

**State of Michigan
Civil Service Commission**

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

Position Code

1. PHYPSPV2

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-ADRIAN/GUS HARRISON FAC
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description Physical Plant Supervisor-2	10. Division Gus Harrison Correctional Facility
5. Working Title (What the agency calls the position) Physical Plant Superintendent	11. Section Business Office
6. Name and Position Code Description of Direct Supervisor SHAW, TIMOTHY R; ADMINISTRATIVE MANAGER-3	12. Unit Maintenance
7. Name and Position Code Description of Second Level Supervisor CAMPBELL, SHERMAN B; SENIOR EXECUTIVE WARDEN	13. Work Location (City and Address)/Hours of Work 2727 E. Beecher St. Adrian, MI 49221 / M-F, 7am-3:30pm (Hours may vary)

14. General Summary of Function/Purpose of Position

Supervise and direct the overall maintenance and construction operation, as well as act as the sanitation expert, alternate waste program manager and emergency maintenance coordinator at Gus Harrison Correctional Facility. This consists of approximately 120 acres of land and approximately 436,300 sq. ft. of building square footage. The facility houses approximately 1,100 inmates. Deal on a daily basis with employees, supervisors, department heads and the community. This position is also responsible for monitoring and providing documentation for all applicable ACA standards relating to the Physical Plant section to ensure reaccreditation every three years.

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: 35

Discuss, plan, and follow-up proposed construction or remodeling projects at facility with facility administrators, Physical Plant Division, representatives, DTMB representatives, Department of Labor inspectors, as well as construction agencies, equipment and material suppliers. Also prepare sketches, specification, and formulate cost estimates for time and materials on proposed work projects or major assignments.

Individual tasks related to the duty:

- Answering and making numerous phone calls
- Attending meetings with representatives listed above
- Follow-up on critical pieces of equipment or materials needed to maintain completion dates
- Filling out and submitting permit application for proposed projects as well as maintain files on all projects
- Keeping administrators up-to-date on status of projects and major assignments

Duty 2

General Summary:

Percentage: 10

Develop Maintenance Department spending plan and approve requisitions for materials, supplies and equipment. Maintain spending and procurement files. Write and enforce maintenance related Operating Procedures.

Individual tasks related to the duty:

- Keeping a running log of all maintenance and construction expenses
- Approve/disapprove requests for purchases of supplies or equipment
- Write Operating Procedures as needed
- Update ACA standard files
- Do Pen & Ink changes as necessary and make sure staff read Operating Procedures and Policy Directives and Sign signature sheets
- Monitor monthly spending reports and distribute to assistants for their review

Duty 3

General Summary:

Percentage: 25

Communicate with and assist subordinates, department heads, immediate supervisor, and member of the executive committee pertaining to any concerns or questions they might have, either directly, by phone, memorandum, or e-mail. Attend meetings and training sessions pertaining to my areas of responsibility.

Individual tasks related to the duty:

- Constant use of phone, computer
- Scheduling and attending training classes and making sure staff attend required training

Duty 4

General Summary:

Percentage: 30

Inspects completed maintenance work to assure compliance with all applicable codes, specifications and security concerns. Monitors the Preventive Maintenance Program as well as the overall maintenance micro main work order system to assure the maintenance needs of the facility is being addressed in a quick and efficient manner, and performs inspections, and reports as required by policy and/or procedure.

Individual tasks related to the duty:

- Monitoring end of month reports
- Monitoring work order log books
- Do walk through of facility discussing maintenance concerns with facility staff members and department heads

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

The developing of a spending plan involves an enormous amount of decision making that could greatly impact the maintenance operation of this facility. The planning and organizing of construction and remodeling projects, if not completed in a timely manner could impact movement or security of facility. Prioritizing of work orders could impact other department operations.

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

When a decision could have a serious impact on the operation of the facility, i.e., security risk or high monetary costs or when part of chain of command.

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.

Good vision – 100% of the time. Ability to walk and climb in order to access mechanical rooms, roofs and ceilings – 20% of the time. Manual dexterity in order to operate computer and access equipment panels to assist or inspect completed work assignment – 100% of the time. Work under extremely hot or cold weather conditions – 20% of the time. Good hearing in order to hear critical announcements, phone calls, or sirens – 100% of the time.

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?

Overall supervision of the Maintenance Department of this complex. This includes, but is not limited to, ensuring routine work orders are completed; ensuring that preventive maintenance is completed; making sure grounds keeping is done; writing Operating Procedures applicable to this area; ordering equipment and supplies; assigns staff to various jobs; provides staff work schedules and job descriptions; and tasks associated with ACA standards. This position also coordinates all construction, renovation remodeling projects as assigned by administrative staff. Also solicits Central Office approval for various projects involving large sums of money and/or requiring legislative approvals.

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

No change.

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

To provide maintenance and repair of all equipment, offer expertise in design renovations and changes, and maintain the grounds in an acceptable manner. This overall function is vital to every other area of the prison because it provides equipment repair to all areas to keep operations going. It maintains the grounds so areas are safe and free of snow and ice, and it offers expertise when renovations and improvements in physical plant are needed.

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:

Physical Plant Supervisor 13

Three years of experience as a supervisor of two or more skilled building trades; i.e., building construction, alteration, maintenance, and/or repair, including one year equivalent to a Building Trades Supervisor 11.

OR

Two years of experience equivalent to a Power Plant Supervisor 11 or Maintenance Mechanic Supervisor 11.

OR

One year of experience equivalent to a Physical Plant Supervisor 12.

OR

Six years of power plant operator or maintenance mechanic experience, including three years equivalent to a Power Plant Operator 10 or Maintenance Mechanic 10; six years of building trades experience, including three years equivalent to a Building Trades Crew Leader E10; or six years of skilled trades experience, including three years of crew leader experience equivalent to the 10 level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge in plumbing, carpentry, electrical, and general maintenance. Certification of licenses would help, by not necessarily mandatory.

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.

TIMOTHY SHAW

6/25/2026

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