

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

Position Code

1.

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)
4. Civil Service Position Code Description Fire Safety Inspector 9-E10	10. Division Fire Marshal Division
5. Working Title (What the agency calls the position) Fire Safety Inspector E	11. Section Cannabis Unit
6. Name and Position Code Description of Direct Supervisor WILLIAMS, BRIAN R; STATE ADMINISTRATIVE MANAGER-15	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 Lansing, MI 8:00 am - 5:00 pm Monday-Friday

14. General Summary of Function/Purpose of Position

This position serves as a Fire Safety Inspector ensuring that medical and adult use (recreational) cannabis facilities and businesses located in the state are in compliance with the applicable fire safety codes, standards and various state laws, rules, and regulations. This position primarily works with the Cannabis Regulatory Agency (CRA), and is responsible for inspections of the most complex medical and adult use cannabis facilities statewide. This position may be asked to assist the Bureau of Fire Services inspect other state-regulated facilities, institutions, consumer fireworks facilities and businesses as needed.

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: 85

Conduct complex inspections of medical and adult use cannabis facilities to ensure compliance with applicable state fire safety laws and rules. Investigate complex fires and complaints of possible hazards or violations in accordance with applicable fire safety laws and rules.

Individual tasks related to the duty:

- Perform pre-licensure and post-licensure inspections of cannabis facilities.
- Investigates complaints of possible fire hazards and code violations
- Prepare inspection and investigation reports, citing appropriate violations of laws and rules, within established or mandated time frames.
- Perform bi-annual inspections as required per the cannabis licensing requirements and assign
- Identify and advise facility management of code violations and recommend corrective action.
- Act as lead investigator for 70% of the fire or fire hazard complaint inspections filed with the bureau in their geographically designated area. Work with local officials to determine fire safety requirements.

Duty 2

General Summary:

Percentage: 5

Review construction plans of new and existing structures or cannabis facilities regulated by the BFS and/or CRA to determine compliance with applicable state fire safety laws and rules.

Individual tasks related to the duty:

- Review cannabis facility plans in support of CRA applications section as needed.
- Provide technical assistance to architects, engineers, and facility providers regarding compliance with applicable fire safety laws and rules.
- Verify local fire department approval of plans, identify and document deficiencies and prepare related report.

Duty 3

General Summary:

Percentage: 5

Conduct investigations of complaints filed with LARA/BFS/CRA against license cannabis facilities.

Individual tasks related to the duty:

- Conduct complaint investigations.
- Prepare appropriate reports to document findings.
- Provide technical assistance to prosecutors and applicable licensing agencies bringing action against cannabis facility owners cited to be in violation of the applicable fire safety laws and rules.
- Testify at hearings and court proceedings on matters related to findings of inspections.

Duty 4

General Summary:

Percentage: 5

Conduct and participate in fire safety training sessions and seminars.

Individual tasks related to the duty:

- Prepare and present fire safety information as requested by bureau management to marijuana industry representative or others as it relates to the state fire safety rules
- Provide fire safety training to private and governmental agencies regarding cannabis facilities.
- Answer routine questions regarding the subject matter and conduct necessary follow-up.

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

Violations cited during inspections and investigations, and compliance issues identified in plan reviews. Determining the immediacy of corrective action. Prioritizing and scheduling daily inspections. Facility owners, the general public, architects and engineers are affected by these decisions.

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

Any policy or procedural issues of a sensitive nature. Priority of inspections or investigations in extreme situations.

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.

Extensive walking, bending, and reaching during inspections and significant amount of time operating a motor vehicle/traveling throughout the state. Exposure to health care risks, hazardous conditions, extended time in confined areas, and weather-related elements at construction sites, marijuana facilities, health care facilities, and penal institutions.

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

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

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

Duty 1

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

Establish E level

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

The division is responsible for the direct administration and enforcement of the state fire safety codes and related laws, interpreting and applying the codes and conducting inspections and investigations to assure compliance. This position is responsible for conducting fire safety inspections and fire investigations.

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

EDUCATION:

Fire Safety Inspector E9:

Educational level typically acquired through completion of high school.

Fire Safety Inspector E10:

Educational level typically acquired through completion of high school and successful completion of courses or continuing education credits for the Michigan Certified Fire Inspector program or National Fire Protection Association (NFPA) Certified Inspector I credentials.

EXPERIENCE:

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of state fire safety laws and rules and the ability to appropriately interpret and apply them. The ability to communicate effectively verbally and in writing and maintain favorable public relations while representing the department. Ability to use a personal computer and some knowledge of word processing software.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid Michigan driver's license.

Continuing certification as a Michigan Department of Licensing & Regulatory Affairs Fire Inspector.

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.

None.

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

PAIGE EMMONS

4/15/2026

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