

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. FIRSISPAA02R

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 FIRE SAFETY INSPECTOR-A	10. Division Fire Marshal Division
5. Working Title (What the agency calls the position) Fire Safety Inspector	11. Section Lansing Region
6. Name and Position Code Description of Direct Supervisor CONNELL, BRENT D; FIRE SAFETY SUPERVISOR-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor ELENBAAS, JAMES C; DEPARTMENTAL MANAGER-3	13. Work Location (City and Address)/Hours of Work 611 W. Ottawa St., Lansing, MI, 48909 / Monday - Friday, 8:00am to 5:00pm
14. General Summary of Function/Purpose of Position Employees in this job serve as a senior fire safety inspector ensuring that state facilities, institutions, and businesses located in the state are in compliance with the applicable fire safety codes and standards and various state laws, rules and regulations.	

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: 75**

Conduct complex inspections of new and existing facilities assuring compliance with applicable fire safety laws and rules. Investigate fires and complaints of possible hazards or violations in accordance with applicable fire safety laws and rules.

Individual tasks related to the duty:

- **Fire Safety Inspector 11 – Senior Worker** conducts complex inspections of construction and/or marijuana facilities, institutions, and businesses to assure compliance with laws and rules. This may include inspection as a result of a fire or hazard complaint in a state regulated facility.
- **Fire Safety Inspector 11 – Senior Worker** inspectors act as lead investigators for 70% of the federal inspections. Senior level inspector's prepare detailed written inspection reports and complete all required federal forms. These inspections could result in penalties being imposed on facilities. The inspectors could be required to participate in administrative hearings and/or court actions. Inspectors may be required to testify at hearings and court proceedings on matters related to findings of inspections.
- Perform complex inspections of new and existing state regulated facilities, such as hospitals, adult foster care homes, home for the aged, schools, colleges, universities, consumer firework sales locations, etc.
- Investigates complaints of possible fire hazards and code violations.
- Conduct complex facility inspections of annual maintenance to assure compliance with applicable fire safety laws and rules.
- Prepare inspection and investigation reports, citing appropriate violations of laws and rules, within established or mandated time frames.
- Identify and advise facility management of code violations and recommend corrective action.
- Act as lead investigator for 70% of the fire or fire hazard complaint inspections filed with the bureau in their geographically designated area. Work with locals to determine fire safety requirements.

Duty 2**General Summary:****Percentage: 15**

Review complex construction plans of structures for state regulated facilities to determine compliance with applicable state fire safety laws and rules

Individual tasks related to the duty:

- **Fire Safety Inspector 11 – Senior Worker** conducts complex facility inspections of semi-annual and/or annual maintenance to assure compliance with State Fire Safety laws and rules. The senior level inspector conducts these inspections in some of the most complex state regulated facilities, institutions or businesses.
- **Fire Safety Inspector 11 – Senior Worker** inspectors provide consultation on complex or sensitive construction projects. Areas of expertise include suppression systems, fire alarm systems, construction types and fire ratings. Staff may meet with owners or project superintendents and may meet on-site if necessary. Staff may also provide interpretations of code and law.
- Review blueprints and specifications for projects at state-regulated facilities, such as hospitals, adult foster care homes, home of the aged, schools, colleges, universities, consumer fireworks sales locations, etc. to determine compliance with the state fire safety laws and rules.
- Provide technical assistance to architects, engineers, facility providers regarding compliance with applicable state fire safety laws and rules.
- Verify local fire department approval of plans, identify, and document deficiencies and prepare related report.
- Serves as a liaison between local fire departments.
- Investigates complaints of possible fire hazards and code violations.
- When directed by supervisor, works with other governmental and/or law enforcement agencies to coordinate compliance and the regulation of fireworks, including taking possession or seizing legal and illegal fireworks found in violation of the Michigan Fireworks Safety Act.
- When directed by supervisor, inventories seized fireworks, coordinates transportation of seized fireworks to the storage facility

Duty 3**General Summary:****Percentage: 5**

Conduct investigations of complaints filed with LARA/BFS against licensed facilities or state regulated facilities. Senior level fire safety inspector provides expert testimony in fire safety code interpretation and application at administrative hearings and civil and criminal court proceedings.

