

**State of Michigan
Civil Service Commission**

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

Position Code 1. FIRSISPAA39R

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 Survey and Certification
4. Civil Service Position Code Description FIRE SAFETY INSPECTOR-A	10. Division Acute & Continuing Care and Support Division
5. Working Title (What the agency calls the position) Fire Safety Inspector	11. Section Environmental Health and Safety Section - Fire Safety Unit
6. Name and Position Code Description of Direct Supervisor RODABAUGH, GERALD P; FIRE SAFETY SUPERVISOR-2	12. Unit 2625
7. Name and Position Code Description of Second Level Supervisor REMUS, LAURA Y; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 611 W. Ottawa St., Lansing, MI (or home office as assigned) / 8:00AM-5:00PM, Monday-Friday or hours as assigned

14. General Summary of Function/Purpose of Position

This position is responsible for performing complex Life Safety Code (LSC) inspections (surveys) and complaint investigations for enforcement of fire safety (LSC) requirements for state licensed and federally certified Long Term Care facilities. The inspections involve evaluating the physical facility and associated life safety systems that are needed to protect the health, safety, and welfare of residents so that a safe environment is provided.

This position is assigned a region within the state and is the recognized resource for Life Safety Code for that region. This region contains Ottawa, Kent, Ionia, Allegan, Barry, Van Buren, Kalamazoo, Berrien and Cass Counties.

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: 70**

As a regional recognized resource, perform complex Life Safety Code inspections of new and existing nursing homes, county medical care facilities and hospital long term care units to assure compliance with the state and federal fire safety laws and rules.

Individual tasks related to the duty:

- Inspect and analyze compliance or non-compliance with state and federal regulations during complex inspections.
- Investigate and analyze complaint investigation of non-compliance with state and federal regulations, which may include allegations of serious injury, serious harm or death involving residents or patients.
- Evaluate the physical design of federally certified health care facilities, including but not limited to: sprinkler systems, hood suppression systems, and fire suppression systems.
- Conduct revisits to inspections or compliant investigations where the provider was found non-compliant with state or federal regulations.
- Review plans of correction related to all inspections and issue approval or denial of plans based on code requirements.
- Identify and cite violations, consulting with supervisor as appropriate.
- Prepare and document inspection reports citing violations and recommending corrective action as necessary.
- Submit reports to supervisor for review.
- Provide technical support, when applicable, to state licensed and federally certified providers.

Duty 2

General Summary: **Percentage: 15**

Conduct inspections of new construction related to submitted and approved construction plans to determine compliance with applicable fire safety codes and standards.

Individual tasks related to the duty:

- Review construction documents.
- Identify and document deficiencies in construction or renovation.
- Provide technical assistance to architects, engineers, facility owners and facility providers regarding compliance with the fire safety code.
- Prepare and distribute related reports.

Duty 3

General Summary: **Percentage: 5**

Participate in fire safety inspector training sessions and seminars.

Individual tasks related to the duty:

- Successfully complete training required for LARA fire safety inspector certification.
- Maintain Michigan Fire Inspector certification or National Fire Protection Association (NFPA) Inspector 1 Certification.

Duty 4

General Summary: **Percentage: 5**

Testify at hearings and court proceedings on matters related to findings of inspections.

Individual tasks related to the duty:

- Communicate relevant information effectively and professionally.
- Promptly communicate with assigned supervisor(s) when there is a scheduling conflict.

Duty 5

General Summary: **Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Assist section manager and division director in developing applicable policies and procedures.
- Represent section, division, and bureau at various department and external meetings and workgroups as assigned.
- Participate in section, division and bureau interview panels, workgroups, etc. as requested.
- Perform 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.

The Fire Safety Inspector specifically determines providers' compliance status related to state and federal requirements. 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.

Guidance is requested when established policy does not exist or when the inspection protocol does not cover significant issues identified during the course of the inspection or complaint investigation, especially when there are major issues of compliance at stake or when there is significant conflict with the facility during the course of the inspection. Official written reports are reviewed by a supervisor.

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 driving a motor vehicle/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 and long term care skilled nursing homes.

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?

This position is responsible for performing complex Life Safety Code (LSC) inspections (surveys) and complaint investigations for state licensed and federally certified Long Term Care facilities. The inspections involve evaluating the physical facility and associated life safety systems that are needed to protect the health, safety, and welfare of residents so that a safe environment is provided.

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

Updating position description to reflect correct bureau, division, counties.

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

The area/position is responsible for the survey and certification of nursing homes in Michigan in order to evaluate fire safety regulatory compliance established by state and federal agencies, as a basis for licensure under state law and certification in the Medicare and Medicaid programs. This position assists with the administration and enforcement of the fire safety codes and related laws interpreting and applying the codes, and conducting inspections to assure compliance. This position is responsible to conduct fire safety inspections.

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:

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.

Possession of Michigan Fire Inspector certification or National Fire Protection Association (NFPA) Inspector 1 Certification.

Once achieved, continuing certification as a Michigan Department of Licensing and Regulatory Affairs 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.

NA

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

PAIGE EMMONS

Appointing Authority

5/8/2025

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