

**State of Michigan
Civil Service Commission**

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

Position Code

1.

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 MIL AFFR CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Camp Grayling
4. Civil Service Position Code Description REFRIGERATION MECHANIC LIC-A	10. Division Facilities Engineers
5. Working Title (What the agency calls the position) Refrigeration Mechanic Crew Leader	11. Section Utilities
6. Name and Position Code Description of Direct Supervisor ; BUILDING TRADES SUPERVISOR-2	12. Unit Refrigeration
7. Name and Position Code Description of Second Level Supervisor ; NONSTATE SUPERVISOR	13. Work Location (City and Address)/Hours of Work Camp Grayling, MI / 7:15am – 4pm

14. General Summary of Function/Purpose of Position

This is the advanced level. The incumbent will participate in, and oversee, the installation of refrigeration, air conditioning, heating, pneumatic control, and humidity control systems as part of construction, remodeling, and preventive maintenance projects at Camp Grayling. As the crew leader, they will obtain permits and perform refrigeration mechanic work, as required by law, as well as direct and oversee lower-level Refrigeration Mechanics in the assembly and installation of HVAC, refrigeration, and related mechanical systems on construction and remodeling projects. This employee is responsible for obtaining proper permits as required by law. Regular driving required, utilizing a state vehicle to perform job duties at the worksite including in inclement weather.

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: 50

Function as Refrigeration Section Crew Leader

Individual tasks related to the duty:

- Serves as the licensed refrigeration mechanic (mechanical contractor) on-site at the construction or remodeling project
- Obtains proper permits as required by law to carry out refrigeration mechanic work on the construction or remodeling project
- Arranges for state inspection and final approval of work projects according to State and national codes
- May instruct lower-level Refrigeration Mechanics and Trades Helpers in refrigeration mechanic work
- Inspects completed work for conformance to instructions and specifications
- Interprets work specifications and assigns repair and installation tasks to workers
- Assigns work to lower-level Refrigeration Mechanics and Trades Helpers
- Provides instruction and training in the proper methods and processes necessary to carry out refrigeration, air conditioning, heating, and humidity control assignments
- Reviews subordinates' job performance by observing and critiquing work techniques and completed assignments
- Prepares written reports regarding ongoing projects and the condition of machinery
- Develops, plans and estimates for refrigeration, air conditioning, heating, and humidity control projects; includes determining time, equipment, and human and material resources needed to complete the work
- Regular and substantial driving utilizing a state vehicle to perform job duties at the worksite including in inclement weather.

Duty 2

General Summary:

Percentage: 35

Maintain, repair or replace refrigeration, heating and cooling equipment.

Individual tasks related to the duty:

- Troubleshoot systems utilizing a variety of electrical and physical tests.
- Repair, recharge, and replace components of refrigeration and heating/cooling equipment.
- Modify existing duct systems, gas piping, etc. to accommodate new heating, cooling, and refrigeration systems.
- Evacuate, recover, and store Freon and other refrigerants, in accordance with EPA standards.
- Order parts for the maintenance and repair of refrigeration, heating, and cooling equipment.

Duty 3

General Summary:

Percentage: 10

Install, repair, and/or replace pressure boilers.

Individual tasks related to the duty:

- Complete and submit permit applications to the State of Michigan.
- Install, repair, and/or replace pressure boilers.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned

Individual tasks related to the duty:

- Other duties as assigned.

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

- Installation and repair of HVAC and refrigeration systems, to include what types of parts, tools, PPE, and manpower are needed.
- Training, directing, and evaluation of other lower-level Refrigeration Mechanics.

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

- Potential code violations.
- Decisions that may violate departmental policies.
- Decisions beyond the scope of authority delegated to the position.
- Work requests which are unusual or out of the ordinary.

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.

- The position duties require an employee to bend, reach, stoop, stand, and/or walk for extended periods.
- The position duties require an employee to lift and/or move heavy objects. Always wear required safety equipment.
- The work requires regular and recurring exposure to gas, dirt, grease, chemicals, and electricity. Some duties require employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.
- Regular and substantial driving required, utilizing a state vehicle to perform job duties at the worksite including in inclement weather.
- Periodically work out-of-doors, subject to all weather conditions.
- Often observe and listen to operating machines or equipment to diagnose machine malfunctions.
- Regularly use hand-eye coordination while operating hand and power tools and equipment.

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. | Y | Assign work. |
| N | Provide formal written counseling. | Y | Approve work. |
| N | Approve leave requests. | Y | Review work. |
| N | Approve time and attendance. | Y | Provide guidance on work methods. |
| N | Orally reprimand. | Y | 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, management developed PD.

23. What are the essential functions of this position?

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

The supervisor updated the duties, KSAs, applicable license and certifications to provide additional detail and more accurately reflect duties, tasks and the worksites operational needs. The essential duties and tasks of this position have not changed.

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 installation, maintenance, troubleshooting, and repair of all HVAC/R systems for the operational support of Camp Grayling. It is this position's responsibility to ensure all HVAC/R systems operate safely, efficiently, and in compliance with environmental and building codes.

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:

Refrigeration Mechanic-Licensed 11

Five years of experience in the refrigeration mechanic trade, including one year equivalent to a Refrigeration Mechanic E9.

Alternate Education and Experience**Refrigeration Mechanic-Licensed E10 - 11**

Completion of a refrigeration mechanic's vocational training program that included commercial or industrial level instruction may be substituted for two years of experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the theory, methods, practices, tools, and equipment of the refrigeration mechanic's trade.
- Knowledge of the qualities, properties, and uses of the various refrigerant fluids and associated chemicals.
- Knowledge of the operating principles and characteristics of the various types of refrigeration, pneumatic control, and air conditioning systems.
- Knowledge of basic electricity and electrical and solid-state control systems.
- Skill in the use of mechanics', electricians', and plumbers' tools used in the trade.
- Ability to apply the theory, technique, principles, and processes of the refrigeration mechanic's trade.
- Ability to apply shop mathematics to practical problems such as computing dimensions and laying out work.
- Ability to read, understand, and work from blueprints, specifications, and schematics.
- Ability to develop plans and estimates for major projects.
- Ability to train and direct others in the work.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid drivers' license is required.
- Michigan Mechanical Contractor License with minimum classifications 2, 4, 5, 7, and 8 required.
- Michigan Boiler Installers License with minimum Class 3B and Class P required.
- EPA Universal Certification (under Section 608 of the Clean Air Act) to recover refrigerants required within six (6) months from date of hire.

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.

N/A

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

MEGHAN FORD

9/18/2026

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