

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. FIRSISPAA36R

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>  	<b>8. Department/Agency</b>  LICENSING AND REGULATORY AFF
<b>3. Employee Identification Number</b>  	<b>9. Bureau (Institution, Board, or Commission)</b>  Bureau of Fire Services
<b>4. Civil Service Position Code Description</b>  FIRE SAFETY INSPECTOR-A	<b>10. Division</b>  Fire Marshal Division
<b>5. Working Title (What the agency calls the position)</b>  Fire Safety Inspector	<b>11. Section</b>  Fireworks
<b>6. Name and Position Code Description of Direct Supervisor</b>  DINGMAN, MICKY V; FIRE SAFETY SUPERVISOR-2	<b>12. Unit</b>  
<b>7. Name and Position Code Description of Second Level Supervisor</b>  DAVIS, BRENDA N; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b>  611 W. Ottawa St., 4 <sup>th</sup> Floor, Lansing, MI 48933 Monday - Friday 8:00-5:00

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

This position is responsible for enforcing of P.A. 256, the Michigan Fireworks Safety Act; requiring extensive knowledge on Michigan's firework laws, rules and regulations and all fireworks. Employees in this job serve as a senior fire safety inspector ensuring that state facilities, institutions, and businesses located in the state are in compliance with the applicable fire safety codes and standards and various state laws, rules and regulations.

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: 50

Conduct complex inspections in accordance with Public Act 256, The Michigan Fireworks Safety Act. of consumer fireworks sales locations to assure compliance with state fire safety laws and rules.

Individual tasks related to the duty:

- **Fire Safety Inspector 11 - Senior Worker** conducts complex inspections of construction and/or cannabis facilities, fireworks facilities, institutions, and businesses to assure compliance with laws and rules. This may include inspection as a result of a fire or hazard complaint in a state regulated facility.
- **Fire Safety Inspector 11 - Senior Worker** conducts complex facility inspections of semi-annual and/or annual maintenance to assure compliance with State Fire Safety laws and rules. The senior level inspector will conduct these inspections in some of the most complex state regulated facilities, institutions or businesses.
- Maintain records, prepare reports, and compose correspondence relative to their duties.
- Conduct complex facility inspections of consumer fireworks sales locations to insure compliance with applicable fire safety laws and rules.
- Conducts follow up on complaints involving violations of an act or law relative to the Michigan Fireworks Safety Act.
- Conducts complex investigations and on-site inspections of new and existing state regulated consumer fireworks sale's locations. to make sure they are following PA 256
- Review blueprints and specification at state regulated consumer fireworks sale's locations to determine compliance with the state fire safety laws and rules.
- 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.
- Identify and advise facility management of code violations and recommend corrective action.
- Examines financial and other operating records to ensure compliance with PA 256. Upon finding violations, secures evidence for use in preparing reports or testifying at hearings.
- Conducts undercover operations to stop the sales and manufacturing of illegal fireworks and their respective sales to the public.
- Provide technical assistance to facility providers regarding compliance with applicable state fire safety laws and rules.
- Issues civil fines to violators of the Michigan Fireworks Safety Act PA 256.
- Provide technical assistance to those possessing a consumer fireworks retail sales certificate (CFRS).
- Respond to inquiries from the public regarding possible violations or applications of law.
- Works closely with and aids fire and law enforcement officials on any violations of PA 256.
- This position is responsible for handling or using hazardous or explosive materials.

Duty 2

General Summary: Percentage: 30

Conduct complex investigations of permanent and temporary facilities and handle disposal of illegal fireworks.

Individual tasks related to the duty:

- **Fire Safety Inspector 11 - Senior Worker** acts as lead investigators for 70% of the CMS federal inspections. Senior level inspector's prepare detailed written inspection reports and complete all required federal forms. These inspections could result in penalties being imposed on facilities. The inspectors could be required to participate in administrative hearings and/or court actions. Inspectors may be required to testify at hearings and court proceedings on matters related to findings of inspections.
- Secure evidence confiscated through PA 256.
- Document and photograph evidence confiscated through PA 256.
- Create evidence logs pertaining to each confiscation conducted in accordance with bureau policy.
- Dispose of confiscated fireworks.
- Provide technical assistance to prosecutors and applicable licensing agencies bringing action against facility owners cited to be in violation of the applicable state fire safety laws and rules.
- May be required to testify at hearings and court proceedings on matters related to findings of inspections.
- Confiscate and secure evidence.
- Transport explosives from investigation sites to evidence storage locker.
- Evaluate explosives to determine compliance with NFPA 1124 and P.A. 256 of 2011
- When directed by supervisor works with governmental and/or law enforcement agencies to coordinate compliance and the regulation of fireworks, including taking possession or seizing legal and illegal fireworks found in violation of the Michigan Fireworks Safety Act.
- When directed by supervisor, inventories seized fireworks, coordinates transportation of seized fireworks to the storage facility.

Duty 3

General Summary: Percentage: 15

Conduct complex inspections of new and existing facilities to assure compliance with state fire safety laws and rules. Investigate fires and complaints of possible hazards or violations in accordance with applicable fire safety laws and rules.

