

CS-214
REV 8/2007**1. Position Code**

Composite

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.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.) 	8. Department/Agency Corrections
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Classification of Position Plumber A	10. Division
5. Working Title of Position (What the agency titles the position) Plumber	11. Section Business Office
6. Name and Classification of Direct Supervisor Physical Plant Supervisor 13	12. Unit Maintenance
7. Name and Classification of Next Higher Level Supervisor Administrative Mgr 14	13. Work Location (City and Address)/Hours of Work
14. General Summary of Function/Purpose of Position Provide for the operation, maintenance, repair, installation, and replacement of the plumbing and heating systems of all facilities within area of responsibility. Responsible for the supervision and security of prisoners on a work crew and the security of tools and equipment. Position may require travel within the region, which could include overnight stays.	
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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1

% of Time 25

To maintain hydronic heating boilers as required to assure continuous operation in compliance with the Forbes Act.

Individual tasks related to the duty.

- Supervise a skilled prisoner crew to repair existing high temperature water equipment such as hot water boilers, hydraulic, nitrogen and oxygen systems, circulating pumps in compliance with the Forbes Act. Layout from building plans, blueprints and sketches to plan the routing placement, pitch, elevation, expansion and operation of plumbing systems and equipment. Set up system routes, place and cut openings and place hangers for proper pitch and elevation. Install risers, flexible branches, expansion joints, pumps, gauges, and pressure regulators in the combination needed to support the pressures of the system and to insure the proper operation of the system. Join, seal, and test systems and equipment for proper pressures and operation. Obtains necessary plumbing permits and assures all work in accordance with Federal, State and local requirements.

Duty 2

General Summary of Duty 2

% of Time 25

To maintain, repair and replace required plumbing related equipment to provide continuous service.

Individual tasks related to the duty.

- Supervise a skilled prisoner crew in the installation and maintenance of all types of plumbing systems. This consists of laundry equipment, cooking equipment, dishwashers, medical equipment, fire protection systems, sanitation and sewer systems, various types of pumps and all related plumbing fixtures. Responsible for the application of the proper safety precautions, the application and use of standard procedures, the application of state and local codes and the use of tools and equipment required for the plumbing trades.

Duty 3

General Summary of Duty 3

% of Time 20

To maintain a working inventory of parts, etc. for routine operation.

Individual tasks related to the duty.

- Prepare cost and material estimates for plumbing projects and work requests. Quote and requisition materials and supplies needed to operate a maintenance department. Keep an inventory of parts and equipment in stock. Work with vendors and distributors in ordering new and replacement parts and new equipment needed for continuous service and operation of correctional facilities.

Duty 4

General Summary of Duty 4

% of Time 20

To document tool manifests, prisoner work crew progress and maintain current.

Individual tasks related to the duty.

- Teach and instruct prisoner trade helpers the proper care and use of tools and equipment specific to the plumbing trade. To demonstrate the proper maintenance procedures for servicing equipment and systems in the facilities. To maintain continuous records, reports and work requests related to the plumbing of the facilities. Responsible for the supervision and security of the assigned prisoners to the plumbing crew and control of all tools, critical and dangerous and the accountability for the tools and equipment used on assignment. Assist other trades supervisors as needed in other areas or security concerns.

Duty 5

General Summary of Duty 5

% of Time 10

To comply with plumbing codes and regulations required by local ordinances and laws.

Individual tasks related to the duty.

- Responsible to oversee work is properly performed under the permits drawn. Responsible for updating training and/or advising supervisor of training requirements for renewal of license. Compliance with the local health codes, state codes/laws and regulations. Testing of potable water supplies as required by NFSC and department policy.

Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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- 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.**

Decisions include but are not limited to the following: Emergency plumbing repairs of equipment, to include hot water boilers for heat & water in compliance with the Forbes Act. Potable water systems, food service equipment and security risk, to assure continuous service for prisoners and support staff. These decisions have a direct affect on the welfare of each person at the facility. An incorrect decision could cause injury or death, contamination of potable water and/or a disturbance situation inside the facility.

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

Decisions requiring the supervisor's approval would include ordering of supplies and equipment, renovations and new installations. Any discontinued services, either temporary or permanent which would affect any of the facilities.

- 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. Refer to instructions on page 2.**

Physical activities include standing, sitting, climbing, stooping, balancing, kneeling, lifting in excess of 50 pounds, climbing ladders & scaffolds, carrying of materials and equipment long distance, walking and bending. Hazardous conditions include: cold, heat, noise, dust, smoke, odors, fumes, fire, chemicals, contaminated air, contaminated water, human waste and diseases. Incumbent has regular unsupervised access to and direct contact with prisoners, probationers or parolees. Position may require travel within the region, which could include overnight stays.

- 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 employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

- 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?**

The duties of this position require the ability to climb ladders and/or scaffolds, confined space entry, lifting of large pumps and motors and installation of piping and fittings applicable but not limited to the plumbing systems in correctional facilities within area of responsibility.

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

None

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

The function of this work area is to provide housing and adequate living conditions as defined by the Federal and State Courts and laws. The function of the Plumber position is to assure facilities continuous service for all plumbing, heating and related systems and equipment.

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:

Five years of experience in the plumbing trade, including one year equivalent to a Plumber E9.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have expert knowledge of plumbing, welding, soldering, and pipefitting. Must be able and willing to train and supervise prisoner crews. Must have a working knowledge of applicable codes and regulations governing repair and installation of all plumbing systems.

CERTIFICATES, LICENSES, REGISTRATIONS:

Plumbers Journeyman License

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