CS-214
REV 8/2007

1. Position Code
MAINMCHEB88R

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 Maintenance Mechanic 7-E9	**10. Division** Building Operations
5. Working Title of Position (What the agency titles the position) Maintenance Mechanic	**11. Section** Building Automation and Specialty Services
6. Name and Classification of Direct Supervisor Ryan Goerge, Facilities Supervisor 13	**12. Unit** Energy Center
7. Name of Next Higher-level Supervisor Heath Miller, Facilities Supervisor 14	**13. Work Location (City and Address)/Hours of Work** Energy Center 7436 Parsons Drive, Dimondale, MI 48821 8:00 – 5:00, Mon – Fri, or some variation

14. General Summary of Function/Purpose of Position

The employee works in concert with other trainees and trades to perform a full range of maintenance mechanic assignments for projects on state properties as required for maintenance, construction and remodeling. The employee develops skills to use a wide range of power tools and other equipment appropriate to the work. The employee uses interpersonal skills to provide customer service with courtesy, respect and attention to detail. The employee works cooperatively with staff and ensure customer service orientation by expressing a positive and helpful attitude with daily interaction on related subjects.

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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 maintenance mechanic assignments.

Individual tasks related to the duty.

- Installs, maintains and repairs equipment such as steam valves, steam traps, steam or water coils, radiators, water softeners, unit heaters, water heaters, condensate and circulating pumps and plumbing facilities using hand and power tools of the plumbing trade such as pipe wrenches, hacksaws, pipe cutters and torches.
- Installs, services and repairs electric motors, heaters, coolers, refrigerators and other related equipment using various hand and power tools of the maintenance trades.
- Installs, maintains and repairs air compressors and other air conditioning equipment using various machine tools.
- Services and repairs appliances such as fans, toasters, washing machines and gasoline pumps using machine and hand tools; may also maintain, operate and repair motor vehicles (tune-ups, brakes, hydraulics).
- Maintains central steam and chemical water treatment systems, as well as other systems, using gauges and other test instruments to diagnose malfunctions and mechanic hand and power tools to disassemble, repair and reassemble system components.
- Moves and replaces machinery and auxiliary apparatus using hand and electric trucks, fork lifts and dollies. *May require certification.
- Fabricates, assembles and tests parts as needed, such as various pumps, valves, laboratory equipment, heaters, compressors, experimental fire equipment and other mechanical system parts using metal fabricating tools, common hand tools, power tools and welding torches.
- Replaces fuses, light bulbs, circuit breakers, electric switches and other electrical equipment following electrical specifications.
- Prepares paint, finish surfaces and equipment using paintbrushes, sanders, scrapers and other painting tools.
- Repairs broken furniture or building fixtures using carpenter's hand tools and power equipment.
- Performs building and/or masonry repair such as preparing concrete, installing reinforcing steel rods, patching and finishing concrete work and/or replacing damaged masonry.
- Performs repairs to dry wall, wood paneling, siding, and other prefabricated materials.
- Performs grounds' maintenance such as mowing and trimming grass, pulling weeds, grading roads, pesticide application, removing snow and applying salt.
- Drives a truck for general hauling of supplies, equipment and material.
- Makes requests for equipment, materials and supplies through higher-level Maintenance Mechanic or supervisor.
- Maintains records related to work and equipment.

<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 computer maintenance management system.
- Closes out work orders using the computer maintenance management system.
- Enters critical data into the computer maintenance management system in an accurate and concise manner.

<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 Maintenance Mechanic work.
- Participation includes providing 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.

Duty 5

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

Performs related work appropriate to the classification, as assigned, under the direction of a higher-level Maintenance Mechanic

Individual tasks related to the duty.

- Performs special assignments as necessary or as directed by upper management.
- Assists other trades as needed.
- Provides back-up coverage at other buildings 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.

None.

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

When directed to work independently under the direction of a higher-level employee or supervisor, this position must have work checked by the higher-level employee or supervisor for quality and accuracy.

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.

Some jobs require the employee to be frequently exposed to toxic substances, disease, dangerous heights, electrical shock, flammable fluids and machinery.

Some jobs require the employee to be frequently exposed to extreme weather conditions and moving traffic.

The job duties require an employee to bend, reach, kneel and stand for extended periods.

The job duties require an employee to climb ladders, enter confined spaces and move 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.

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?

Works in a learning capacity, training toward the experienced 9 level (journey level) classification, while providing maintenance and construction services on buildings to preserve the investment of the State of Michigan, DTMB.

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

Provides prompt and efficient customer service.

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 in a learning capacity, training toward the experienced 9 level (journey level) classification, under the direction of a higher-level Maintenance Mechanic or supervisor.

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:

Maintenance Mechanic 7

This is the entry level. The employee performs a range of Maintenance Mechanic assignments while learning the methods of the work

Maintenance Mechanic 8

Two years of experience assisting skilled trades workers in the mechanical or electrical trades.

Maintenance Mechanic E9

Four years of experience assisting skilled trades workers in the mechanical or electrical trades, including two years equivalent to a Maintenance Mechanic 8.

ALTERNATE EDUCATION AND EXPERIENCE:

Completion of a recognized program in vocational training for the mechanical or electrical trades may be substituted for two years of experience assisting skilled trades workers.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- the accepted practices, processes, materials and tools of the maintenance trades.
- electric motors, generators, pumps, pressure systems, water systems and other equipment and systems found in state buildings and facilities.
- servicing and maintenance of simple power, heating and cooling units.
- occupational hazards and safety precautions of the building maintenance trades.

- proper use of chemicals, fertilizers and pesticides.
- basic MIOSHA safety rules regarding tools, equipment, and methods used in this classification.

Ability to:

- do routine mechanical or electrical maintenance and care for tools and equipment.
- work from sketches, drawings and blueprints.
- maintain records regarding material, equipment and repairs.
- understand the operation of building mechanical, air handling and pneumatics systems.
- work with computers.
- understand basic electrical codes.
- know operation and maintenance procedures.
- read and interpret blueprints
- work with a wide variety of tools.
- work with others.

CERTIFICATES, LICENSES, REGISTRATIONS:

Although not a requirement of the position, any certifications or licenses for HVAC equipment, electrical, plumbing or other building related infrastructure systems is desirable.

Some positions in this job series may be assigned duties that require the application of pesticides, which may require certification or registration as a pesticide applicator in compliance with the Pesticide Control Act of 1976.

Some positions in this job series are assigned job duties that may require possession of the commercial driver's license 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**