

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

<b>Position Code</b>
1. STDDADM1F36N

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> LICENSING AND REGULATORY AFF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Construction Codes
<b>4. Civil Service Position Code Description</b> STATE ADMINISTRATIVE MANAGER-1	<b>10. Division</b> Specialty Trades
<b>5. Working Title (What the agency calls the position)</b> Specialty Trades Section Manager	<b>11. Section</b> Specialty Trades
<b>6. Name and Position Code Description of Direct Supervisor</b> LAMBERT, KEITH E; STATE BUREAU ADMINISTRATOR-FZN	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> BRISBO, ANDREW; SENIOR MANAGEMENT EXECUTIVE	<b>13. Work Location (City and Address)/Hours of Work</b> 611 W Ottawa St, Lansing, MI 48933 / 8a-5p / Mon-Fri

**14. General Summary of Function/Purpose of Position**

This position provides overall direction for the bureau's Specialty Trades Section, which includes the Boiler, Elevator, and Ski Amusement Sections. This position is also responsible for determination of all staffing needs and to plan, organize and direct daily activities; review and coordinate section processes by establishing procedures and guidelines. Assist field staff with the inspection of boilers and elevators in commercial buildings, public school facilities and residences across the state in accordance with the Skilled Trades Regulation Act 407 of 2016, Elevator Safety Board Act and all applicable rules and codes. Assists, when necessary, with the enforcement of the Elevator Licensing Act and all applicable rules and codes. Manage and serve accordance with the Ski Area Safety Act, the Carnival-Amusement Safety Act and the applicable rules and codes. The position ensures the safe operation of boilers, elevators, ski areas, and amusement rides in the state of Michigan.

**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**

Supervise and direct the activities of the Specialty Trades Section.

**Individual tasks related to the duty:**

- Coordinate section activities, determine staff assignments, set section priorities, and direct the work of subordinates.
- Review, create, revise, and implement section policies and procedures.
- Direct staff in the review of complaints and code violations. Review reports of mechanical failures and personal accidents, consult with designers, manufacturers and C.P.S.C. regarding repairs or modifications.
- Provides assistance with the determination of appropriate inspection loads of state elevator and ski/carnival inspectors and recommend redistricting when necessary.
- Oversee administrative staff to ensure entries into the database are accurate.
- Work with IT team to perform system updates and upgrades
- Assist staff review of permit applications, plans, and test reports.
- Conduct inspections on a random sample of reports to confirm that they are entered satisfactorily.
- Assist the Licensing Division with the enforcement of licensing requirements, applications for exams and renewals.
- Assist in drafting rules, the public hearing process and prepare appropriate documents throughout the rule promulgation process. This includes evaluating public comments received and determine if suggestions merit rule modification.
- Keep up to date on changes in the boiler, elevator, ski and carnival industries and recommend appropriate updates to applicable Michigan statute and rules.
- Review section expenses vs. appropriations and recommend necessary fee changes to ensure sufficient revenue to support section responsibilities.
- Recommend field staffing needs by analyzing the number of permits received, number of inspections required, and staff workloads.
- Initiate management staff meetings and actively participate to ensure coordination of activities to carry out the goals and objectives of the bureau.

**Duty 2**

**General Summary:**

**Percentage: 40**

Supervise state boiler, elevator, ski/carnival, and support staff to ensure appropriate enforcement of state codes and provide training.

**Individual tasks related to the duty:**

- Review, coordinate, and approve leave and training requests.
- Evaluate and verify employee performance through the performance management system.
- Counsel staff and administer appropriate disciplinary action if required.
- Recruit, hire, and train personnel.
- Assist with necessary training of new inspectors. This includes training in code, law, department procedures and policies, as well as specialized equipment.
- Develop and administer training seminars for inspectors in the use of internal systems, specialty issues, and communication.
- Ensure staff provide assistance to inspectors as needed with questions.
- Develop and administer training seminars for administrative staff.
- Encourage support staff to regularly check and partake in Civil Service training opportunities.
- Review department policies and procedures to ensure appropriate action relative to labor relations, sexual harassment, and equal employment opportunities.

**Duty 3**

**General Summary:**

**Percentage: 10**

Communicate clarifications of the law and related rules to the public and support staff through telephone, meetings, correspondence, special reports, and research papers related to codes, laws, and rules administered by the bureau.

**Individual tasks related to the duty:**

- Provide written clarification to assist with understanding codes where applicable.
- Meet with the general public to assist them in understanding the law and rules where applicable.
- Prepare articles for newsletters.
- Prepare handbooks with other state agency personnel outlining regulatory guidelines administered by state agencies.
- Other duties as assigned.

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

Responsible for all decisions as they relate to the daily operation of the section.

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

Decisions regarding policies that have an impact beyond the division. Decisions that have a political component. If formal disciplinary action of an employee is necessary, the supervisor would review such decisions. Decisions contrary to established policy and procedures or any issue sensitive 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.**

Physical activity conducive to an office setting. On occasion, the position is required to visit buildings under construction including crawl spaces, roofs, and other areas of a building under construction.

**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>
STONE, SUSAN M	DEPARTMENTAL ANALYST-A 12	ROBINETTE, RIKKI L	DEPARTMENTAL ANALYST-E P11
HONAKER, PENNY J	DEPARTMENTAL TECHNICIAN-E 8	VACANT	DEPARTMENTAL TECHNICIAN-E
VACANT	DEPARTMENTAL TECHNICIAN-E	HOVEY, JENNIFER M	DEPARTMENTAL TECHNICIAN-E 7
GRUESBECK, CAROLYN A	DEPARTMENTAL TECHNICIAN-E 9	DWIGHT, GRETCHEN A	DEPARTMENTAL TECHNICIAN-E 7

**Additional Subordinates**

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

<input type="checkbox"/> Complete and sign service ratings.	<input type="checkbox"/> Assign work.
<input type="checkbox"/> Provide formal written counseling.	<input type="checkbox"/> Approve work.
<input type="checkbox"/> Approve leave requests.	<input type="checkbox"/> Review work.
<input type="checkbox"/> Approve time and attendance.	<input type="checkbox"/> Provide guidance on work methods.
<input type="checkbox"/> Orally reprimand.	<input 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 provides overall direction for the Bureau's Specialty Trades Section support staff and is responsible for determination of all staffing needs and to plan, organize and directly daily activities, review, and coordinate division processes by establishing procedures and guidelines. This position ensures the safe operation of elevators in the state of Michigan.

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

Updated language to remove responsibilities for Mobile Homes which is being moved to a new section within the bureau.

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

The Manager of the Specialty Trades Section directs all activities of the section and ensures uniform and consistent application of the laws and rules enforced by the division.

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:**

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

Alternative Education and Experience:

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of state and federal laws and legislative processes related to the work; federal, state, and local relationships that impact the operations of a department; current literature in the field; and of training and supervisory techniques; employee policies and procedures. Thorough knowledge of state government organization and functions; the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting; methods of planning, developing, and administering programs; fiscal planning and management; staffing requirements as to type, number, and training necessary for the accomplishment of program goals; labor relations and equal employment opportunity policies and procedures; and of public relations techniques. Ability to instruct, direct, and evaluate employees; plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved; analyze and appraise facts and precedents in making administrative decisions; formulate policies and procedures based on information of a conceptual nature from varied and complex sources; establish and maintain effective relationships with government officials, private industry officials, professional personnel, and others; and to communicate effectively.

**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.

N/A

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

AMANDA SATKOWSKI

1/15/2026

\_\_\_\_\_  
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

