

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

**Position Code**

1. STPLJCKEA19R

## 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.

|                                                                                                                                                                        |                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2. Employee's Name (Last, First, M.I.)</b>                                                                                                                          | <b>8. Department/Agency</b><br>TECH, MGMT AND BUDGET - IT                                                                                                                                           |
| <b>3. Employee Identification Number</b>                                                                                                                               | <b>9. Bureau (Institution, Board, or Commission)</b><br>Center for Shared Solutions                                                                                                                 |
| <b>4. Civil Service Position Code Description</b><br>STEEPLEJACK-E                                                                                                     | <b>10. Division</b><br>MPSCS                                                                                                                                                                        |
| <b>5. Working Title (What the agency calls the position)</b><br>Steeplejack 7-9                                                                                        | <b>11. Section</b><br>Support Services - North                                                                                                                                                      |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>Hodge, Greg; MAINTENANCE MECHANIC SPV-1 <u>OR</u><br>Salziger, Nathan; MAINTENANCE MECHANIC SPV-1 | <b>12. Unit</b><br>Tower and Site Services (East OR West region)                                                                                                                                    |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>ANWAY, RODNEY; DEPARTMENTAL MANAGER-3                                                       | <b>13. Work Location (City and Address)/Hours of Work</b><br>8113 Belmont Ave. NE, Belmont, MI 49306 <u>OR</u><br>6951 Crowner Drive, Lansing, MI 48913<br>7:00 a.m. – 6:00 p.m., Monday – Thursday |

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

This position has responsibilities in the preventive maintenance and repair of site equipment in the Michigan Public Safety Communications System (MPSCS). This position requires high knowledge in the area of repairing and purchasing replacement parts for the equipment. This position would install and oversee the installation of current or new site equipment to manufactures standards. This position may require overnight travel, on-call, or overtime during the course of their duties.

**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: 30**

Work on elevated structures and towers supporting communication equipment.

**Individual tasks related to the duty:**

- Installs and maintains radio towers and their associated antennas and transmission lines.
- Climbs and inspects the tower and guy wires when applicable, antennas and their associated transmission lines, electronic strobe lights and their associated AC lines, side marker lights, microwave dishes and associated transmission lines.
- Replace light bulbs in strobes and marker lights at a pre-determined time.
- Repairs guy lines, romax lines, antenna, and co-axial transmission lines by removing damaged parts and cutting, splicing, and soldering new parts into place.
- Installs and repairs electrical wiring and fixtures damaged by weather and normal deterioration on towers.
- Use the Anritsu Site Master FDR (Frequency Domain Reflectometer) test equipment for checking the performance of transmission lines and antennas, a Pentax Reflectometer for checking of proper tension on guy wires, and a ground resistance megger to ensure proper ground resistance of tower and related equipment.

**Duty 2**

**General Summary:**

**Percentage: 15**

This position has responsibilities in preventive maintenance and repair of site equipment in the Michigan Public Safety Communications System (MPSCS). This position requires high knowledge in the area of repairing and purchasing replacement parts for the equipment. This position would install and oversee the installation of current or new site equipment.

**Individual tasks related to the duty:**

- Using the MPSCS Enterprise Asset Management System (EAM) database, this person maintains records, which expedite periodic inspections, allows proper inventory of materials, and permits future reference for recurring problems or conditions.
- Prints out work orders for the planned preventive maintenance and any repairs that are needed.
- Completes preventive maintenance and work orders.
- Keeps track of all inventories and records it in EAM.
- Installs and maintains remote control lines and circuits.
- Maintains proper storage and handling of hazardous materials.
- May be required to drive a vehicle 10,001 pounds, but not to exceed 26, 000 lbs.
- Other Administrative Duties as assigned.

**Duty 3**

**General Summary:**

**Percentage: 15**

Responsible for all equipment shelters at each site.

**Individual tasks related to the duty:**

- Inspects and repairs concrete foundations and stoops.
- Inspects and re-caulks parting lines and seams on outside of shelter.
- Maintain and inspect the shelter walls, floor, and roof inside and out,
- inspect and paint all doors, vent louvers, and related parts when needed.
- Re-coat the outside walls and roof.
- Maintains, inspects, and repairs all main and backup electrical lights and associated equipment inside and the security light outside of shelter.
- Inspect, maintain, and repair the fire and smoke alarm system.
- Responsible for inspecting and keeping fire extinguishers operational and fully charged by keeping an inspection tag on each extinguisher.

**Duty 4**

**General Summary:**

**Percentage: 15**

Responsible for the heating, ventilation, air conditioning units and related equipment.

