**State of Michigan**  
**Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

<table>
<thead>
<tr>
<th>2. Employee’s Name (Last, First, M.I.)</th>
<th>8. Department/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incumbent</td>
<td>Department of Military &amp; Veterans Affairs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Employee Identification Number</th>
<th>9. Bureau (Institution, Board, or Commission)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>D.J. JACOBETTI HOME FOR VETERANS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Civil Service Position Code Description</th>
<th>10. Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Plant Supervisor 12</td>
<td>Business Services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Working Title (What the agency calls the position)</th>
<th>11. Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Supportive Services Division</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sean Depuydt – State Administrative Manager 15</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Name and Position Code Description of Second Level Supervisor</th>
<th>13. Work Location (City and Address)/Hours of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ryan Engle, Administrator – D.J. Jacobetti Home for Veterans</td>
<td>425 Fisher St., Marquette, Michigan 49855</td>
</tr>
<tr>
<td></td>
<td>M-F; 7:00 a.m.-3:30 p.m.</td>
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<tr>
<td></td>
<td>Hours may change to meet agency needs.</td>
</tr>
</tbody>
</table>

**14. General Summary of Function/Purpose of Position**

The Director of the Supportive Services is responsible for the total operation of the physical plant which consists of two separate heating systems, mechanical, electrical, plumbing, sanitation and storms systems, grounds, landscaping, janitorial, housekeeping, dietary, food service, fire and safety, materials management, laundry systems, and pest management. This position coordinates and directs all maintenance, housekeeping, nutrition and food services for a 204-bed long-term care facility which is 175,000 net square feet. The function of this unit is directly responsible for the safety and efficient operation of the facility by State and Federal agents.
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.

<table>
<thead>
<tr>
<th>Duty 1</th>
<th>General Summary of Duty 1</th>
<th>% of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Daily operation of maintenance, computerized work requests. Grounds, landscaping, fire and safety, and materials management.</td>
<td>40</td>
</tr>
</tbody>
</table>

**Individual tasks related to the duty.**
- Direct and supervise maintenance department daily operations.
- Conducts employee evaluations and counseling. Conduct training of maintenance staff.
- Supervise the servicing and repair of building systems and components to include roofs, doors, windows and masonry, including grounds, fencing and paving, etc.
- Insure the proper use and storage of tools, equipment, parts and supplies required to perform maintenance activities.
- Maintains fire and safety program for all the facility staff. Conducts in-service on related subjects.
- Develops facility-wide and departmental projects by direct planning, surveying, cost analyzing, and direct supervision of these tasks.
- Supervises and maintains the agency motor pool. Maintains warranties and maintenance of vehicles.
- Develops facility training programs, drills with local municipalities and entities, and formulates disaster plans.
- Supervises the storeroom functions. Responsible for assuring stock levels are set appropriately, performing inventories and supervision of all duties related to shipping and receiving of materials in the storeroom. Reports, as required, on-site inventories.

<table>
<thead>
<tr>
<th>Duty 2</th>
<th>General Summary of Duty 2</th>
<th>% of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Administers contracts which include the dietary/food service contract, the laundry contract, the janitorial/housekeeping contract, and the pest management contract.</td>
<td>30</td>
</tr>
</tbody>
</table>

**Individual tasks related to the duty.**
- Supervises food services contract on a daily basis, as a second-line supervisor.
- Inspects and critiques food service contractor’s daily operations.
- Acts as a liaison between the facility, department heads, and the food service and housekeeping contractors.
- Writes specifications for contracts prior to bid. Interprets and implements conditions of contracts.
- Monitors food costs, food preparation, and dispensing to maintain a high level of sanitation and nutrition requirements for the membership.
- Monitors and evaluates the monthly budget disbursements to the contractors
- Inspects and critiques housekeeping and janitorial daily operations and compares to written specifications.
- Acts as a liaison, contact person and inspector of the laundry and pest control contracts.
Duty 3

General Summary of Duty 3 % of Time 20

- Construction Management

Individual tasks related to the duty.

- Formulates and writes requests for capital outlay, lump sum special maintenance requests and for Program Revision Requests, as well as miscellaneous operating project requests.
- Works with the Department of Military and Veterans Central Office and the Department of Management and Budget Office of Facilities to plan projects from design to completion stages of maintenance projects of the infrastructure and physical plant of the Home.
- On a daily basis, monitors and supervises contracts by completing project reports, holding monthly meetings, holding pre-construction meetings and mandatory pre-bid meetings.
- Works with other staff and departmental supervisors to determine needs of the Home, draw up and draft the scope of the project.
- Read blue prints and specifications and ensure contractors are performing up to standards and according to prints and specs.

Duty 4

General Summary of Duty 4 % of Time 10

- Member of the Facility Management Team.

Individual tasks related to the duty.

