

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

Position Code 1. INHGNSTE

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 MDHHS-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Environmental Health
4. Civil Service Position Code Description Industrial Hygienist-E	10. Division Environmental Community Services
5. Working Title (What the agency calls the position) Inspection Service Consultant	11. Section Residential Environmental Services
6. Name and Position Code Description of Direct Supervisor MARASKINE, TYLER J; DEPARTMENTAL MANAGER-3	12. Unit Lead Inspection Unit
7. Name and Position Code Description of Second Level Supervisor RHODES, CHAD C; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 333 S. Grand Ave., Lansing, MI 48913 / 8:00am-5:00pm Monday-Friday

14. General Summary of Function/Purpose of Position

This position serves as an Inspection Service Consultant for the Michigan Department of Health and Human Services, Residential Environmental Services Section, Lead Inspection Unit. This individual shall provide lead-based paint hazard control activities, including inspections, risk assessments, elevated blood lead level investigations and reports for eligible families residing in high-risk homes containing lead-based paint. Additionally, this individual may provide project specifications, abatement and contractor oversight, project facilitation, and clearance examinations. This position shall work closely with a very diverse population of clientele and shall serve as liaison between clientele and local health department staff, nurses, physicians and housing officials. This position shall also focus on providing education and outreach to diverse populations and groups on childhood lead poisoning, the Lead Safe Home Program and healthy homes. An individual in this position is also asked to provide technical support and training to staff on topics relating to performing lead inspection activities and completing required technical reports associated with lead activities.

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: 80

Provide lead-based paint inspections, risk assessments and elevated blood lead (EBL) level environmental investigations for enrolled Lead Safe Home Program (LSHP) housing units. Provide required technical reports associated with inspection activities and provide technical support and education after report and inspection activities.

Individual tasks related to the duty:

- Per the Michigan Lead Abatement Act and federal laws, perform residential (home-based) lead inspection/risk assessments investigations annually to identify all present and potential lead-based paint hazards, lead in water exceedances and prepare required reports. Key tasks for conducting a lead inspection/risk assessment/EBL investigation include:
 - Facilitating the residential questionnaire to help identify areas to focus during lead inspection.
 - Developing a floor plan of the property.
 - Using an X-Ray Fluorescence (XRF) device properly to identify lead-based paint.
 - Collecting dust, soil, and water samples, and submitting samples to accredited laboratory for analysis.
 - Educating the homeowner/tenant about methods to reduce lead exposures in the home (ex. lead-safe cleaning methods).
 - Analyzing and interpreting sample results.
 - Preparing a lead inspection/risk assessment or environmental investigation report that summarizes the findings of the investigation and makes recommendations for abatement or interim control corrective options.
 - Meeting all regulatory requirements of the investigation and reporting.
 - Perform routine maintenance of the XRF device.
- Follow the Michigan Lead Abatement Act, Michigan Lead Hazard Control Rules, and other federal lead hazard control rules through the U.S. Department of Housing and Urban Development, U.S. Environmental Protection Agency, as well as other Michigan regulatory agencies such as the Department of Environment, Great Lakes, and Energy (EGLE).
- Follow the MDHHS Residential Lead in Water Sample Collection Protocol.
- Answer or refer questions to the correct team member from the homeowner/tenant during the investigation regarding the process (investigation, sample analysis, reporting, follow-up recommendations).
- Educate the homeowner/tenant about safe drinking water and using a lead-reducing drinking water filter.
- Offer technical support to other programs regarding hazard identification and abatement prioritization based on inspection findings.
- Provide follow-up educational phone calls or in-person visits with the homeowner/tenant as needed.
- Participate in weekly technical support meetings with inspection peers to discuss ongoing inspection/reporting challenges.

Duty 2

General Summary:

Percentage: 10

Provide support to programmatic trainer(s) (IH-A senior position(s)) for new and existing internal Lead Inspector/Risk Assessors and Environmental Investigators.

