

POSITION DESCRIPTION

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| 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 TECH, MGMT AND BUDGET - MB |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
| 4. Civil Service Position Code Description State Assistant Administrator | 10. Division State Facilities Administration |
| 5. Working Title (What the agency calls the position) Health and Life Safety Programs Administrator | 11. Section Health and Life Safety Services |
| 6. Name and Position Code Description of Direct Supervisor TURNQUIST, MICHAEL A; SENIOR DEPUTY DIRECTOR | 12. Unit |
| 7. Name and Position Code Description of Second Level Supervisor LANGE, MICHELLE; ACTING, SENIOR CHIEF DEPUTY DIRECTOR | 13. Work Location (City and Address)/Hours of Work 3111 W SAINT JOSEPH ST; LANSING, MI 48917 / M- F 8-5 or variation |
| 14. General Summary of Function/Purpose of Position This position serves as the exclusive administrator of the Health and Life safety program for DTMB, Executive Office, State Budget Office, Children's Ombudsman, and other state agencies. This position is the primary contact for the department-wide development of health and life safety plans and programs; executing consistent specialized training and certification programs; serves as the emergency monitor program coordinator, life safety officer, and drug and alcohol testing coordinator. In addition, this position provides life safety consulting and responds to health and life safety complaints. | |

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

Administer, develop, and implement department-wide health and life safety plans and programs as well as specialized training and certification programs for DTMB, Executive Office, State Budget Office, Children's Ombudsman, and state agencies.

Individual tasks related to the duty:

- Develop, implement, and oversee written life safety plans for all areas of DTMB and recommend changes to policies and procedures involving life safety manual audit and updates, building life safety audits, steam shut down and start up procedures, training, emergency evacuation plans, confined space identification, asbestos survey, data management (quality control/measures/metrics), communication, investigations (reported incidents, emergencies, and enforcement), job hazard analysis, fall protection program development, equipment training and recertification, and MIOSHA requirements training.
- Conduct workplace hazard assessments, audits, and evaluations to measure hazard conditions, monitor compliance, and assess progress.
- Conduct site specific surveys, building audits and special studies of DTMB-owned statewide facilities in order to identify workplace hazards and report survey findings.
- Serve as the MIOSHA liaison charged to assist the department with responding to MIOSHA citations, inspections, investigations ensuring 100% compliance.
- Facilitate agencies in defining and documenting processes for lock out/tag out (LOTO), equipment inspection, inventory of personal protective equipment, rescue procedures, and MIOSHA standards and regulations.
- Develop content and materials to ensure life safety training and competent person for fall protection program records meet MIOSHA, ANSI, NFPA and other statewide and national regulations and standards.
- Fall Protection Systems technical advisor assisting management/employees/contractors/vendors/agencies with interpreting policies and procedures in the use of the system.
- Facilitate hazard assessments ensuring safe work procedures are in place concerning personal protective equipment findings.
- Recommend job hazard analysis where employees may be dangerously exposed during daily operations and convey precise information to the appropriate administration.
- Serve as the chairperson for the Fall Protection Hazard Committee creating program policies and best practices.
- Liaison with DTMB representatives, vendors and contractors during construction projects on DTMB-owned and managed facilities to ensure all MIOSHA, ANSI, NFPA and applicable rules, regulations and standards are being followed during construction projects.
- Liaison with DTMB representatives to ensure leased facilities are providing relevant life safety and code compliance information to the State of Michigan regarding safe environments for state employees' workplaces in leased facilities.
- Provide health and life safety consultation services on a daily basis arising from inquiries by agency directors, supervisors, managers and employees from DTMB, Executive Office, State Budget Office, and Children's Ombudsman and other state agencies.
- Provide leadership in the development of customized life safety training designed around specifically defined training matrixes.
- Participate in the review of position descriptions identifying duties relevant to MIOSHA standards and develop appropriate training matrixes for each position classification.
- Oversee the development of customized training curriculum, lesson plans and effective scoring mechanisms based upon MIOSHA standards, ANSI, and equipment manufacturer's recommendations.
- Conduct all health and life safety specialized training and certification sessions, in addition to the creation of monthly health and life safety videos and on-line training which are used as an employee training tool.
- Conduct onsite heavy equipment training providing required certification/recertification to DTMB employees' license which is essential for meeting job requirements (forklifts, aerial/scissor lifts, backhoes, loaders, skid steers, tractors, landscape equipment, and other equipment).
- Coordinate the Communication Tower Rescue. DTMB, Michigan Public Life Safety Communications Systems (MPSCS) steeplejacks maintain all 183 state-owned communication towers which provide critical communications for MSP, MDOT, DNR, DEQ. These towers also serve many

