

**State of Michigan
Civil Service Commission**

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

Position Code

1. BLDCNSPA

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 LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Fire Services
4. Civil Service Position Code Description Building Construction Supt-A	10. Division Plan Review Division
5. Working Title (What the agency calls the position) Building Construction Project Superintendent	11. Section
6. Name and Position Code Description of Direct Supervisor WILLIAMS, BRIAN; STATE ADMINISTRATIVE MANAGER	12. Unit
7. Name and Position Code Description of Second Level Supervisor FORRO, JOSEPH A.; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 611 W. OTTAWA ST., LANSING, MI 48909/ 8:00 AM to 5:00 PM, Monday through Friday

14. General Summary of Function/Purpose of Position

Responsible for performing the most complex tasks and evaluation of architectural plans and specifications commensurate of the advanced level which protect life and property from fire and explosion in medical marihuana facilities. Serves as an expert for the BFS in the interpretation of fire safety rules for medical marihuana facilities. Represents the office in meetings and assisting architects, engineers, owners, outside agencies and office personnel, concerning the application of fire safety rules in medical marihuana facilities. Serves as technical resource in decisions concerning rule promulgation, modification requests and formulation of Bureau of Fire Services policies. Provides formal training for BFS personnel, the fire service and regulated community in the interpretation of fire safety rules.

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: 75

Analyze and evaluate plans and specifications for medical marihuana facilities to ensure compliance with the fire safety rules and regulations enforced by the Bureau of Fire Services.

Individual tasks related to the duty:

- Analyze and evaluate the most complex, difficult or controversial plans and specifications for State regulated medical marihuana facilities.
- Accept and/or reject proposed projects based upon a thorough review of plans and specifications; project acceptance or rejection involves utilizing this person's knowledge in determining compliance with various state laws, rules, building codes and national standards.
- Identify code violations, omission of data and design inadequacies.
- Prepare correspondence related to the review.
- Research and draft responses to requests for modification of the fire safety rules.
- Perform related work as assigned.

Duty 2

General Summary:

Percentage: 15

Consult and assist architects, engineers, owners, outside agencies and office personnel on matters related to fire safety in medical marihuana facilities.

Individual tasks related to the duty:

- Attend meetings with concerned parties on matters related to the fire safety rules and regulations as they apply in design, construction and operation of regulated facilities.
- Serves as a resource on technical matters related to fire safety.
- Provide code interpretation assistance to architects, engineers, owners, outside agencies and office personnel with regard to the fire safety rules and regulations as they apply in design, construction and operation of regulated facilities.
- Assist field staff when questions arise regarding building design and interpretation of codes or regulations.
- When requested, draft correspondence or internal memorandum to regarding fire safety related issues.
- Perform related work as assigned.

Duty 3

General Summary:

Percentage: 5

Research and advise bureau management on changes for process improvements and administrative efficiency.

Individual tasks related to the duty:

- Performs analysis of new products, construction methods, testing methods and procedures to determine acceptability in facilities under the jurisdiction of the Bureau of Fire Services.
- Serves as a resource to the Bureau of Fire Services in policy development and fire safety rule promulgation; attend rule committee meetings relating to medical marihuana facilities.
- Recommend policies or procedures to improve efficiency of program area.
- Perform related work as assigned.

Duty 4

General Summary:

Percentage: 5

Serves as a recognized resource person on technical matters related to fire safety issues for BFS personnel, the fire service and regulated community on medical marihuana facilities.

Individual tasks related to the duty:

- Present ongoing educational fire safety training programs which further develop the skills and abilities of bureau personnel, other state agencies and the regulated community.
- Provide training updates when rules or statutes dictate.
- Perform related work as assigned.

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

Makes judgmental decisions based upon practical experience and technical knowledge. Judgment and expertise must be exercised in those cases where documents submitted do not meet exact code requirements, but a determination can be made to assure meeting the intent of the code.

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

Special guidance on issues which are not in compliance with policy or procedure however, circumstances dictate that an exception may be made. Guidance is of a technical and administrative nature. Issues that are politically sensitive.

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.

This position will involve the normal physical activity found in an office environment. There will be some lifting involved due to the size of architectural drawings. At times this position will involve travel, stressful situations, long work days and attendance at actual facility inspections, and training sites.

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

N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	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?

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

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

Analyze and evaluate fire suppression and fire alarm system designs through review of plans, specifications and shop drawings, and field inspection of projects. Assist in administering fire safety regulations, fire safety rule promulgation, training of bureau personnel and other code administration duties. Represent the Bureau of Fire Services at conferences, seminars and meetings that relate to the application of fire safety regulations.

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

EDUCATION:

Possession of a bachelor's degree in architecture, engineering, or building construction.

EXPERIENCE:

Building Construction Project Superintendent 12

Three years of professional experience overseeing the construction, remodeling and/or maintenance of buildings and facilities, including one year equivalent to a Building Construction Project Superintendent P11.

Alternate Education and Experience

Building Construction Project Superintendent 9 - 12

For all levels, four years of experience as a superintendent or foreman in the building construction trades, or experience of equivalent responsibility in building construction inspection, planning or design may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to comprehend, instruct and communicate technical concepts of fire safety design and construction in regulated facilities to industry professionals including architects, engineers, contractors and others. The ability to work with and get along with people. Capable of effective public speaking and ability to instruct.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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.

AMANDA SATKOWSKI

10/26/2018

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