CS-214
REV 8/2007

1. Position Code

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.

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** Technology, Management & Budget
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** State Facilities Administration
4. Civil Service Classification of Position Electrician Licensed E9	**10. Division** Building Operations
5. Working Title of Position (agency titled position) Electrician-9	**11. Section** East Region
6. Name and Classification of Direct Supervisor Christopher Sloan, Building Trades Supervisor 12	**12. Unit** Zone 13 / Center for Forensic Psychiatry
7. Name and Classification of Next Higher-level Supervisor Richad Bird, Facilities Supervisor 14	**13. Work Location (City and Address)/Hours of Work** Center for Forensic Psychiatry 8303 Platt Road Saline, Michigan 7:00 a.m. – 4:00 p.m. or some variation

14. General Summary of Function/Purpose of Position

This is the experienced (journeyman) level. The employee performs a full range of electrician assignments using independent judgment to make decisions requiring the application of procedures and practices to specific work situations. The employee will work in concert with other Electricians and trades to perform a full range of electrician assignments for projects on state properties as required for maintenance, construction and remodeling. The employee will use a wide range of power tools and other equipment appropriate to the work. The employee will provide customer service with courtesy, respect and attention to detail, work cooperatively with staff, and assure all staff are customer service oriented, expressing a positive and helpful outcome to projects and during daily interaction with tenants.

DART - This position is considered safety sensitive due to the nature of the work performed and will be DART (Drug and Alcohol Random Tested) designated.

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15. Please describe your <u>assigned</u> duties, percent of time spent performing each duty, and explain what is done to complete each duty.

<u>Duty 1</u>

General Summary of Duty 1 **% of Time** **70**

Performs a full range of electrician assignments

Individual tasks related to the duty.

- Studies blueprints and schematics and determines methods, materials, and equipment needed to complete the assignment.
- Connects wires to plugs, switches, controls, light fixtures, traffic controls, appliances, motors, breaker panels, and switchboards.
- Splices wires by stripping insulation from wire leads, twisting, clamping, and/or soldering leads together and applying insulating terminal caps using a variety of hand tools; makes underground waterproof splices.
- Disassembles, repairs and reassembles or replaces defective electrical equipment such as plugs, switches, outlets, controls, ballasts, motors and appliances using hand tools, test equipment, and service manuals.
- Tests installations to check and ensure continuity of the circuit, and the compatibility and safety of all components using test equipment such as an ohmmeter, ampmeter, voltmeter, oscilloscope, or battery buzzer.
- Measures, cuts, bends, threads, assembles, and installs electrical conduit, junction, switch, outlet boxes, and switch boards using hand tools and such special equipment as mechanical drills, cutters, benders, and threaders.
- Cleans and lubricates equipment, and maintains records on equipment status and maintenance.
- Installs and repairs light fixtures, electrical controls, security cameras, motors, and appliances using hand tools and electric drills.
- Inspects and evaluates electrical equipment to ensure that it operates efficiently and safely; determines whether equipment and new installations meet requirement of the National Electric Code.
- Pulls wire through conduit.
- Determines materials needed for most frequently occurring repair work, prepares requisitions, and monitors inventory.
- Cleans and maintains tools and performs routine maintenance on special equipment used in Electrician's work.
- May assist in training others.

<u>Duty 2</u>

General Summary of Duty 2 **% of Time** **10**

Uses the computerized maintenance management system

Individual tasks related to the duty.

- Checks work orders daily using the computerized maintenance management system (CMMS).
- Closes out work orders using the computerized maintenance management system.
- Enters critical work data into the CMMS in an accurate and concise manner.
- Assists lower level and peer group trades in the use of the CMMS.
- Enters data into the CMMS for follow-up work orders.

<u>Duty 3</u>

General Summary of Duty 3 **% of Time** **10**

Participates in construction partnering

Individual tasks related to the duty.

- Attends meetings for and participates in projects related to electrical work.
- Participation includes providing electrical maintenance input at the design stage and plan review.
- Participates and takes ownership in the total project through construction and commissioning.

Duty 4

General Summary of Duty 4 **% of Time** **5**

Continuous safety training

Individual tasks related to the duty.

- Participates in all management required safety training.
- Participates and supports all safety-related issues as presented by the supervisor, MIOSHA or DTMB Safety and Health.
- Obtains recertification, as needed, for all required safety issues necessary to maintain an electrical license.

Duty 5

General Summary of Duty 5 **% of Time** **5**

Performs related work, as assigned

Individual tasks related to the duty.

- Performs special assignments as necessary or as directed by upper management.
- Assists other trades as needed.

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.

Uses independent judgment applying the practices, tools and techniques of the trade to specific work situations.

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

Setting priorities, large equipment/tool purchases, repairs that might have an adverse affect on the department's budget, inventory control practices and purchasing approval paths, special, new or unusual procedures, and questions relative to code compliance of a specific installation.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position?

Work may be performed from ladders or hydraulic lifts in high voltage areas.

Some jobs require an employee to work on high structures and be exposed to inclement weather conditions.

The job duties may require an employee to climb ladders, or to bend or stoop in confined spaces.

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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

NAME	CLASS TITLE	NAME	CLASS TITLE

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?

Provides Electrician services on buildings to preserve the investment of the State of Michigan, DTMB.

Works in concert with other Electricians and trades to perform a full range of electrician assignments for projects on state properties as required for maintenance, construction and remodeling.

Provides prompt and efficient customer service.

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

Filling vacancy.

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

The function of the work unit is to provide a safe, comfortable and cost-effective facility to allow our customers to provide their designated services to the people of the State of Michigan, and to provide maintenance and construction services on buildings to preserve the investment of the State of Michigan, DTMB. This position works independently, performing a full range of electrician assignments and may assist in training others.

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.

EXPERIENCE:

No specific type or amount is required beyond that required for licensure.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of

- principles of electricity and electronics.

- electrical codes which typically apply to the work assignment.
- standard methods, materials, tools, and equipment of the electrical trade.
- electrical devices such as controls, switches, starters, transformers, motors, and panel boards.
- potential occupational hazards connected with electrical work and the safety standards and practices, which should be applied.
- basic MIOSHA safety rules regarding tools, equipment, and methods used in this classification.

Skill in

- use of tools of the electrical trade.
- installation of electrical devices.
- diagnosing the cause of electrical breakdowns.
- repairing and adjusting electrical devices.

Ability to:

- interpret and apply blueprints, schematics, maintenance manuals, and assembly instructions.
- study and comprehend new technology.
- make mathematical computations.
- work from ladders, scaffolds, hydraulic towers, or in tunnels and crawl spaces.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a journeyman Electrician's license.

Some positions in this class series 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 in this job series may require training/certification for the safe use of certain tools and equipment.

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

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**