State of Michigan
Civil Service Commission

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

Position Code
1. ELECTRNAA10R

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-LAKELAND MEN'S FACILITY
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Correctional Facilities Administration
4. Civil Service Position Code Description ELECTRICIAN LICENSED-A	**10. Division** Lakeland Correctional Facility
5. Working Title (What the agency calls the position) Licensed Electrician	**11. Section** Business Office
6. Name and Position Code Description of Direct Supervisor MARQUART, RYAN; PHYSICAL PLANT SUPERVISOR-2	**12. Unit** Maintenance
7. Name and Position Code Description of Second Level Supervisor MORRELL, JOHN D; ADMINISTRATIVE MANAGER-3	**13. Work Location (City and Address)/Hours of Work** 141 1st St., Coldwater, MI 49036 / 80 Hours Biweekly

14. General Summary of Function/Purpose of Position

Oversee and assist the electrical needs of Lakeland Correctional Facility. Direct operations of the electrical shop which includes the prisoner work crews. Responsible for tools and equipment. Maintain electrical service, communication and security systems for the facility. New electrical installations. This position is the recognized resource to inspect and ensure all work complies with state and local regulations and applicable standards. This is a drug and alcohol tested position.

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:** **65**

Directs, performs and assists staff and prisoner work crews in all phases of electrical installations, maintenance and remodeling.

Individual tasks related to the duty:

Supervise prisoner work crews.
• Ensure safety of workers and staff.
• Work with supervision on all projects.
• Installation of equipment and fixtures.
• Compliance with all state and local codes.
• Tool, caustic and key control.

Duty 2

General Summary: **Percentage:** **20**

Maintain emergency power sources and communication systems. Install equipment and parts when needed. Test and check all electrical systems on a regular basis.

Individual tasks related to the duty:

Provide preventative maintenance to power sources, communication and institutional security systems.
•Repair equipment and fixtures.
•Perform diagnostic operations.

Duty 3

General Summary: **Percentage:** **10**

Repair equipment. Repair lights, kitchen equipment and perimeter lighting.

Individual tasks related to the duty:

Receive, review and sign off on completed work orders
•Diagnose the problem.
•Determine materials and tools needed to accomplish the repair.
•Issue materials from stock inventory
•Direct the work of prisoners

Duty 4

General Summary: **Percentage:** **5**

Ordering, record keeping and paperwork. Other duties as assigned.

Individual tasks related to the duty:

Process prisoner payroll on a monthly basis.
•Obtain estimates and prepare requisitions to purchase necessary parts, tools, etc to perform job duties.
•Process prisoner work reports.
•Prepare and submit progress reports.
•Prepare tool reports.
•Maintain vehicle log
•Order parts as needed and track the orders

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

Assess work for compliance with applicable building and health codes. Determine what materials are needed to perform duties. Determine prisoner work assignments. Supervise prisoner work crews ensuring conformance with all institutional and departmental rules and procedures. Make decisions while performing job duties on a daily basis that will affect the overall prison population and the security of the facility.

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

Priorities. Safety. Work schedules. Expenditure of funds. Operational changes that effect the security and safety of the facility. Required permits.

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.

Standing, sitting, climbing, stooping, reaching, writing and communication on a continuous basis. Wet cold, hot, noisy and smokey exposure intermittently. Working from lift platforms and scaffold. Face to face prisoner contact on a continual basis. This position has regular unsupervised access to and direct contact with prisoners.

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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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?

Maintain systems to ensure continual operation of the secure correctional facility. Supervise prisoner workers who assist with these duties.

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

Position description update.

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

The function of the work area is to maintain the physical plant of the facility through the completion of work orders and projects. This position is assigned various work orders and projects to complete this function.

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:

Electrician Licensed 10
One year of electrical trade experience equivalent to an Electrician Licensed 9.

KNOWLEDGE, SKILLS, AND ABILITIES:

Good communication skills, ability to complete assignments and adapt to the facility's needs. Ability to instruct and work directly with prisoners on a daily basis. Knowledge of electrical codes. Ability to use tools associated with the work. Ability to read and understand diagrams, maintenance manuals and instructions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a Journeyman electrician's license or Master Electrician.

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.

None - Updating PD

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

CHERI NORTON — **Appointing Authority**

10/28/2026 — **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