

**State of Michigan
Civil Service Commission**

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

Position Code

1. FIRSISPE

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 Fire Safety Inspector-E	10. Division Fire Marshal
5. Working Title (What the agency calls the position) Fire Safety Inspector	11. Section Detroit
6. Name and Position Code Description of Direct Supervisor DINGMAN, MICKY V; FIRE SAFETY SUPERVISOR-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor DAVIS, BRENDA N.; STATE ADMINISTRATIVE MANAGER	13. Work Location (City and Address)/Hours of Work Monday through Friday 8:00-5:00

14. General Summary of Function/Purpose of Position

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. This position primarily covers the Detroit Region.

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**

Conduct 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:

- Maintains records, prepares reports, and composes correspondences relative to the work.
- Conducts facility inspections of consumer fireworks sales locations to assure compliance with applicable fire safety laws and rules.
- Follows up on complaints of violations of an act or law relative to the Michigan Fireworks Safety Act.
- Conducts investigations and on-site inspections of new and existing state regulated consumer fireworks sales locations to make sure they are following PA 256
- Review blueprints and specification at state regulated consumer fireworks sales locations to determine compliance with the state fire safety laws and rules.
- Assists in investigating 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.
- Assist with undercover operations to stop the sales and manufacturing of illegal fireworks and their respective sales to the public.
- Provide 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 assistance to those possessing a consumer fireworks retail sales certificate (CFRS).
- Assists in responding 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: 15**

Assists in handling investigations of permanent and temporary facilities and handle disposal of illegal fireworks.

Individual tasks related to the duty:

- Assist with securing evidence confiscated through PA 256.
- Assist with the documentation and photograph evidence confiscated through PA 256.
- Create evidence logs pertaining to each confiscation conducted in accordance with bureau policy.
- Dispose of confiscated fireworks.
- Transport explosives from investigation sites to evidence storage locker.
- Assist with evaluation of 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

Duty 3**General Summary:****Percentage: 10**

Review construction plans of new and existing structures to determine compliance with applicable state fire safety laws and rules.

Individual tasks related to the duty:

- Review blueprints and specifications for projects at state regulated facilities.
- 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.

Duty 4**General Summary:****Percentage: 5**

Participate in fire safety inspector training sessions, seminars and committees.

Individual tasks related to the duty:

- Present fire safety information as requested by bureau management, as it relates to the state fire safety rules.
- 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.

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 constructions sites, health care facilities, and penal institutions and climbing ladders.

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?

Perform 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.

New position

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 fire safety codes and related laws, interpreting and applying codes, and conducting inspections and investigations to assure compliance. this position is responsible to conduct fire safety inspections and investigations.

FIRE SAFETY INSPECTOR 9

Education level typically acquired through completion of high school.

FIRE SAFETY INSPECTOR E10

Education level typically acquired through completion of high school and successful completion of the Michigan Department of Licensing & Regulatory Affairs certified fire inspector school.

EXPERIENCE:**FIRE SAFETY INSPECTOR 9**

Three years of experience as full-time Fire Fighter or Law Enforcement Officer.

FIRE SAFETY INSPECTOR 10

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

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.

AMANDA SATKOWSKI

1/27/2023

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