Individual tasks related to the duty:

- **Fire Safety Inspector 11 – Senior Worker** inspectors act as lead investigators for 70% of the fire or fire hazard complaint inspections filed with the bureau in their geographically designated area. Works with locals to determine fire safety requirements.
- Conduct complaint investigations.
- Prepare appropriate reports to document findings.
- Provide technical assistance to prosecutors and applicable licensing agencies bring action against facility owners cited to be in violation of the applicable fire safety laws and rules.
- May be required to testify at hearings and court proceedings on matters related to findings of inspections.

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

Senior level fire safety inspector conducts and participates in fire safety inspector training sessions, seminars and committees

Individual tasks related to the duty:

- **Fire Safety Inspector 11 – Senior Worker** inspectors are required to prepare training materials for presentations to staff, industry representatives and others as assigned.
- **Fire Safety Inspector 11 – Senior Worker** inspectors serve on rules development Ad-Hoc committees and provide technical input. This includes a review of existing rules and those proposed at the national level. Staff must perform a comparison and propose additions, deletions, and amendments for use in Michigan. Staff may also be required to draft rules and assist bureau personnel in the promulgation process.
- Prepare and present fire safety information as requested by Bureau management, as it relates to the state fire safety rules to staff, industry representatives and others as assigned.
- Communicate materials effectively. Presentation requires ability to answer routine and complex questions regarding the subject matter and necessary follow-up.
- Performs related work as assigned.
- Maintain favorable public relations.

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

- Violations cited during inspections and investigations, and compliance issues identified in plan reviews.
- Determining the immediacy of corrective action.
- Prioritizing and scheduling daily inspections.
- Facility owners, the general public, architects and engineers are affected by these decisions.

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

- Any policy or procedural issues of a sensitive nature.
- Priority of inspections or investigations in extreme situations.

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.

Extensive walking, bending, and reaching during inspections and significant amount of time operating a motor vehicle/traveling throughout the state. Exposure to health care risks, hazardous conditions, extended time in confined areas, and weather related elements at construction sites, health care facilities, and penal institutions.

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?

Senior level fire safety inspectors perform complex fire safety inspections, investigations and plan reviews to assure compliance with applicable state fire safety facility laws and rules. Effectively communicate the applicable laws and rules to the general public, facility owners, managers, and bureau staff.

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

Updating PD to reflect current duties and responsibilities.

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

The division is responsible for the direct administration and enforcement of the state fire safety codes and related laws, interpreting and applying the codes, and conducting inspections and investigations to assure compliance. This position is responsible to conduct fire safety inspections investigations.

Fire Safety Inspector 9:

Educational level typically acquired through completion of high school.

Fire Safety Inspector E10 and 11:

Educational level typically acquired through completion of high school and successful completion of courses or continuing education credits for the Michigan Certified Fire Inspector program or National Fire Protection Association (NFPA) Certified Inspector I credentials.

EXPERIENCE:**Fire Safety Inspector 11**

Three years of experience equivalent to a Fire Safety Inspector, including one year equivalent to a Fire Safety Inspector E10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of state fire safety laws and rules and the ability to appropriately interpret and apply them. The ability to communicate effectively verbally and in writing and maintain favorable public relations while representing the department. Ability to use a personal computer and some knowledge of word processing software.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid Michigan Driver's license.
- Continuing Michigan Fire Inspector certification or NFPA Fire Inspector I certification.

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

5/23/2025

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

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

Senior Standard

Fire Safety Inspector 11

Standards Information

Position:	Fire Safety Inspector-A 11
Process Level:	6401 LICENSING AND REGULATORY AFF
Departments:	28000 BFS-BUREAU OF FIRE SERVICES
	28100 BFS-FIREFIGHTER TRAINING DIV
	28200 BFS-PROGRAM SERVICES
	28300 INAC-BFS-FIRE SAFETY BOARD

Summary of Duties

Employees in this job serve as Fire Safety Inspectors ensuring that state facilities, institutions, and businesses located in the state are in compliance with the applicable fire safety codes and standards and various state laws, rules, and regulations.

Qualifying Criteria

Employees must meet 5 of the 7 senior standards to qualify for the senior level.

Work Descriptions

Description of Work #1

Perform inspections of construction and/or, institutions, businesses and/or marijuana facilities throughout the state to assure compliance with the State Fire Safety laws and rules.

Experienced

Schedule as directed routine inspections as a result of construction activity and/or marijuana facility activity performed under supervision in a geographically designated area of the state.

