

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

MAINTENANCE MECHANIC SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise the installation, repair, and maintenance of mechanical equipment and systems in a state facility or for a group of buildings. The employee is required to plan and assign the work of subordinate employees, to review work performance and products to ensure conformance with established methods, policies, and procedures.

There is one classification in this job.

Position Code Title - Maintenance Mechanic Spv-1

Maintenance Mechanic Supervisor 11

The employee serves as a first-line supervisor, directing and coordinating activities of several units of skilled journeyman Maintenance Mechanics, Plumbers, Welders, Electricians, Steeplejacks and other maintenance trades employees.

JOB DUTIES

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Requisitions and/or purchases supplies, materials, and tools.

Estimates cost of materials needed to accomplish tasks.

Inspects buildings in order to determine maintenance needs by visual observation, gages, meters, and other test devices.

Studies blueprints and diagrams in order to plan material and labor needed to accomplish tasks.

Operates machines and other equipment to observe operation and diagnose malfunctions or to test repaired equipment.

May develop specifications from general description of parts of assemblies to be fabricated and draw or sketch device to be made.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

## JOB QUALIFICATIONS

### Knowledge, Skills, and Abilities

Considerable knowledge of the standard methods, principles, practices, tools and equipment of the maintenance trades.

Considerable knowledge of electric motors, generators, pumps, pressure systems, water systems, HVAC and other equipment and systems of the maintenance trades.

Considerable knowledge of the occupational hazards and safety precautions of mechanical and electrical maintenance.

Considerable knowledge of the principles of mechanical equipment design and fabrication.

Some knowledge of employee policies and procedures.

Some knowledge of equal employment opportunity policies and procedures.

Some knowledge of labor relations and appropriate labor contracts.

Ability to instruct and supervise employees and facility residents.

Ability to plan and design projects, and work from sketches, blueprints, and manuals.

Ability to monitor and evaluate programs and organizational performance in order to assess efficiency and effectiveness.

### Working Conditions

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to be exposed to inclement weather conditions.

### Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job may require climbing up to and including 500 ft.

The job duties require an employee to lift and/or move heavy objects.

### Education

Education typically acquired through completion of high school.

### Experience

#### Maintenance Mechanic Supervisor 11

Two years of experience equivalent to a Carpenter E9, Electrician E9, Locksmith E9, Machinist E9, Maintenance Mechanic E9, Mason-Plasterer E9, Painter E9, Plumber E9, Refrigeration Mechanic E9, Welder E9, Steeplejack E9; or, one year equivalent to a Carpenter 10, Electrician 10, Locksmith 10, Machinist 10, Maintenance Mechanic 10, Mason-Plasterer 10, Painter 10, Plumber 10, Refrigeration Mechanic 10, Welder 10 or Steeplejack 10.

### Special Requirements, Licenses, and Certifications

Some positions within 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 class series may also 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.

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

### JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>		
MNTMCHSPV	MAINTENANCE MECHANIC SUPERVISOR		
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>	
Maintenance Mechanic Spv-1	MANTSPV1	NERE-069	

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07/19/2015