

**State of Michigan
Civil Service Commission**

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

Position Code

1. REFRLICEA08R

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
4. Civil Service Position Code Description REFRIGERATION MECHANIC LIC-E	10. Division Transportation Systems Maintenance and Operations (TSMO)
5. Working Title (What the agency calls the position) Refrigeration Mechanic Licensed E10	11. Section Facilities
6. Name and Position Code Description of Direct Supervisor BAESE, GLEN W; BUILDING TRADES SUPERVISOR-2	12. Unit Building 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, 8:00am-5:00pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position serves as a licensed refrigeration and heating, ventilating, and air conditioning (HVAC) mechanic and is responsible for performing emergency, routine, and preventive maintenance on heating, cooling, and ventilation systems at Michigan Department of Transportation (MDOT) facilities statewide. This position is also responsible for obtaining proper permits, as required by law/appropriate building code regulations, and performing maintenance, repair, and installation of refrigeration, air conditioning, and humidity control systems. Assists and/or collaborates on maintenance/repair work related to other skilled trade professions and utilizes the computerized maintenance management system. This position also provides technical and operational facilities maintenance support for and under the umbrella of the Bureau of Field Services (BFS) core functions and other duties as assigned.

Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., multiple types of vehicle/trailer combinations) when performing general loading/unloading and transportation 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: 55

As an experienced refrigeration and HVAC mechanic, serve as a technical and operational liaison responsible for performing emergency, routine, and preventive maintenance on heating, cooling, and ventilation systems at MDOT facilities statewide.

This duty requires operating a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more.

Individual tasks related to the duty:

- Serve as the licensed refrigeration/HVAC mechanic (mechanical contractor) on-site at the construction or remodeling project.
- Obtain proper permits as required by law/building codes to carry out refrigeration mechanic work on the construction or remodeling project.
- Arrange for state inspection and final approval of work projects according to state and national codes.
- Install refrigeration, air conditioning, heating, pneumatic control, and humidity control systems.
- Perform maintenance and repairs on air conditioning, heating, pneumatic control, and humidity control systems.
- Work from blueprints, schematics, wiring diagrams, and other plans and specifications in order to independently construct, assemble, and install refrigeration equipment.
- Assist other skilled trade workers on projects requiring multiple trade specialty areas.
- Assist the supervisor in contracting work and overseeing the work of contractors to ensure contractor compliance with specifications related to new installations and maintenance of systems.
- Participate in the development, implementation, and oversight of inspections. Arrange for state inspection and final approval of work projects according to state and national codes.
- Seek and maintain knowledge of all current applicable codes, standards, and industry practices.
- Work with and contracts, retains, and oversees the work of contractors.
- Assist in development, implementation, and oversight of specifications, and assists with project estimating, scoping, and assessments.
- Drive 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.
- Perform related work as assigned.

Duty 2

General Summary:

Percentage: 30

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

This duty requires operating a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more.

Individual tasks related to the duty:

- Attend meetings and participate in projects related to plumbing work. Participation includes providing refrigeration/HVAC maintenance input, feedback, and recommendations at the design stage and plan review.
- Participate and comply with all safety-related issues as presented by MDOT management, Michigan Occupational Safety and Health Administration (MIOSHA), and Department of Technology, Management, and Budget (DTMB).
- Perform other and/or special assignments as necessary or as directed by supervisor/management.
- Perform installation, repair, and preventive maintenance services for various work orders received for MDOT facilities statewide.
- Complete daily vehicle inspections and mileage, and records in the appropriate logbooks.
- Maintain parts stocked at the shop.
- Maintain shop and service trailer equipment, tools, and stock up to date; ready at all times for emergency calls.
- Order and pick up materials for jobs.
- Perform work related to facilities maintenance as instructed by the supervisor and management.
- Assist and/or collaborate with other skilled trade professionals and/or maintenance mechanics, as needed.
- Participate in facility assessments and provide assistance with project scoping and estimating.

Duty 3

General Summary:

Percentage: 10

Utilize the computerized maintenance management system, work order process, and/or other necessary reporting related to the construction, remodeling, emergency, routine, and preventive maintenance of MDOT facilities.

Individual tasks related to the duty:

- Provide pertinent and associated documentation as it relates to work at statewide facility locations.
- Compile and properly code activities (e.g., procurement cards, direct vouchers, purchase orders, travel logs, etc.).
- Enter work data into and comply with departmental standards for the use of the computerized maintenance system.

Duty 4**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Participate in regular, ongoing professional development.
- Participate in departmental, division, and bureau meetings.
- 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.

