

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 Hazardous Mat Stor Insp Spv-2	10. Division Storage Tank Division
5. Working Title (What the agency calls the position) Region Supervisor	11. Section Region 3
6. Name and Position Code Description of Direct Supervisor BRITTEN, JEREMY; DEPARTMENTAL MANAGER-3	12. Unit 5022
7. Name and Position Code Description of Second Level Supervisor DAVIS, BRENDA N; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 611 W. Ottawa St, Lansing MI 48909 / 8:00am - 5:00pm, Monday - Friday

14. General Summary of Function/Purpose of Position

Assist the Storage Tank Division Manager in overseeing the underground and aboveground storage tank programs and perform the most complex program tasks, including inspection, investigation, and enforcement activities as defined in Part 211, Underground Storage Tank Regulations, of the Natural Resources and Environmental Protection Act, as amended, and Public Act 207, the Michigan Fire Prevention Code, and the rules promulgated thereunder. Serve as direct liaison between field staff and Storage Tank Division Manager. Assist field staff, owners and operators, and the general public in the interpretation of Part 211, Public Act 207, and the Rules. Develop and provide training of these laws and rules to public groups and staff.

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

Direct the activities of hazardous material storage inspectors (HMSIs) in assigned region.

Individual tasks related to the duty:

- Coordinate and schedule work assignments; set priorities and direct the work of HMSI staff.
- Select and assigns staff, ensuring equal employment opportunity during hiring and promotion processes.
- Evaluate and verify employee performance through the review of completed work and work techniques.
- Identify staff development and training needs; ensure training is obtained.
- Develop, review, monitor, and coordinate underground and aboveground storage tank inspection procedures; recommend policies pertaining to storage tank requirements.
- Oversee the use and maintenance of equipment and supplies provided to inspectors.
- Performs related work as assigned.

Duty 2

General Summary:

Percentage: 25

Monitor inspection reports and enforcement activities in assigned region as necessary to ensure consistent interpretation and application of the requirements in Part 211, Public Act 207 and the rules, including daily oversight of HMSI inspectors in their region.

Individual tasks related to the duty:

- Review and evaluate inspection reports and procedures related to compliance and enforcement.

Duty 3

General Summary:

Percentage: 10

Perform the most complex and difficult inspections and enforcement activities of storage tank systems if needed as defined in Part 211 and Public Act 207.

Individual tasks related to the duty:

- Makes verbal and written recommendations for correction of violations.
- Provides expert witness testimony in judicial proceedings.

Duty 4

General Summary:

Percentage: 5

Develop training and oversee training sessions and/or meetings with staff and other division personnel to inform them of new or revised policies, procedures, laws, or other information affecting inspections and enforcement activities.

Individual tasks related to the duty:

- Provide training sessions as needed.
- Assist staff in interpretation of laws and rules to ensure uniform application. Make recommendations as needed to the Storage Tank Division Manager on program continuity and enforcement requirements.

Duty 5

General Summary:

Percentage: 5

Prepare monthly/quarterly dashboard reports for supervisor approval describing compliance and enforcement activities for Par 211, Public Act 207 and the rules for each inspector in assigned region. Perform other duties as assigned by the Storage Tank Division Manager.

Individual tasks related to the duty:

- Prepare monthly metrics and inspection totals.
- Other duties as assigned.

Duty 6

General Summary:

Percentage: 5

Represent the Bureau of Fire Services, Storage Tank Division on appropriate committees to educate others on regulatory issues and maintain communication with others.

Individual tasks related to the duty:

- As determined by the Storage Tank Division Manager, serve on Ad Hoc Committees and work with other state agencies and the local community to provide uniformity in the state regulatory effort involving the storage of regulated substances in storage tanks.

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

Interpret and advise field staff on the compliance and enforcement provisions of Par 211, Public Act 207, financial responsibility and the rules. Respond to requests for information concerning Part 211 and Public Act 207 from the general public. Respond to requests for information concerning Par 211 and Public Act 207 from the legislature, local and state officials per the Bureau of Fire Services procedures. Decisions made by this position affect the ability to proceed with enforcement measures, develop inspection and compliance records, and the interpretation of regulatory enforcement and compliance requirements for field inspectors in assigned region.

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

Matters relating to the interpretation or changes in policies, rules or statutes. Conflicts in interpreting Part 211, Public Act 207 and the rules.

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.

Work is performed in the field as well as in the office. Travel is required. During site inspections, exposure to potential hazardous materials exists. The individual must be physically able to work outside and may require wearing protective/safety equipment. The physical intensity of the work is dependent upon the condition (heat, cold, rain, etc.) that exists and the duration of the activity.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
TIMMER, SCOTT R	HAZARDOUS MTRLS STORAGE INSP-A 11	BRYSON, MAXWELL C	HAZARDOUS MTRLS STORAGE INSP-E E10
DENNIS, RICK A	HAZARDOUS MTRLS STORAGE INSP-A 11	SHUCK, DANIEL B	HAZARDOUS MTRLS STORAGE INSP-A 11
GALBREATH, CRAIG A	HAZARDOUS MTRLS STORAGE INSP-A 11		

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?

The essential duties of this position include the review of financial responsibility documents, review of field inspector reports for consistency of application of the regulatory requirements, coordination of enforcement initiatives identified by the division, prepare statistical reports based on the field compliance inspections, and assist in the development and interpretation of enforcement policies and procedures for implementation by the field inspectors. Conduct the most complex inspections as needed

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

Establish

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

The function of this unit is to oversee and direct compliance and enforcement activities pursuant to Part 211, Public Act 207, and the rules in assigned region. In this position the employee is responsible for monitoring the underground storage tank and aboveground storage tank operations to determine when program modifications are necessary in their region. Further, this person functions as the liaison between the department manager and field staff on all aspects of Part 211, Public Act 207 and the rules, except for plan reviews, site assessments, and variance requests. This position will assist the division manager in overseeing the underground storage tank and aboveground storage tank programs as defined in Part 211 and Public Act 207.

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

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Hazardous Materials Storage Inspector Supervisor 12

Eight years of experience involving the handling, storage, quality control, environmental testing, or regulation of regulated substances including one year equivalent to a Hazardous Materials Storage Inspector 11.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Diverse understanding of underground and aboveground storage tank systems, liquefied petroleum, compressed natural gas and hydrogen systems.
- Good computer skills.
- Excellent written and verbal communication skills.
- Thorough knowledge of management, supervisory, and training techniques and principles.

CERTIFICATES, LICENSES, REGISTRATIONS:

24-Hour Hazardous Waste Operations Course.

Possession of a valid driver's license is required.

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

10/22/2026

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