

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

Federal privacy laws and/or state
confidentiality requirements protect
a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Licensing and Regulatory Affairs
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Fire Services
4. Civil Service Classification of Position Building Construction Manager 13-15	10. Division Plan Review
5. Working Title of Position (What the agency titles the position) Plan Review Manager	11. Section
6. Name and Classification of Direct Supervisor Joe Forro, State Office Administrator 15	12. Unit
7. Name and Classification of Next Second Level Supervisor Thomas Hughes, Senior Management Executive 19	13. Work Location (City and Address)/Hours of Work 611 W. Ottawa St., 4 th Floor, Lansing, MI Monday – Friday, 8:00 a.m. – 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position functions as a first-line professional manager of professional positions in a complex work area. This position is responsible for statewide implementation and administration of plan review functions in all Bureau of Fire Services (BFS) regulated facilities, including overseeing the Plan Review section, and assuring compliance under the Michigan Fire Prevention Code Act, PA 207 of 1941.

For Civil Service Use Only

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, 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 **60**_____

Manage, direct and coordinate the Plan Review Section.

Individual tasks related to the duty.

- Coordinates work assignment, sets priorities, and directs the work of subordinates.
- Assure that proper labor relations and conditions of employment are maintained in the workplace.
- Plans and coordinates the training of staff.
- Recommends and formulates procedures, policies, and guidelines for assigned program.
- Develops and implements program goals and plans.
- Represent Bureau at meetings and on various committees at the local, state and national level.
- Prepare documents for use by Attorney General's Department for Bureau related issues.
- Responsible for BFS Bulletin's, enforcing PA 207, 29.19, Fire Drills in Schools.
- Responsible for P.A. 144 implementation and operation as prescribed in PA 207, 29.26-29.33.
- Evaluate fees and recommend fee structures.
- Tracks and recommends assessment of fees for plan review services.
- Reviews plans, specifications, construction cost data, and other contract documents to identify and point out error's omissions, code violations, and design inadequacies.
- Measure staff quality of assurance and provide feedback.

Duty 2

General Summary of Duty 2 % of Time **20**_____

Develop fire safety rules as per Public Act 207.

Individual tasks related to the duty.

- Organizes the promulgation of fire safety rules and services
- Leads and documents the progress of the Ad-Hoc Committees.
- Update forms, applications and macros as needed.
- Works and meets with other state agencies on fire safety rule issues.

Duty 3

General Summary of Duty 3

% of Time 15

Perform related work as assigned by the State Fire Marshal.

Individual tasks related to the duty.

- Heads up any testing on the computer system for Plan Review.
- Develop and update procedures including researching and presenting to State Fire Safety Board (SFSB).
- Attends meetings of fire service groups and boards.
- Represent the Bureau on the Midwest Regional Work Group Committee for ICC.
- Conducts special projects.
- Prepares special studies and reports.
- Makes recommendations in area of expertise.
- Process modification requests for approval by the Director.
- Knowledge of construction codes, laws and contract documents.

Duty 4

General Summary of Duty 4

% of Time 5 _____

Perform related work as assigned.

Individual tasks related to the duty.

- Other duties as assigned

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Utilizing published reference manuals, personal judgment based on prior advanced experience, knowledge of supervisor's viewpoint, and policies and procedures, make determinations that plans follow the Fire Prevention Code,

PA 207 of 1941. Makes judgmental decisions based on practical experience and technical knowledge. Judgment and expertise must be exercised in those cases where documents submitted do not meet exact code requirements, but determination can be made to assure meeting the intent of the code. Requires the ability to understand and effectively communicate technical terminology.

Oversee staff activities – affects staff work assignments and effectiveness of Bureau divisions.

Prepare modification requests of rules – affects the regulated community, persons incapable of self-preservation and first responders.

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

Supervisor's guidance would be required for clarification of a law or guideline for a specific situation or when no existing procedures or guidelines exist.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

This position will involve some travel, stressful situations, and long workdays. Physical activities may include standing, sitting, stooping, walking and bending. Conditions include normal office conditions.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee 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>

20. My responsibility 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. |

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

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

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential duties of this position?

Must utilize extensive independent knowledge and judgment when representing the Bureau of Fire Services in the application of the fire safety rules, rule promulgation, and communication with the State Fire Safety Board. Identify irregularities of fire safety rule compliance during plan reviews. Serve as program technical resource person for office personnel, field inspectors, architects, engineers and other state, federal and local fire safety officials. Provide expertise unique to the field in developing and administering fire safety regulations, fire safety rule promulgation, training of office personnel and other code enforcement agencies.

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?

Assist in administering fire safety regulations, fire safety rule promulgation, training of Bureau of Fire Services personnel and other code administration duties. Represent the Bureau of Fire Services at conferences, seminars and meetings that relate to the application of fire safety regulations. Analyze and evaluate submitted documents through review of plans, specifications and shop drawings.

As the manager must function with minimum supervision and is required to exercise considerable independent judgment.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in architecture, engineering, or building construction.

Alternate Education and Experience

Building Construction Manager 13 - 15 Completion of high school and four years of experience as a superintendent or foreman in the building construction trades, or equivalent experience in building construction inspection, planning, or design may be substituted for the education requirement

EXPERIENCE:

Building Construction Manager 13

Four years of professional experience equivalent to a Building Construction Project Superintendent, including two years equivalent to a Building Construction Project Superintendent P11 or one year equivalent to a Building Construction Project Superintendent 12.

Building Construction Manager 14

Five years of professional experience equivalent to a Building Construction Project Superintendent, including three years equivalent to a Building Construction Project Superintendent P11, two years equivalent to a Building Construction Project Superintendent 12, or one year equivalent to a Building Construction Manager 13 or Building Construction Specialist 13.

Building Construction Manager 15

Six years of professional experience equivalent to a Building Construction Project Superintendent, including four years equivalent to a Building Construction Project Superintendent P11, three years equivalent to a Building Construction Project Superintendent 12, two years equivalent to a Building Construction Manager 13 or Building Construction Specialist 13, or one year equivalent to a Building Construction Manager 14 or Building Construction Specialist 14

KNOWLEDGE, SKILLS, AND ABILITIES:

CERTIFICATES, LICENSES, REGISTRATIONS

NFPA Certified Fire Protection Specialist preferred.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. 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

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date