

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
STATE WORKER

JOB DESCRIPTION

Employees in this job perform a variety of unskilled work tasks. This is a non-career classification and employment in this class is temporary.

There is one classification in this job.

Position Code Title - State Worker

State Worker 4

This is the entry level. The employee, under close supervision, receives on-the-job training

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.

Collects trash and refuse from state land and state leased property.

Shovels snow and sweeps sidewalks, docks, lanes, and driveways.

Assists in erosion control and makes repairs on state lands, including state parks, public access sites, trails, and roadsides.

Cuts grass, weeds, rakes grounds, shovels and sweeps dirt, plants and cares for trees, shrubs, grass, flower beds, and performs related groundskeeping activities.

Sweeps, mops, and vacuums floors, and washes windows.

Assists in some building construction.

Sews buttons, cuts and sews linens, and patches clothing.

Collects and sorts laundry, distributes clean linen supplies and changes linen.

Assists in serving food, and cleans dining and service areas.

Stocks shelves, moves supplies, fills orders, and maintains stock/store room.

Washes and waxes automobiles, trucks, and other motor vehicles.

Performs routine office duties.

Delivers messages.

Sorts and delivers mail.

Sells motor vehicle permits.

Registers campers.

Assists park and recreational rangers in state parks and recreational areas.

Provides information and directions to state park users.

Acts as a tour guide, sells publications, and admissions.

Assists in taking lake and stream surveys.

Assists in the basic maintenance of boats and equipment.

Collects urine and saliva samples from racehorses at state racetracks.

Sets up and retrieves Gypsy Moth traps.

Inspects apiaries for disease.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Some knowledge of hand and power tools.

Some knowledge of general office duties.

Ability to follow instructions.

Ability to perform duties in a dependable manner.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Working Conditions

Employees in this job are limited to working 89 days in a calendar year, unless modified by a collective bargaining unit agreement.

Some jobs require an employee to work outdoors as well as in an office or a laboratory.

Physical Requirements

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

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

The job duties may require an employee to traverse rough terrain.

Education

No specific type or amount is required.

Experience

State Worker 4

No specific type or amount is required.

Special Requirements, Licenses, and Certifications

Some positions in this class may 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.

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.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996

Possession of a valid driver's license.

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

Job Code

STATEWKR

Job Code Description

STATE WORKER

Position Title

State Worker

Position Code

STATEWKR

Pay Schedule

NERE-098P

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01/26/2012