Resolve day-to-day operational issues. Identify and recommend enhancements and improvements, and as approved, implement enhancements and improvements. Use 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 and purchasing approval paths, special/new/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.

Job duties require bending, twisting, stooping, standing, sitting, climbing, balancing, kneeling, crouching, crawling, reaching, walking, and physical exertion. Ability to travel statewide with overnight stays when necessary and maneuver while performing the duties associated with the job; lift, carry, and climb a 60-pound, 28-foot ladder. Job duties require adherence to all safety rules and requirements including wearing personal protection equipment as designated by the department. Ability to communicate with a wide diversity of individuals at all levels both internal and external to the department. Work may be performed from ladders, hydraulic towers, or in tunnels and crawl spaces. The work requires regular and recurring exposure to gas, dirt, grease, chemicals, and electricity. Some jobs expose employees to unpleasant and noxious fumes and odors, chemicals, high-pressure laboratory system, biological materials, and exposure to disease, radiation, and toxic chemicals. Some jobs require 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. Be available outside normal working hours for maintenance/emergency operations, in all weather conditions. This position is required to operate a vehicle or vehicle/trailer combination with a GVWR of 26,001 pounds or more.

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?

This position serves as a licensed refrigeration and HVAC mechanic and is responsible for performing emergency, routine, and preventive maintenance on heating, cooling, and ventilation systems at MDOT facilities statewide. This position is also responsible for obtaining proper permits, as required by law/appropriate building code regulations, and performing maintenance, repair, and installation of refrigeration, air conditioning, and humidity control systems. Assists and/or collaborates on maintenance/repair work related to other skilled trade professions and utilizes the computerized maintenance management system. This position also provides technical and operational facilities maintenance support for and under the umbrella of the BFS core functions and other duties as assigned.

Operate a vehicle or vehicle/trailer combination with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more (e.g., multiple types of vehicle/trailer combinations) when performing general loading/unloading and transportation of supplies, equipment, and material.

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

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

This position serves as a licensed refrigeration and HVAC mechanic performing emergency, routine, and preventive maintenance on MDOT facilities. This position serves as a licensed refrigeration mechanic for the department and is responsible for obtaining proper permits as required by law and performing skilled assignments involving installation of refrigeration, air conditioning, and humidity control systems as required by law as a part of construction and remodeling projects. 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.

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:

Refrigeration Mechanic-Licensed E10

Four years of experience in the refrigeration mechanic trade, including two years performing skilled refrigeration mechanic assignments.

Alternate Education and Experience

Refrigeration Mechanic-Licensed E10 - 11

Completion of a refrigeration mechanic's vocational training program that included commercial or industrial level instruction may be substituted for two years of experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- The theory, methods, practices, tools, and equipment of the refrigeration mechanic's trade.
- Qualities, properties, and uses of the various refrigerant fluids and associated chemicals.
- Operating principles and characteristics of the various types of refrigeration, pneumatic control, and air conditioning systems.
- Basic electricity and electrical and solid-state control systems.
- Building or facility systems and other skilled trade functions.

Skill in:

- The use of mechanics', electricians', and plumbers' tools used in the trade.

Ability to:

- Operate a vehicle or a vehicle/trailer combination with a GVWR of up to or more than 26,001 pounds.
- Apply the theory, technique, principles, and processes of the refrigeration mechanic's trade.
- Apply shop mathematics to practical problems such as computing dimensions and laying out work.
- Read, understand, and work from blueprints, specifications, and schematics.
- Research, study, and comprehend new technology.
- Accept direction and guidance on work methods.
- Communicate effectively when working others.
- Maintain favorable, positive, professional relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a Mechanical Contractors license is required at the time of hire into the position. Continuing employment requires possession of a Mechanical Contractors license with classifications 2, 5 and 7 which must be obtained within 12 months from the date of hire into the position and must maintain throughout employment in the position.
- Possession of a Commercial Learner's permit at the time of hire. Continuing employment requires possession of a Commercial Driver's License (CDL) Group A with an N or X endorsement and no air brake restrictions which must be obtained within 12 months from the date of hire into the position and must maintain throughout employment in the position.
- Possession of universal certification in compliance with Section 608 of the Clean Air Act of 1990 as amended which must be obtained within three months from the date of hire into the position and must maintain throughout employment in the position.
- Continuous training/certification for the safe use of certain tools and equipment is 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.

CHRISTINA TIJERINA

Appointing Authority

8/26/2025

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

Employee Date