Examples:

Examples of complex inspections senior level staff are expected to complete include hospital inspections, new building(s), school safety inspections, flammable inspections, and stacked grow facility inspections.

Description of Work #2

Perform inspections of semi-annual and/or annual maintenance throughout the state to assure compliance with the State Fire Safety laws and rules

Experienced

Schedule as directed routine inspections to determine continued compliance with the State Fire Safety laws and rules under supervision in a geographically designated area of the state.

Examples:

Examples of complex facility semi-annual and/or annual inspections include processor facilities, stacked grow facilities, AFC homes, hospitals and healthcare facilities.

Senior

Conduct complex inspections of construction and/or marijuana facilities, institutions, and businesses to assure compliance with laws and rules. This may include inspection as a result of a fire or hazard complaint in a state regulated facility.

Senior

Conduct complex facility inspections of semi-annual and/or annual maintenance to assure compliance with State Fire Safety laws and rules. The senior level inspector will conduct these inspections in some of the most complex state regulated facilities, institutions or businesses.

Description of Work #3

Investigate complaints filed with the bureau/department against licensed facilities or state regulated facilities.

Experienced

Experienced level inspectors occasionally conduct inspections as a result of a fire or fire hazard complaint filed with the bureau. A lead investigator may assist with this activity.

Senior

Senior level inspectors will act as lead investigators for 70% of the fire or fire hazard complaint inspections filed with the bureau in their geographically designated area. Will work with locals to determine fire safety requirements.

Examples:

Lead investigators prepare detailed written inspection reports. These complaints could result in administrative hearings and/or court action. Inspectors may be required to testify at hearings and court proceedings on matters related to findings of inspections.

Description of Work #4

Prepare and conduct training programs for bureau training or advocacy groups and facility administrators as it relates to the state fire safety rules.

Experienced

Experienced level inspectors rarely perform this function.

Senior

Senior level inspectors are required to prepare training materials for presentations to staff, industry representatives and others as assigned.

Examples:

Inspectors are required to travel to various areas of the state to conduct training programs. Presentation requires ability to answer routine and complex questions regarding the subject matter and necessary follow-up to unresolved issues identified during training presentations.

Examples of trainings include: CRA Social Equity Program outreach training sessions, AFC advocacy group training and BCHS Fire Safety Requirement training.

Description of Work #5

Provide preconstruction consultation to architects, contractors and/or building owners regarding construction and/or marijuana facility projects.

Experienced

Experienced level inspectors are required to answer general questions regarding code requirements.

Senior

Senior level inspectors will provide consultation on complex or sensitive construction projects. Areas of expertise include suppression systems, fire alarm systems, construction types and fire ratings. Staff may meet with owners or project superintendents and may meet on-site if necessary. Staff may also provide interpretations of code and law.

Examples:

An example of a complex consultation for preconstruction includes hospital renovations.

Description of Work #6

Assist management staff in the advising and/or development of, or updating of fire safety rules including participating on Ad-Hoc committees.

Experienced

Experienced level inspectors are not required to perform this function.

Senior

Senior level inspectors serve on rules development Ad-Hoc committees and provide technical input. This includes a review of existing rules and those proposed at the national level. Staff must perform a comparison and propose additions, deletions, and amendments for use in Michigan. Staff may also be required to draft rules and assist bureau personnel in the promulgation process.

Examples:

Examples include AFC rules updates, Fire Safety Rules updates, CRA Rules updates.

Description of Work #7

Perform the most complex federal inspections for Medicare and Medicaid funding.

Experienced

Experienced level inspectors would only perform these surveys under supervision until they have completed and passed all mandatory federal trainings, have at least six months on the job as a surveyor and complete at least three full surveys under supervision.

Examples:

Examples include CMS recertification and/or validation surveys.

Senior

Senior level inspectors will act as lead investigators for 70% of the CMS federal inspections. Senior level inspectors prepare detailed written inspection reports and complete all required federal forms. These inspections could result in penalties being imposed on facilities. The inspectors could be required to participate in administrative hearings and/or court actions. Inspectors may be required to testify at hearings and court proceedings on matters related to findings of inspections.

Approval Information

Manager:

HR Liaison:

Appointing Authority: AMANDA SATKOWSKI

OCSC Analyst: PAULA KRZEWINSKI

Effective Date: Sunday, January 26, 2020

