individual tasks related to the duty:**

- Checks work orders daily using the computerized maintenance management system
- Closes out work orders using the computerized maintenance management system.
- Enters critical work data into Maximo in an accurate and concise manner.
- Assists lower level and peer group trades in the use of the eMaint system.
- Enters data into eMaint for follow-up work orders.

**Duty 3**

**General Summary:**

**Percentage: 10**

Participates in construction partnering

**Individual tasks related to the duty:**

- Attends meetings for and participates in projects related to plumbing.
- Participation includes providing input at the design stage and plan review.
- Participates and takes ownership in the total project through construction and commissioning.

**Duty 4**

**General Summary:**

**Percentage: 5**

Continuous safety training

**Individual tasks related to the duty:**

- Participates in all management required safety training.
- Participates and supports all safety-related issues as presented by the supervisor, MIOSHA or DTMB Safety and Health.
- Obtains recertification, as needed, for all required safety issues necessary to maintain an electrical license

**Duty 5****General Summary:****Percentage: 5**

Performs related work appropriate to the classification, as assigned

**Individual tasks related to the duty:**

- Performs special assignments as necessary or as directed by upper management.
- Assists other trades as needed.

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

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.**

Setting priorities, large equipment/tool purchases, repairs that might have an adverse effect on the department's budget, inventory control practices and purchasing approval paths, special, new or unusual procedures, and 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.**

Some jobs require regular and recurring exposure to dirt, grease, and raw sewage.

The job requires an employee to work from ladders, scaffolds, hydraulic towers, or in tunnels and crawl 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****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?**

Provides plumbing services on buildings to preserve the investment of the State of Michigan, DTMB.

Works in concert with other plumbers and trades to perform a full range of plumbing assignments for projects on state properties as required for maintenance, construction and remodeling.

Provides prompt and efficient customer service.

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

New.

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

The function of the work unit is to provide a safe, comfortable and cost-effective facility to allow our customers to provide their designated services to the people of the State of Michigan, and to provide maintenance and construction services on buildings to preserve the investment of the State of Michigan, DTMB

**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, 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.
- practices and methods of welding, steam fitting, and pipefitting.
- basic MIOSHA safety rules regarding tools, equipment, and methods used in this classification.

Skill in:

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

Ability to:

- sketch the arrangement and relationship of plumbing systems.
- interpret and apply blueprints, schematics, maintenance manuals, and assembly instructions to plumbing installations and problems.
- interpret and apply building and plumbing codes to assigned plumbing projects.
- study and comprehend new technology.

make mathematical computations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Possession of a master plumber's license issued by the State of Michigan.
- Some positions within this class series are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.
- Some positions in this job series may require 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.

NA

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

MICHAELA FABUS-MAIN

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.*

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Employee

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Date