**Individual tasks related to the duty:**

- Maintain, inspect, and make minor repairs according to a pre-planned maintenance schedule.
- Change air filters, inspect all related components, adjust, and lubricate moving parts.
- Inspect and clean condenser and compressor coils when needed.
- Inspect and straighten any bent coil fins.
- Inspect and clean upper and lower condensation drain tubes, monitor, and record temperature of cooling air.
- Inspect heating coils for proper heating; perform a lead-lag procedure on both units to insure proper switching operation.

**Duty 5****General Summary:****Percentage: 15**

Responsible for the generator, propane gas tank and associated equipment that provides emergency back-up power for the site.

**Individual tasks related to the duty:**

- Maintain, inspect, and make minor repairs to generators, transfer switches, engines, and related parts for proper operation.
- Change oil and filter, battery, and anti-freeze according to maintenance schedule.
- Test the emergency operation of the generator.
- Record the hours of generator operation and propane fuel level for future maintenance and re-filling.
- Check with the Network Communications Center each Monday to verify proper run, transfer, re-transfer, and shutdown.

**Duty 6****General Summary:****Percentage: 10**

Responsible for site property and associated equipment.

**Individual tasks related to the duty:**

- Perform ground maintenance work around tower sites.
- Maintains, inspects, and makes repairs to the fences, gates, driveways, and grounds.
- Use a liquid and a pellet herbicide vegetation killer around the site to control growth.
- Trim any trees or limbs that are encroaching on the tower or guy wire area.

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

Decisions impacting day-to-day work, including handling of safety or hazardous materials, and working safely on high structures. Independent decisions made can affect the site performance, which affects the public safety officers' communications

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

Making decisions of when to shutdown site for repair, maintenance, and for reporting unsafe conditions.

**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.**

This position requires an individual to be exposed to the hazards of radio transmitting support structures up to 485 feet, including electrical and RF energy hazards and to work in close proximity to heavy earth moving equipment throughout Michigan's climatic seasons.

**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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> 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 needs a thorough knowledge of steel structures, their electrical systems, and the procedures needed to construct, modify, repair, and maintain, such structures and associated equipment. Some computer based operating knowledge.

Critical Job Role: to provide installation, repair, and maintenance to communications towers, antenna systems, and related components to State of Michigan RF and MW systems.

Required Competencies: Safety Awareness, Tech/Prof. Knowledge & Skills, Quality Orientation, Integrity/Honesty and Communication.

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

The essential duties and tasks of this position have not changed, the update is Steeplejacks may be required to drive a vehicle 10,000 pounds, but not to exceed 26, 000 lbs resulting in the possession of Medical Examiners Certification requirement and needing a subclass of MEDICAL CRT.

CPR is now also required for all Steeplejacks.

Update Certificates, Licenses and Registrations Section for after successful employment, the following trainings and certifications that shall be provided/maintained by both the employer and employee.

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

The Tower and Site Services Unit has the responsibility of maintenance and repair of the Michigan Public Safety Communications System sites, including towers, shelters, generators, HVAC (Heating, Ventilation and Air Conditioning) and site property.

**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:**

**Steeplejack 7**

No specific type or amount is required.

**Steeplejack 8**

Two years of experience assisting skilled trades workers in the Steeplejack trade.

**Steeplejack E9**

Four years of experience in the installation, erection, maintenance, repair, painting, dismantling, and inspection of unusually high structures (such as bridges and radio towers), including two years of experience equivalent to a Steeplejack 8.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge and experience on tower rigging, climbing equipment, safety procedures and practices, electrical wiring skills and knowledge, troubleshooting electrical problems experience, familiarization with steel structures, and the use of mechanical and electrical tools.
- Physical ability to work on high structures at unusual heights (50' to 500'), possibly under extreme weather conditions and environment conditions of work site.
- Ability to lift 50 pounds, move heavy objects, and traverse rough terrain.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- MSP Background Check
- Valid driver's license
- CPR Certification
- Possession of Medical Examiners Certification Required.

After successful employment, the following trainings and certifications shall be provided/maintained by both the employer and employee (as applicable):

- Tower Competent Climber Certification
- Tower Competent Rescuer Certification
- Tower Competent Rigger Certification
- CPR and First Aid Certification
- RF exposure safety Certification
- EPA 608 Certification for Refrigerants (HVAC Units)

**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.***

SHANITRA FLUELLEN

6/24/2026

\_\_\_\_\_  
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.***

\_\_\_\_\_  
Employee

Date