**Individual tasks related to the duty:**

- **Fire Safety Inspector 11 - Senior Worker** acts as lead investigators for 70% of the fire or fire hazard complaint inspections filed with the bureau in their geographically designated area. Will work with locals to determine fire safety requirements.
- **Fire Safety Inspector 11 - Senior Worker** inspectors provide consultation on complex or sensitive construction projects. Areas of expertise include suppression systems, fire alarm systems, construction types and fire ratings. Staff may meet with owners or project superintendents and may meet on-site if necessary. Staff may also provide interpretations of code and law.
- Perform complex inspections of new and existing state regulated consumer firework sales locations, etc.
- Investigates complaints of possible fire hazards and code violations.
- Conduct complex facility inspections of annual maintenance to assure compliance with applicable fire safety laws and rules.
- Prepare inspection and investigation reports, citing appropriate violations of laws and rules, within established or mandated time frames.
- Identify and advise facility management of code violations and recommend corrective action.
- Review blueprints and specifications for projects at state-regulated facilities, such as hospitals, adult foster care homes, home of the aged, schools, colleges, universities, consumer fireworks sales locations, etc. to determine compliance with the state fire safety laws and rules.
- Provide technical assistance to architects, engineers, facility providers regarding compliance with applicable state fire safety laws and rules.
- Verify local fire department approval of plans, identify, and document deficiencies and prepare related report.
- Serves as a liaison between local fire departments.
- Investigates complaints of possible fire hazards and code violations.

**Duty 4**

**General Summary:**

**Percentage: 5**

Senior level fire safety inspector conducts and participates in fire safety inspector training sessions, seminars and committees.

**Individual tasks related to the duty:**

- **Fire Safety Inspector 11 - Senior Worker** inspectors are required to prepare training materials for presentations to staff, industry representatives and others as assigned.
- **Fire Safety Inspector 11 - Senior Worker** inspectors serve on rules development Ad-Hoc committees and provide technical input. This includes a review of existing rules and those proposed at the national level. Staff must perform a comparison and propose additions, deletions, and amendments for use in Michigan. Staff may also be required to draft rules and assist bureau personnel in the promulgation process.
- Prepare and present fire safety information as requested by Bureau management, as it relates to the state fire safety rules to staff, industry representatives and others as assigned.
- Communicate materials effectively. Presentation requires ability to answer routine and complex questions regarding the subject matter and necessary follow-up.
- Performs related work as assigned.
- Maintain favorable public relations.

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

Prioritize and schedule work, meeting and professional consultations as needed.

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.**

This position would consult supervisor for action requiring action that deviates from established practice and/or standards; a sensitive and/or confidential situation. Any policy or procedural issues of a sensitive nature. priority of inspections or investigations in extreme situations.

Extensive travel; Overnight stays; Investigations require lifting, bending and stooping; May be exposed to hostile environments. 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 constructions sites, 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):

- |                            |                                    |                            |                                   |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> 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?

The essential functions are administering and enforcing the laws; rules and regulations that govern fireworks in the State of Michigan; Conducting investigations for violations of PA256 and performing complex fire safety inspections, investigations, and plan reviews to assure compliance with applicable state fire safety laws and rules. Effectively communicate the applicable laws and rules to the general public, facility owners, facility managers, and bureau staff.

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

Update PD to include test designation language and to better reflect current duties and responsibilities. Removed 3 duties from general summary #3 that no longer applied due to duties no longer performed within BFS, removed 1 duplicate duty, changed "Handle" to "Conduct" in General Summary #2.

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

This position is responsible for enforcing PA256 statewide.

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

**EDUCATION:**

Fire Safety Inspector 9:

Educational level typically acquired through completion of high school.

Fire Safety Inspector E10 and 11:

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:**

**Fire Safety Inspector 11**

Three years of experience equivalent to a Fire Safety Inspector, including one year equivalent to a Fire Safety Inspector E10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Through knowledge of administrative hearing procedures.

Through knowledge of investigative and inspection techniques.

Through knowledge of the Act(s) or law(s) that regulate the assigned field.

Through knowledge of legal terminology and what constitutes legal evidence.

Ability to evaluate and interpret laws, rules, regulations and evidence.

Ability to communicate with others both verbally and in writing.

Ability to maintain favorable public relations.

Through knowledge in NFPA 1124 as it pertains to consumer grade fireworks and the retail sales thereof.

Through knowledge of 1.4g class explosives, 1.3g class explosives and articles pyrotechnic devices.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

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

*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

6/20/2025

\_\_\_\_\_  
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

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

## Senior Standard

### Fire Safety Inspector 11 BFS

#### Standards Information

**Position:** Fire Safety Inspector-A 11  
**Process Level:** 6401 LICENSING AND REGULATORY AFF  
**Departments:** 28000 BFS-BUREAU OF FIRE SERVICES  
 28100 BFS-FIREFIGHTER TRAINING DIV  
 28200 BFS-PROGRAM SERVICES  
 28300 INAC-BFS-FIRE SAFETY BOARD

#### Summary of Duties

Employees in this job serve as Fire Safety Inspectors ensuring that state facilities, institutions, and businesses located in the state are in compliance with the applicable fire safety codes and standards and various state laws, rules, and regulations.