county, local governments and Emergency Management Service entities as well.

- Oversee the development of policies and procedures defining the usage of heavy equipment and operations.
- Administer and oversee competency and knowledge tests by working with DTMB agencies, utility companies and other agencies to ensure practice zone life safety for all training operations and ensure all attendees are abiding by required rules and regulations.
- Work closely with staff to generate official equipment licenses, permits and certificates for transmission to appropriate personnel upon successful training completion.
- Negotiate equipment replacement to agency directors based upon industry standards, life safety equipment, price, warranty, and ease of use.
- Maintain Health and Life safety, Building Compliance Web Pages.

Duty 2

General Summary:

Percentage: 20

Serve as the Emergency Monitor Program Coordinator for state-owned and managed facilities.

Individual tasks related to the duty:

- Develop criteria, implement, and measure effectiveness of the emergency evacuation program to ensure consistency during emergency building evacuation and shelter within locations.
- Proactively work with Building Operations Division (BOD) administration to guarantee crucial participation in the annual statewide fire drills and tornado drills.
- Direct planning and scheduling of annual fire and tornado drills and report progress to State Facilities Administration's Senior Deputy Director and BOD Director.
- Prepare and provide proper emergency response training materials, evacuation procedures, shelter within locations, and review emergency procedures for medical situations with facility tenants.
- Coordinate and deliver emergency response training to all facility head monitors and monitors statewide.
- Proactively work closely with all BOD and Office of Infrastructure Protection administration to manage and provide guidance to tenants during emergency evacuation situations to ensure compliance and cooperation.
- Manage and Coordinate AED (Automated External Defibrillator) Program and Awareness Training.
- Manage and Coordinate all Life Safety Program and Awareness Training on SFA Building Pages.

Duty 3

General Summary:

Percentage: 5

Serve as the exclusive responding Life Safety Officer and Drug and Alcohol Testing Coordinator for DTMB, Executive Office, Children's Ombudsman, and the State Budget Office.

Individual tasks related to the duty:

- As the life safety officer, develop and recommend measures for assuring personnel life safety and monitor and/or anticipate hazardous and unsafe situations utilizing the National Incident Management process.
- Monitors incident operations and advises Incident Commander on all operational life safety matters of emergency responder personnel.
- Utilize emergency authority of the Incident Commander to stop or prevent unsafe acts during incident operations.
- Assist in the establishment of a response program ensuring all participating employees and personnel are performing in a safe manner and following MIOSHA rules and regulations and any other standards when responding to emergencies.
- Communicate hazardous and unsafe situations and ensure a site health and life safety plan is developed.
- Prepare and include life safety messages in the Incident Assessment Plan
- Assign a life safety officer and assistant for each incident as necessary.

- Plan/participate in the post incident analysis process.
- As the drug and alcohol testing coordinator, coordinate pre-employment testing procedures with DTMB Human Resources office.
- Serve as a technical advisor and liaison with OSE and other state departments regarding Drug and Alcohol testing for pre-hires, reasonable suspicion, and random testing for life safety sensitive positions.
- Develop, review, and conduct training in drug and alcohol reasonable suspicion testing for managers and supervisors.
- Develop, review, and conduct training to new employees in regard to CS rules and regulations, Union contracts and the Governors Executive Order.
- Liaison with OSE and third-party administrator to conduct random tests for life safety sensitive and commercial driver's license positions.
- Support reasonable suspicion, follow up, and post-accident testing protocols.
- Coordinate reasonable suspicion testing and return to work with Labor Relations and the leave administrators.
- Stay abreast with Federal DOT drug and alcohol testing procedures.
- Liaison with OSE on testing procedures and various testing pools for life safety sensitive and driver personnel.
- Review invoices from third party administrator and reconciles monthly billings for testing forms, litigations packets, and personnel testing for DTMB, Executive Office, OSE, Children's Ombudsman, and the State Budget Office.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned

