State of Michigan
Civil Service Commission

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

Position Code
1. MAINMCHE

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** TECH, MGMT AND BUDGET - MB
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** State Facilities Administration
4. Civil Service Position Code Description Maintenance Mechanic-E	**10. Division** Building Operations
5. Working Title (What the agency calls the position) Maintenance Mechanic	**11. Section** West Region
6. Name and Position Code Description of Direct Supervisor PANT, COREY W; BUILDING TRADES SUPERVISOR-2	**12. Unit** Kalamazoo Psychiatric Hospital
7. Name and Position Code Description of Second Level Supervisor SANDERS, ERIC J; FACILITIES SUPERVISOR-5	**13. Work Location (City and Address)/Hours of Work** Kalamazoo Psychiatric Hospital - 1312 Oakland Drive, Kalamazoo, MI 49008 / 8:00 – 5:00 M-F

14. General Summary of Function/Purpose of Position

The employee performs maintenance work with other trades and crew leaders as necessary, while using mechanical skills and performing other essential trade duties. The employee works in concert with other trades to perform a full range of maintenance mechanic assignments for projects on state properties as required for maintenance, construction, and remodeling. The employee uses skills to utilize 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. This person works cooperatively with staff and ensure customer service orientation by expressing a positive and helpful attitude with daily interaction on related subjects.

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:** **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, HVAC systems, 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.
- Install, repair and maintain facility security and fire alarm equipment using knowledge of electrical and electronic trades. Troubleshoot systems these systems for repair/replacement by using manuals and schematics.
- 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.
- Repair and/or install locks, doors, door closers, hinges, roofs, windows and related items as needed.
- 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 supervisor.
- Maintains records related to work and equipment.

Duty 2

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

Utilizes the Computerized Maintenance Management System (CMMS)

Individual tasks related to the duty:

- Checks work orders daily utilizing the computer maintenance management system.
- Closes out work orders utilizing the computer maintenance management system.
- Enters critical data into CMMS in an accurate and concise manner.

Duty 3

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

Performs related work appropriate to the classification, as assigned.

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 made independently in this position and tell who or what is affected by those decisions.

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

17. Describe the types of decisions that require the 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. Setting priorities, large equipment/tool purchases, repairs that might have an adverse effect 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 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.

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 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?

Provides 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.

New.

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.

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:

Maintenance Mechanic 7
No specific type or amount is required.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the accepted practices, processes, materials, and tools of the maintenance trades.

Knowledge of electric motors, generators, pumps, pressure systems, water systems and other equipment and systems found in state buildings and facilities.

Knowledge of the servicing and maintenance of simple power, heating, and cooling units.

Knowledge of the occupational hazards and safety precautions of the building maintenance trades.

Knowledge of the proper use of chemicals, fertilizers, and pesticides.

Knowledge of basic MIOSHA safety rules regarding tools, equipment, and methods used in this classification.

Knowledge of hospital security and safety related matters.

Knowledge of The Joint Commission standards for environment of care, life safety, and emergency management as they relate to facility maintenance and repair.

Ability to do routine mechanical or electrical maintenance and care for tools and equipment.

Ability to work from sketches, drawings, and blueprints.

Ability to maintain records regarding material, equipment, and repairs.

Ability to understand the operation of building mechanical, air handling and pneumatics systems.

Ability to work with computers.

Understand basic electrical codes.

Must know operation and maintenance procedures.

Ability to read and interpret blueprints

Ability to work with a wide variety of tools.

Ability to work with others

CERTIFICATES, LICENSES, REGISTRATIONS:

Certifications or licenses for HVAC equipment, electrical, plumbing, or other building related infrastructure systems is desirable.

Certification or registration as a pesticide applicator desirable.

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.

NA

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

MICHAELA FABUS-MAIN 11/16/2026

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**