#### Qualifying Criteria

Employees must meet 5 of the 7 senior standards to qualify for the senior level.

#### Work Descriptions

##### Description of Work #1

Perform inspections of construction and/or cannabis facilities, fireworks facilities, institutions, and businesses throughout the state to assure compliance with the State Fire Safety laws and rules.

**Experienced**

Schedule as directed routine inspections as a result of construction activity and/or cannabis facility activity performed under supervision in a geographically designated area of the state.

**Senior**

Conduct complex inspections of construction and/or cannabis facilities, fireworks facilities, institutions, and businesses to assure compliance with laws and rules. This may include inspection as a result of a fire or hazard complaint in a state regulated facility.

**Examples:**

Examples of complex inspections senior level staff are expected to complete include hospital inspections, new building(s), school safety inspections, flammable inspections, fireworks, and stacked cannabis grow facility inspections.

##### Description of Work #2

Perform inspections of semi-annual and/or annual maintenance throughout the state to assure compliance with the State Fire Safety laws and rules

**Experienced**

Schedule as directed routine inspections to determine continued compliance with the State Fire Safety laws and rules under supervision in a geographically designated area of the state.

**Senior**

Conduct complex facility inspections of semi-annual and/or annual maintenance to assure compliance with State Fire Safety laws and rules. The senior level inspector will conduct these inspections in some of the most complex state regulated facilities, institutions or businesses.

**Examples:**

Examples of complex facility semi-annual and/or annual inspections include processor facilities, stacked cannabis grow facilities, AFC homes, hospitals and healthcare facilities.



### Description of Work #3

Investigate complaints filed with the bureau/department against licensed facilities or state regulated facilities.

#### Experienced

Experienced level inspectors occasionally conduct inspections as a result of a fire or fire hazard complaint filed with the bureau. A lead investigator may assist with this activity.

#### Senior

Senior level inspectors will act as lead investigators for 70% of the fire or fire hazard complaint inspections filed with the bureau in their geographically designated area. Will work with locals to determine fire safety requirements.

#### Examples:

Lead investigators prepare detailed written inspection reports. These complaints could result in administrative hearings and/or court action. Inspectors may be required to testify at hearings and court proceedings on matters related to findings of inspections.

### Description of Work #4

Prepare and conduct training programs for bureau training or advocacy groups and facility administrators as it relates to the state fire safety rules.

#### Experienced

Experienced level inspectors rarely perform this function.

#### Senior

Senior level inspectors are required to prepare training materials for presentations to staff, industry representatives and others as assigned.

#### Examples:

Inspectors are required to travel to various areas of the state to conduct training programs. Presentation requires ability to answer routine and complex questions regarding the subject matter and necessary follow-up to unresolved issues identified during training presentations.

Examples of trainings include: CRA Social Equity Program outreach training sessions, AFC advocacy group training and BCHS Fire Safety Requirement training.

### Description of Work #5

Provide preconstruction consultation to architects, contractors and/or building owners regarding construction and/or cannabis facility projects.

#### Experienced

Experienced level inspectors are required to answer general questions regarding code requirements.

#### Senior

Senior level inspectors will provide consultation on complex or sensitive construction projects. Areas of expertise include suppression systems, fire alarm systems, construction types and fire ratings. Staff may meet with owners or project superintendents and may meet on-site if necessary. Staff may also provide interpretations of code and law.

#### Examples:

An example of a complex consultation for preconstruction includes hospital renovations.

### Description of Work #6

Assist management staff in the advising and/or development of, or updating of fire safety rules including participating on Ad-Hoc committees.

#### Experienced

Experienced level inspectors are not required to perform this function.

#### Senior

Senior level inspectors serve on rules development Ad-Hoc committees and provide technical input. This includes a review of existing rules and those proposed at the national level. Staff must perform a comparison and propose additions, deletions, and amendments for use in Michigan. Staff may also be required to draft rules and assist bureau personnel in the promulgation process.

#### Examples:

Examples include AFC rules updates, Fire Safety Rules updates, CRA Rules updates.



## Description of Work #7

Perform the most complex federal inspections for Medicare and Medicaid funding.

### Experienced

Experienced level inspectors would only perform these surveys under supervision until they have completed and passed all mandatory federal trainings, have at least six months on the job as a surveyor and complete at least three full surveys under supervision.

### **Examples:**

Examples include CMS recertification and/or validation surveys.

### Senior

Senior level inspectors will act as lead investigators for 70% of the CMS federal inspections. Senior level inspectors prepare detailed written inspection reports and complete all required federal forms. These inspections could result in penalties being imposed on facilities. The inspectors could be required to participate in administrative hearings and/or court actions. Inspectors may be required to testify at hearings and court proceedings on matters related to findings of inspections.

## Approval Information

**Manager:**

**HR Liaison:**

**Appointing Authority:** PAIGE EMMONS

**OCSC Analyst:** KRISTINA BLATTERT

**Effective Date:** Sunday, June 8, 2025

