

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. MAINMCHAD49R

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-CORRECTN CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Budget and Operations Administration
4. Civil Service Position Code Description MAINTENANCE MECHANIC-A	10. Division Central Office
5. Working Title (What the agency calls the position) Maintenance Mechanic	11. Section Green Oaks Training Center
6. Name and Position Code Description of Direct Supervisor ; STATE ADMINISTRATIVE MANAGER-1	12. Unit Green Oaks Training Center
7. Name and Position Code Description of Second Level Supervisor ; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 8701 East M-36, Whitmore Lake, MI 48189 / Monday-Friday / 7:00AM-3:30PM

14. General Summary of Function/Purpose of Position

This position installs, maintains, repairs, and inspects plumbing, mechanical systems, electrical systems, and other facility components utilizing themselves, other maintenance mechanics and/or contractors. The position is also responsible for installation, repair, and operations of the heating/chilled water systems to include but not limited to, boilers, chillers, pumps, tanks/heat exchangers, and HVAC equipment and systems. This position prepares reports and maintains records related to each of these systems.

The position orders materials, ensures all work meets required codes, trains, and supervises maintenance staff and other workers assigned to the facility. This position completes other assigned work orders, preventive maintenance work orders, prepares material and labor estimates to assure proper purchasing and distribution.

This position assigns work and oversees the work of contractors working on-site. The position inspects their work to assure proper installation, maintenance, and repair of equipment.

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

Ensures building, plumbing, mechanical and electrical systems in the Green Oaks Training Center are maintained in accordance with manufacturer's recommendations and maintained in accordance with departmental maintenance policies and procedures. Assigns work and oversees the work of contractors working on-site.

Individual tasks related to the duty:

- Constructs, alters, and repairs items and structures such as building and equipment framework, rafters, foundations, doors and frames, windows, interior and exterior surfaces and trim.
- Provides training to other maintenance workers and facility staff on how to operate building systems and how to report and repair items.
- Install, maintain, operate, and repair equipment, such as boilers, chillers, steam valves, steam traps, steam and water coils, unit heaters, water heaters, pumps, plumbing and electrical devices using hand and power tools.
- Installs and maintains HVAC equipment, air compressors, food service equipment, and other duties as assigned.
- Assigns work to contractors and other maintenance staff as necessary. Assures that work is completed to an accepted standard.
- Inspects work to ensure proper installation, maintenance, and repair of buildings and equipment.
- Maintains records and completes reports related to equipment and systems within the facility.

Duty 2

General Summary:

Percentage: 20

Develop drawings, material estimates, and work plans for construction and maintenance projects using proper building codes and best practices. Complete work orders in a timely manner. Maintain and develop reports and records.

Individual tasks related to the duty:

- Plans and completes assigned tasks by interpreting and applying building plans, specifications, blueprints, sketches, and other guides and codes necessary to complete specific tasks.
- Ensure work is completed to the standards required by the codes having jurisdiction and using best construction practices.
- Complete procurement requests for equipment, tools, and other materials as needed.
- Coordinate work with other staff to ensure timely completion of work orders and projects.
- Ability to read blueprints, service manuals, and operate necessary test equipment to maintain building, plumbing, mechanical, and electrical systems.
- Prepares materials and labor estimates to assure proper purchasing and distribution.

Duty 3

General Summary:

Percentage: 15

Maintain inventory, complete requisitions for supplies materials and tools. Complete training, payroll, work orders, and any other required paperwork in a timely manner.

Individual tasks related to the duty:

- Maintains and repairs equipment and tools. Prepare requisitions for materials and equipment needed to complete assigned tasks.
- Maintains working inventory of stock supplies and materials; to include repair parts need for equipment and security systems.
- Completes material lists for assigned tasks. Prepares material and labor estimates to assure proper purchasing and distribution. Interacts with vendors/suppliers and prepares requisition forms for processing.
- Completes weekly paperwork for all aspects of tool control, inventory control, hazardous material control, fire safety, and sanitation and job safety inspections.
- Maintains equipment and tools per manufactures requirements and ensure tools and equipment meet all safety standards.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Operates trucks and equipment for grounds maintenance and moving of equipment and materials.
- 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.

Determine the methods needed to ensure work complies with the required codes, rules, and/or regulations. Determine methods to utilize when completing tasks to ensure work quality meets or exceeds standard trade practices.

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

Work is performed upon approval by supervisor in reference to available funding for maintenance and projects. Work assignment orders are issued through verbal explanation, drawings, sketch, or blueprint. Decisions that may adversely affect the safety, security, or daily operations of staff, prisoners, the public, or a facility.

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.

Bending and reaching for extended periods.

Standing for long periods.

Working under stressful conditions.

May be exposed to hazardous work environments, inclement weather, tunnels and crawl spaces, on lifts and ladders for high structures, and contact with prisoners and patients.

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?

Perform the necessary maintenance, repairs, and operation of building, plumbing, mechanical, electrical systems, and grounds areas to sustain operations of the Green Oaks training Center.

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

Requesting to update position MAINMCHAD49R, in accordance with MCSC Regulation 4.01. The essential duties and tasks of this position have not changed. The update is to remove language regarding offenders and changing to contractors, as this position oversees the work of contractors working on-site.

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

Employees in this position will be working, completing alterations, maintenance and repair of buildings and equipment, and other assigned tasks. This will involve work such as mechanical, plumbing, electrical, masonry and concrete work, construction of walls, carpentry work, and other similar types of trade work. This position will also involve operation of a powerhouse and its associated systems.

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:

Maintenance Mechanic 10

Five years of experience assisting skilled trades workers in the mechanical or electrical trades, including one year equivalent to a Maintenance Mechanic E9.

Alternate Education and Experience

Maintenance Mechanic 8 - 10

Completion of a recognized program in vocational training for the mechanical or electrical trades may be substituted for two years of experience assisting skilled trades workers.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to perform the assigned tasks without any additional supervision. Ability to supervise and oversee on-site contractors and construction site supervisors.

CERTIFICATES, LICENSES,

REGISTRATIONS:

Mechanical or Electrical license preferred, but not required.

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.

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