Individual tasks related to the duty:

- Participate in training of new Inspection Service Consultants, specifically conducting Lead Inspection/Risk Assessments.
- Review lead inspection reports for lead hazard control measures and completeness of field inspection tasks, prior to sending for senior level review.
- Utilize findings of the on-site and report reviews, noting trends in errors, and support IH-A senior positions develop training curriculum or tools to staff.
- Consult with management, and other internal staff regarding lead inspection problems and solutions.
- Training activities include performing visual assessments; collecting dust, soil, paint and water samples; sample submission to laboratories, interpreting results, and report writing.

Duty 3

General Summary:

Percentage: 5

Provide support for education and outreach events or meetings on lead poisoning, lead safe work practices, the Lead Safe Home Program and healthy homes issues.

Individual tasks related to the duty:

- Provide support to RESS/DECS in identifying and accessing private sector funding mechanisms for lead hazard control activities.
- Assist with local education and outreach activities targeting parents, parent groups, local health departments, health care providers, remodelers, renovators, maintenance personnel, painters, rental property owners, and other segments of the population.
- Attend and participate regularly scheduled Lead Inspection Unit (LIU) and Lead Abatement Unit (LAU) meetings.
- Focus outreach efforts on assigned target areas as defined by EHB/DECS/RESS strategy plans.

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

Provide support to RESS staff in various special requests, as needed. Provide support to RESS staff in various federal and state reporting requirements.

Individual tasks related to the duty:

- Assist IH-A senior worker, unit manager, or section manager on specialized projects as needed.
- Maintain records and prepare reports related to tasks and deliverables.
- Attend required training events.

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

Allowing for independent judgement, employee may make time-sensitive or on-the-spot decisions as situations demand, with the expectation of notifying and consulting the manager as soon as practicable. Decision making may be referred to Senior level worker in some cases and supervisor approval will not be needed. Performs most duties under general supervision. Most work products, recommendations, and decisions require review and approval by the manager.

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

Most decisions will be required to be reviewed by the 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.

Some physical effort is necessary in this position including but not limited to bending, climbing ladders, climbing stairs and lifting small equipment as part of the housing inspection. This position often requires working in or with problematic settings or unforeseen circumstances including upset clientele and contractors, in climate weather, unmaintained sites and homes and sometimes outside of normal working hours. Site visits require statewide travel in all weather conditions, sometimes including overnight stays.

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?

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

New establishment.

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

The Environmental Health Bureau, Division of Environmental Community Services is dedicated to improving the health and wellbeing of Michigan citizens by promoting safe and healthy home environments through comprehensive home-based intervention programs, lead certifications and regulations, public education and outreach, and statewide partnership. This position serves as an Inspection Service Consultant and provide lead inspection services for the Lead Safe Home Program to help prevent environmental lead exposure.

26. 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 the physical sciences, biological sciences, public health, occupational safety or health, or engineering with a minimum of 20 semester (30 term) credits in one or a combination of the following: biology, biostatistics, chemistry, critical incident analysis, engineering, environmental health, epidemiology, ergonomics, health physics, industrial hygiene, physics, physiology, public health, sampling and laboratory analysis, hazardous materials, hazardous materials management, or toxicology.

EXPERIENCE:

Industrial Hygienist 9

No specific type or amount is required.

Industrial Hygienist 10

One year of professional experience in the prevention of occupational diseases and the protection and improvement of the industrial health environment equivalent to an Industrial Hygienist 9.

Industrial Hygienist P11

Two years of professional experience in the prevention of occupational diseases and the protection and improvement of the industrial health environment equivalent to an Industrial Hygienist, including one year equivalent to an Industrial Hygienist 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed in the Civil Service job specifications. In addition:

- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Ability to organize, evaluate, and present information effectively.
- Ability to interpret laws, rules, and regulations relative to the work.
- Ability to formulate plans, procedures, and controls in a program or service area.
- Ability to learn and utilize computer processes.
- Ability to maintain favorable public relations.
- Ability to develop conclusions based on collected data and facts Housing and/or residential construction knowledge required.
- Ability to organize and coordinate the work of others.
- Ability to set priorities and assign work to other professionals.
- Housing and/or residential construction knowledge required.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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.

LIBERTY IRWIN

7/23/2026

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