- Attends in-house meetings.
- Represents the Home at various functions, gatherings and meetings, as required.
- Reviews assigned policies and procedures for submission to the policy committee.
- Conducts Quality Assurance Audits.

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

- The decision as to when would be the best time to conduct a fire drill. All facility staff and members would be affected by this decision.
- The decision to purchase equipment or the repair needed to a specific equipment item. Users of the equipment would be affected by this decision.
- Decisions regarding the purchasing of materials needed for a specific project.
- Decisions regarding the operations of the storeroom such as hours, inventory, schedules of storekeepers, etc.
- The determination of when and how often to hold departmental (maintenance) meetings.
- Daily decisions are made in the administration of the construction projects, housekeeping contract, and food service contract.

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

- Any changes to policy would affect other departments within the Home and would require supervisor’s review.
- Any major projects or purchases that would involve budgetary issues.
- Termination of an employee.
- Any modification of vendor contracts.
- Review of an agreement entered into with local agencies, such as the fire department, disaster planning, etc.
18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.
- Travels and stays overnight occasionally.
- Meets changing deadlines daily.
- Computer terminal usage (1 hour daily)
- Sitting for long periods.
- Extensive walking when inspecting the building.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<table>
<thead>
<tr>
<th>NAME</th>
<th>CLASS TITLE</th>
<th>NAME</th>
<th>CLASS TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five</td>
<td>Maintenance Mechanic E-9</td>
<td>One</td>
<td>Maintenance Mechanic 10</td>
</tr>
<tr>
<td>Two</td>
<td>Laborer E6</td>
<td></td>
<td>State Worker 4</td>
</tr>
<tr>
<td>One</td>
<td>Storekeeper 7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

20. This position’s responsibilities for the above-listed employees includes the following (check as many as apply):

- X Complete and sign service ratings.
- X Assign work.
- X Provide formal written counseling.
- X Approve work.
- X Approve leave requests.
- X Review work.
- X Approve time and attendance.
- X Provide guidance on work methods.
- X Orally reprimand.
- X 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.
23. **What are the essential functions of this position?**

The essential duties are those, as listed, in duties 1 through 4 of this position description:

- Daily operation of maintenance, computerized work requests. Grounds, landscaping, fire and safety, and materials management.
- Administers contracts which include the dietary/food service contract, the laundry contract, the janitorial/housekeeping contract, and the pest management contract.
- Construction Management
- Member of the Facility Management Team.

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

No significant changes; PD changes only reflect vacancy, new supervisor and new administrator.

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

- The function of the Supportive Service Division is to provide for the physical upkeep of a 150,000 square foot building, which contains a high pressure boiler system, multiple elevators, electrical motors, compressors, and systems necessary to maintain the facility. Further, to provide food services, laundry services, janitorial services, pest control, fire and safety programs, and material management to a 204-bed long-term care facility.

26. **What are the minimum education and experience qualifications needed to perform the essential functions of this position?**

**EDUCATION:**

- Knowledge and skills typically acquired through completion of high school. Other specialty licenses such as plumbing and heating, electrical and mechanical contracting would be desirable.

**EXPERIENCE:**

- Five years of power plant operator or maintenance mechanic experience, including two years equivalent to a Power Plant Operator 10 or Maintenance Mechanic 10 –OR- Two years of experience as a supervisor of two or more skilled building trades; i.e. building construction, alteration, maintenance, and/or repair, including one year equivalent to a Building Trades Supervisor 11 –OR- One year of experience equivalent to a Power Plant Supervisor 11 or Maintenance Mechanic Supervisor 11.
**KNOWLEDGE, SKILLS, AND ABILITIES:**
- The ability to administer large State Contracts.
- Considerable knowledge of the standard methods, principles, practices, tools and equipment of the maintenance trades, electrical motors, generators, pumps, pressure systems, and water systems.
- Considerable knowledge of employee policies and procedures, equal employment opportunity and labor contracts.
- Incumbent should possess the ability to instruct and supervise employees, plan and design projects, and the ability to monitor and evaluate programs and organizational performance.
- Thorough knowledge of applicable Federal, State, and Local Codes, such as plumbing, heating, electrical, elevator, fire and safety (Life Safety Codes) and disaster planning.

**CERTIFICATES, LICENSES, REGISTRATIONS:**
- Certificates and licenses in one or more of the maintenance trades would be desirable.

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**NOTE:** Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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.*

<table>
<thead>
<tr>
<th>Supervisor’s Signature</th>
<th>Date</th>
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**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

- None

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

<table>
<thead>
<tr>
<th>Appointing Authority Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

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**TO BE FILLED OUT BY EMPLOYEE**

*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.*

<table>
<thead>
<tr>
<th>Employee’s Signature</th>
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</table>

**NOTE:** Make a copy of this form for your records.