

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 state facilities.

Position Code Title - Maintenance Mechanic Spv-1

Maintenance Mechanic Supervisor 11

The employee serves as a first-line supervisor, coordinating and directing the work of Maintenance Mechanics and others.

Position Code Title - Maintenance Mechanic Spv-2

Maintenance Mechanic Supervisor 12

The employee serves as a second-line supervisor, coordinating and directing the work of Maintenance Mechanics and others.

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 related to the work.

Requisitions and purchases materials and equipment.

Reviews blueprints and estimates time, equipment, and resources needed to complete the work.

Inspects buildings to determine maintenance needs.

Operates machines and other equipment to diagnose malfunctions and test repairs.

Performs any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work and other tasks as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

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

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

Knowledge of occupational hazards and safety precautions applicable to the work.

Knowledge of the principles of mechanical equipment design and fabrication.

Knowledge of employee policies and procedures.

Knowledge of equal employment opportunity policies and procedures.

Knowledge of labor relations and applicable union contracts.

Ability to instruct and supervise employees.

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

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

Working Conditions

Some jobs require the employee to be exposed to extreme weather conditions, hazardous work environments, environmental factors, and moving traffic.

Physical Requirements

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

The job may require an employee to climb high structures.

The job duties may 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.

Maintenance Mechanic Supervisor 12

Three 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; two years equivalent to a Carpenter 10, Electrician 10, Locksmith 10, Machinist 10, Maintenance Mechanic 10, Mason-Plaster 10, Painter 10, Plumber 10, Refrigeration Mechanic 10, Welder 10 or Steeplejack 10; or, one year equivalent to a Maintenance Mechanic Supervisor 11.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

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
Maintenance Mechanic Spv-2	MANTSPV2	NERE-072

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02/04/2024