Individual tasks related to the duty:

- Participate in Department initiatives and special projects
- Participate on committees and workgroups
- Attend meetings and conferences as appropriate
- Americans' w/Disability Act (ADA) Title II requirements and providing directions to cost effective solutions complying with the law.
- Coordination of Continuity of Operations Plan (COOP) for SFA

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

Prioritization of competing work assignments; strategizing with administration on addressing training issues; making decisions affecting the structuring and implementation of health and life safety training plans and programs; and drafting and recommending changes to existing policies and procedures. Department administration and employees are directly impacted by these decisions.

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

Payment authorization, unclear department directives, or conflicting priorities as well as other situations unique in nature.

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 office and field settings. Work is classified as light duty under U.S. Dept. of Labor definition and may involve long periods of standing, walking, bending, lifting, sitting, and other movements. Field work can result in being exposed to hazardous situations regarding environmental, health and life safety issues. Appropriate actions are to be taken to avoid these exposures and reduce risk. Position involves travel by car to various locations.

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> |
|----------------------|--------------------|-------------|--------------------|
| Koenigsnecht, Olivia | Dept Anl 11 | | |
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Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" type="checkbox"/> 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 serves as the exclusive administrator of the Health and Life safety program for DTMB, Executive Office, State Budget Office, Children's Ombudsman and other state agencies. This position is the primary contact for the department-wide development of health and life safety plans and programs; executing consistent specialized training and certification programs; serves as the emergency monitor program coordinator, life safety officer, and drug and alcohol testing coordinator. In addition, this position provides life safety consulting and responds to health and life safety complaints.

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

This position has grown with the inclusion of the Emergency Monitor Program Coordinator leadership role. Added to the duties are working with the American with Disability Act (ADA) Title II Program while developing and leading department-wide Automated External Defibrillators (AED) Programs. The level of responsibilities have evolved into the oversight and delegation of roles and responsibilities within the Health and Life Safety Services program.

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

This position is the only Health and Life safety leadership position within the department and is the primary contact for the development of health and life safety plans and programs; executing consistent specialized training and certification programs; serves as the emergency monitor program coordinator, life safety officer, and drug and alcohol testing coordinator. In addition, this position provides life safety consulting and responds to health and life safety complaints. This position is a unique fit within State Facilities Administration due to the partnering of administration and employees who require specialized life safety training as a requirement for many of its positions.

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 any major.

EXPERIENCE:

State Assistant Administrator 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of the principles and techniques of administrative management, including organization, planning, staffing, training.
- Considerable knowledge in public relations techniques.
- Knowledge in labor relations, state and federal legislative processes; federal, state, and local relationships as these impact the operation of the department.
- Ability to recommend policies, procedures, and problem resolutions, based on investigations in life safety programs
- Ability to plan, develop and evaluate programs.
- Ability to motivate and lead others in accomplishments of tasks.
- Ability and willingness to delegate assignments, authority, and responsibility, to determine where task can most appropriately be accomplished and establish management controls for follow up.
- Ability to communicate effectively, verbally and in writing.
- Ability to plan, coordinate and act independently as well as with a team on complex projects and programs.
- Knowledge of human resources, Civil Service rules and regulations, Union contracts, MIOSHA Standards, various industry life safety and health programs and quality assurance practices.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- Valid driver's license
- Current or ability to maintain CPR/First Aid and AED instructional certification from an accredited organization (American Red Cross, American Heart Association, or the National Life safety Council)
- Ability to have Competent Person training certificate for Fall Protection from a Qualified training provider
- MIOSHA Training Institute – Level One-Life safety & Health General Industry Certification desired
- FEMA - National Incident Management System training – ICS 100, 200, and IS 700 and 800 certifications desired

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.

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

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