

**State of Michigan
Civil Service Commission**

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

Position Code

1. FIRSISPEA46R

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) Fire Services
4. Civil Service Position Code Description FIRE SAFETY INSPECTOR-E	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 / 8:00am - 5:00pm, Monday - Friday

14. General Summary of Function/Purpose of Position

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 as well as various state laws, rules, and regulations. This position primarily covers the following territory- LANSING Region This position may be asked to assist in other areas as needed.

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**

Conduct routine inspections of new and existing facilities to assure compliance with state fire safety laws and rules. Investigates fires and complaints of possible hazards or violations in accordance with applicable fire safety laws and rules.

Individual tasks related to the duty:

- Perform 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, childcare camps, childcare facilities and childcare institutions etc.
- Investigates minor or less impactful complaints of possible fire hazards and code violations.
- Prepare inspection and investigation reports, citing appropriate violations of laws and rules, within established or mandated time frames.
- Perform annual inspections as required for compliance with the federal CMS Medicare/Medicaid Program.
- Identify and advise facility management of code violations and recommend corrective action.

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

Review construction plans of new and existing structures to determine compliance with applicable state fire safety laws and rules.

Individual tasks related to the duty:

- 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, childcare camps, childcare facilities and childcare institutions 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.
- 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: 10**

Provide testimony in fire safety code interpretation and application at administrative hearings and civil and criminal court proceedings.

Individual tasks related to the duty:

- Conduct investigations.
- Prepare appropriate reports to document findings.
- Provide technical assistance to prosecutors and applicable licensing agencies bringing action against facility owners cited to be in violation of the applicable state fire safety laws and rules.

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

As needed, assist with conducting and participates in fire safety inspector training sessions, seminars and committees

Individual tasks related to the duty:

- Prepare and present fire safety information as requested by bureau management, as it relates to the state fire safety rules.
- Communicate materials effectively.
- 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. Determining 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):

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|---|--|
| ☐ 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?

Perform routine fire safety inspections 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. Box 6 and 7 reports updated. All duties updated, general summary 3 and 4 updated. Box 16.

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 fire safety codes and related laws, interpreting and applying codes, and conducting inspections and investigations to assure compliance. This position is responsible for conducting fire safety inspections and investigations.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

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 9**

Three years of experience as a fire fighter, law enforcement officer, or corrections officer.

Fire Safety Inspector E10

Two years of experience equivalent to a Fire Safety Inspector 9.

Alternate Education and Experience**Fire Safety Inspector 9**

One year of full-time experience conducting inspections with a municipal fire department, Department of Licensing and Regulatory Affairs or Department of Corrections, or in the building trades (licensed electrical inspector, safety inspector, plumbing inspector, construction inspector, etc.) may be substituted for the experience requirement.

An associate's degree in fire science or fire technology may be substituted for two years of fire fighter experience.

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 certification as a Michigan Department of Licensing & Regulatory Affairs Fire Inspector.

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

4/21/2025

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	
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