

1. Position Code
REFRMCHAA09R

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

Federal privacy laws and/or state
confidentiality requirements protect
a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Corrections/4741
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Classification of Position Refrigeration Mechanic –A (10)	10. Division Macomb Correctional Facility
5. Working Title of Position (What the agency titles the position) Refrigeration Mechanic	11. Section Administration
6. Name and Classification of Direct Supervisor Michael Backlas, Physical Plant Supervisor-12	12. Unit Maintenance
7. Name and Classification of Next Higher Level Supervisor Todd Vohnhiltmayer, Administrative Manager-3 14	13. Work Location (City and Address)/Hours of Work 34625 26 Mile Road, New Haven, MI 48048

14. General Summary of Function/Purpose of Position This position has 50% or more prisoner contact/supervision and/or is in the secured area of the facility. Maintain refrigeration and air conditioning systems for the facility. Maintain records for EPA on refrigerant use and recovery. Oversee the work of prisoner crews performing assignments.
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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1

% of Time 50

Maintain facility AC units, refrigeration, freezers, water coolers, ventilation systems, heating systems, backup propane gas systems, HVAC systems and maintain ice machines.

Individual tasks related to the duty.

- Check the Freon charges, adjust TXV valves, replace them when needed.
- Repair leaks, adjust controlled for temperature control.
- Charge compressor and all parts of the systems.
- Clean all condensers on a regular time schedule.
- Conduct preventive maintenance on all walk-in coolers and freezers, etc.
- Clean and adjust ice machines in Food Service and Food Tech class.
- Repair when needed.
- Supervise inmates on these tasks.

Duty 2

General Summary of Duty 2

% of Time 20

Provide instructions and training to inmate crews in the proper methods used to install or repair refrigeration, air conditioning and heating systems. Responsible for changeovers in Freon usage and maintenance according to EPA laws.

Individual tasks related to the duty.

- Interpreting work request assignments for repair or installation to workers.
- Inspect and review job performance by observing and critiquing work techniques and completed assignments.
- Provide instructions in the proper methods of brazing, refrigerant recovery, vacuum pumping systems, recharging systems and troubleshooting problems, etc.
- Instruct crew regarding the use of safe practices and methods so that the safety of persons and property are not jeopardized.
- Teach the theory and participles of the mechanical refrigeration cycle including, super heat, pressure temperature relation.
- Explain properties and uses of various refrigerant and the federal laws concerning their use and recovery.

Duty 3

General Summary of Duty 3

% of Time 10

Responsible for preparation of pertinent documentation.

Individual tasks related to the duty.

- Develop plans and determine estimates for equipment and materials needed to complete required installation and repair projects.
- Maintain records for the Preventive Maintenance Program.
- Maintain records for refrigerant usage as required to comply with federal EPA laws.
- Maintain records for removal of banned refrigerant and the record of the new Freon in the systems per EPA.

Duty 4

General Summary of Duty 4

% of Time 20

Repair refrigeration and AC units.

Individual tasks related to the duty.

- Work from blueprints, schematics and wiring diagrams to repair AC and refrigerator units.
- Troubleshoot controls of all kinds.
- Teach inmate crews to troubleshoot the unit for their repair.

Duty 5

General Summary of Duty 5

% of Time _____

Individual tasks related to the duty.

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Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Individual responsible for making independent decisions pertaining to the operation and repair of refrigeration, ice making and AC equipment.

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

Supervisors review is required on all purchases. Any changes that would have to be made in the physical plant as a result of major repairs or remodeling projects must also be approved.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

The job regularly requires walking, climbing stairs, lifting heavy objects and working off ladders and raised platforms as well as occasionally working in confined spaces. Due to the effect of extreme temperatures have on refrigeration and air conditioning system it is common to have to work on rooftop units in extreme temperatures. The job also requires exposure to dirt, grease, oil and gas. EPA regulated gases, Freon, etc. The duties may also require lifting and moving heavy objects.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility 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.

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

- 22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?**
Yes.

- 23. What are the essential duties of this position?**

This employee would be responsible for the proper operation, repair, planned maintenance and installation of all air conditioning, refrigeration, heating, air handling and related equipment, including Food Service equipment.

- 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?**

The work area is the complete maintenance of a correctional facility. This includes, HVAC maintenance, plumbing, electrical, building maintenance and food service equipment repair and complete physical plant operations. This position is an integral part of the physical plant operation.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Educational level typically acquired through completion of high school.

Equivalent combinations of education and experience that provide the required knowledge, skills and abilities will be evaluated on an individual basis.

EXPERIENCE:

Five years of experience in the refrigeration mechanic trade, including one year equivalent to a Refrigeration Mechanic E9

ALTERNATE EDUCATION AND EXPERIENCE

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:

Considerable knowledge of heating, ventilation, refrigeration and air conditioning. Use of proper equipment, gauges, Freon recovery equipment, etc. Proper use of hand tools, proper knowledge of safety skills and ability to instruct others.

CERTIFICATES, LICENSES, REGISTRATIONS:

Some positions 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 may be assigned maintenance, service, repair, or disposal duties that could reasonably be expected to release refrigerants into the atmosphere requiring certification in compliance with Section 608 of the Clean Act of 1990, as amended.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. ***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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date

