

Position Code

1.

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b>
	Department of Licensing & Regulatory Affairs
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
	Bureau of Survey and Certification (BSC)
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
Fire Safety Inspector – E	Acute and Continuing Care and Support Division
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Fire Safety Inspector	Environmental Health and Safety
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
Gerald Rodabaugh, Fire Safety Supervisor 12	Fire Safety Inspector Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Laura Remus, State Administrative Manager, 15	611 W Ottawa, Lansing, Monday – Friday 8:00 a.m. to 5:00 p.m. (*Home office designation upon completion of training)
<b>14. General Summary of Function/Purpose of Position</b>	
To conduct routine inspections under close supervision and ensure that buildings are constructed and maintained in compliance with state and federal fire safety laws and rules. This position is within the Environmental Health and Safety Section.	

**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 of Duty 1**

**% of Time 65%**

Conducts routine inspections of new and existing facilities ensuring compliance with applicable state and federal fire safety laws and rules.

**Individual tasks related to the duty.**

- Schedules and conducts onsite inspections of facilities as directed.
- Identifies and cites violations, consulting with supervisor as appropriate.
- Prepares reports, and maintains records and correspondence related to surveys and documentation of deficiencies.
- Submits reports to supervisor for review.

Duty 2

**General Summary of Duty 2**

**% of Time 15%**

Reviews construction related to submitted and approved construction plans for facilities to determine compliance with applicable fire safety codes and standards.

**Individual tasks related to the duty.**

- Reviews construction documents.
- Identifies and documents deficiencies in construction or renovation.
- Provides technical assistance to architects, engineers, and health care providers regarding compliance with the fire safety code.
- Prepares related reports for review by supervisor.

Duty 3

**General Summary of Duty 3**

**% of Time 10%**

Participates in fire safety inspector training sessions and seminars.

**Individual tasks related to the duty.**

- Conducts fire drills in accordance with applicable laws and rules.
- Effectively completes training for state fire inspector certification and CMS Certification.
- Maintains requisite fire safety training.

Duty 4

**General Summary of Duty 4**

**% of Time 5%**

Testifies at hearings and court proceedings on matters related to findings of inspections for health care providers.

**Individual tasks related to the duty.**

- Communicates relevant information effectively and professionally before and during hearing.
- Promptly communicates with assigned supervisor(s) when there is a scheduling conflict.

Duty 5

**General Summary of Duty 5**

**% of Time 5%**

Performs other duties as assigned by division director, deputy bureau director or bureau director.

**Individual tasks related to the duty.**

- Performs other duties as assigned.

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

Routine compliance issues identified in plan reviews.

Scheduling daily inspections

Facility owners, the general public, and architects and engineers are affected by these decisions.

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

Any procedural issues of a sensitive nature or where the policy/procedure is vague. Determining priority of inspections and accuracy and appropriateness of related reports.

**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.**

Extensive walking, bending, and reaching during inspections and significant amount of time driving / traveling throughout the state. The position requires considerable physical stamina and mobility to tour the physical environment and to observe and evaluate the resident care area. Exposure to health care risks, hazardous conditions, extended time in confined areas, and weather related elements at construction 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. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
N/A	N/A	N/A	N/A

**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?**

Performs routine life safety code and onsite construction inspections to ensure compliance with the applicable state and federal fire safety laws and rules. Effectively communicates the applicable laws and rules to providers and general public, as well as other state and federal survey team members.

**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?**

This position is responsible for the survey of federally certified health care and child care providers in Michigan in order to evaluate fire safety regulatory compliance established by state and federal law. This position will assist with the administration and enforcement of the fire safety codes and related laws, interpreting and applying the laws, and conducting inspections to ensure compliance. This position is responsible to conduct fire safety inspections.

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

**EDUCATION:**

Education level typically acquired through completion of high school.

**EXPERIENCE:**

Fire Safety Inspector 9

- Three years of full-time experience as a fire fighter, law enforcement officer, or corrections officer.

Fire Safety Inspector 10

- Two years of experience equivalent to a Fire Safety Inspector 9

Fire Safety Inspector 11

- Three years of experience equivalent to a Fire Safety Inspector, including one year equivalent to a Fire Safety Inspector E 10.

**Alternate Education and Experience**

Fire Safety Inspector 9

- One year of full-time experience conducting fire safety inspections conducting inspections with a municipal fire department, Department of Licensing and Regulatory Affairs or Department of Corrections, or in the building trades (licensed electrical inspector, safety inspector, plumbing inspector, construction inspector, etc.) may be substituted for the experience requirement.
- An associate's degree in fire science or fire technology may be substituted for two years of fire fighter experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of applicable 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.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid Michigan Driver's license.

Continuing Michigan Fire Inspector certification or NFPA Fire Inspector I certification.

*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.***

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

<b>TO BE FILLED OUT BY APPOINTING AUTHORITY</b>
Indicate any exceptions or additions to statements of the employee(s) or supervisors.
<i>I certify that the entries on these pages are accurate and complete.</i>
<div style="display: flex; justify-content: space-between;"><div>_____</div><div>_____</div></div> <div style="display: flex; justify-content: space-between;"><div>Appointing Authority Signature</div><div>Date</div></div>
<b>TO BE FILLED OUT BY EMPLOYEE</b>
<i>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.</i>
<div style="display: flex; justify-content: space-between;"><div>_____</div><div>_____</div></div> <div style="display: flex; justify-content: space-between;"><div>Employee's Signature</div><div>Date</div></div>

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