

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

|                                        |
|----------------------------------------|
| <b>Position Code</b><br>1. FIRSIPAA56R |
|----------------------------------------|

## 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><br>DOC-CORRECTN CENTRAL OFFICE                                                                              |
| <b>3. Employee Identification Number</b>                                                                                | <b>9. Bureau (Institution, Board, or Commission)</b><br>Budget and Operations Administration                                            |
| <b>4. Civil Service Position Code Description</b><br>FIRE SAFETY INSPECTOR-A                                            | <b>10. Division</b><br>Physical Plant                                                                                                   |
| <b>5. Working Title (What the agency calls the position)</b><br>Facility Fire Safety Inspector                          | <b>11. Section</b><br>Environmental Health, Fire Safety, and County Jail Services                                                       |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>CONRAD, JAMES S; FIRE SAFETY SUPERVISOR-2          | <b>12. Unit</b><br>Fire Safety                                                                                                          |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>WOOD, GENE M; STATE ADMINISTRATIVE MANAGER-1 | <b>13. Work Location (City and Address)/Hours of Work</b><br>1576 W Bluewater Hwy., Ionia, MI 48846 / Monday - Friday / 8:00AM - 4:30PM |

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

This position serves as a senior Fire Safety Inspector conducting complex fire safety and occupational safety responsibilities in regard to inspections of correctional facilities within the Michigan Department of Corrections, ensuring they are in compliance with the applicable fire/occupational safety codes and standards and various state laws, rules, and regulations within assigned geographic region. At the advanced level, this position reviews construction plans of new and existing structures to determine compliance with applicable state fire safety laws and rules. This position oversees and implements the facilities Fire and Safety Program for the facilities under their jurisdiction, serves as a technical resource on all fire safety and occupational safety issues, and provides training on all fire safety and occupational safety topics.

This position is a recognized resource for the following facilities: Bellamy Creek Correctional Facility (IBC), Michigan Reformatory (RMI), Ionia Correctional Facility (ICF), Richard A. Handlon Correctional Facility (MTU), and Ionia regional buildings.

**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: 30**

Conducts complex fire safety responsibilities in regard to inspections of assigned MDOC correctional facilities (open and closed) within a CFA geographical area to ensure compliance with applicable fire safety codes, MIOSHA standards, various state laws, rules, regulations, policies and procedures.

**Individual tasks related to the duty:**

- Conducts complex Fire Safety inspections of MDOC correctional facilities to determine compliance with applicable fire safety codes and standards and various state laws, rules, and regulations.
- Develops, reviews, and implements the Fire Safety Operations Plan (FSOP).
- Reviews and updates the Fire Safety Operational Procedures model, which includes assisting the facility in updating the facility specific operation procedure for fire safety.
- Advises facility management of fire code violations and MIOSHA standard compliance and recommends necessary corrective action.
- Enforces administrative fire safety rules for the licensing of correctional facilities regulated by the State of Michigan/MDOC.
- Investigates complaints of possible fire hazards and code violations, MIOSHA Standard violations, prepares reports, and ensures corrective action.
- Serves as liaison between local fire departments and the MDOC.
- Ensures the local fire department's approval and involvement in plan review and coordinate activities with those agencies for emergency response in regard to fire safety.
- Ensures proper maintenance and operation of firefighting equipment such as fire extinguishers, alarm systems, hoses, sprinkler systems, and fire doors.
- Monitors fire drill logs conducted at facilities on a quarterly basis and reviews documentation about the drills for timeliness and deficiencies. Plans and conducts fire drills, evacuation plans, and other fire prevention activities.
- Monitors, assists, and advises facilities with development and annual updating of the Disaster Management Plan in regard to fire safety.

**Duty 2**

**General Summary:**

**Percentage: 30**

Conducts complex occupational safety responsibilities in regard to inspections (open and closed) of assigned MDOC correctional facilities within a CFA geographical area to ensure compliance with applicable MIOSHA safety codes, standards, various state laws, rules, regulations, policies and procedures.

**Individual tasks related to the duty:**

- Conducts complex on-site occupational safety inspections of correctional facilities as directed by the Fire Safety Supervisor 12.
- Reviews and updates the Occupational Safety and Health Manual (OSHM).
- Reviews and updates the Occupational Operational Procedures model, which includes assisting the facility in updating the facility specific operation procedure for occupational safety.
- Prepares reports (necessary forms to comply with PD 04.03.101, Occupational Safety) of findings for occupational safety to the Regional Fire Safety Supervisor 12 with recommendations for correcting any deficiencies that are detected.
- Provides assistance to assigned facilities in correcting deficiencies.
- Ensures corrections have been made in a timely manner conducting follow-up inspections, as needed.
- Reviews and ensure that weekly inspections are conducted by qualified staff.
- Ensures the local fire department's approval and involvement in plan review and coordinate activities with those agencies for emergency response in regard to occupational safety.
- Conducts fire drills, coordinated training, and familiarization tours in correctional facilities in conjunction with local fire departments.
- Monitors, assists, and advises facilities with development and annual updating of the Disaster Management Plan in regard to occupational safety.

**Duty 3**

**General Summary:**

**Percentage: 30**

Review complex 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 owned, operated, or leased by the MDOC.

- Provide consultation and 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.
- Provide fire code specifications to the department and contractors in requirements regarding fire suppression systems, fire alarm systems, construction types and fire ratings.
- Provide interpretations of the fire code and laws.
- Investigates complaints of possible fire hazards and code violations.
- Works with other governmental and/or law enforcement agencies to coordinate compliance and the regulation of the adopted fire code and MIOSHA standards.

#### **Duty 4**

**General Summary:**

**Percentage: 5**

Serves as a technical resource on all fire safety and occupational safety issues.

#### **Individual tasks related to the duty:**

- Reviews and advises the Fire Safety Supervisor 12 on all fire safety and occupational safety issues.
- Keeps their supervisor abreast of fire safety or occupational safety problems in the facilities.
- Serves as a troubleshooter in resolving fire safety and occupational safety matters.
- Reviews and advises the Fire Safety Supervisor 12 on MIOSHA matters. This includes investigating work site accidents as instructed to determine the cause and origin.
- Prepares and submits quantitative monthly reports summarizing activities for each month.
- Sits on and serves as an advisor of the Occupational Safety and Health Committee at all assigned facilities. Ensures that the supervisor is informed of Committee activities.
- As needed, makes recommendations for correction/prevention of safety concerns including recommending purchase of equipment and supplies essential to enhance safety programs in the facilities.
- Testifies at hearings on matters relating to fire safety and occupational safety.

#### **Duty 5**

**General Summary:**

**Percentage: 5**

Provides training to facilities and Fire Safety Inspector 9-E10's and completes other duties as assigned.

#### **Individual tasks related to the duty:**

- Provides training to Fire Safety Inspector 9-E10's on fire code requirements, MIOSHA standards, MDOC policy and inspection requirements.
- Provides fire safety and occupational safety training to employees when necessary to include such things as fire hose use, identification of hazardous conditions relating to fire safety, hazardous material, life safety, worker safety, and hazardous waste.
- Provides MIOSHA reporting procedures training to facility human resources staff and facility safety committees.
- Provides training to Facility Fire Safety Coordinators on fire code requirements and MIOSHA Standards.
- Assists the training division in PA-415 training.
- Attends construction progress meetings.
- Represents the MDOC at the Local Emergency Planning Committees.
- Completes a monthly Safety Focus Checklist and reports findings to the Safety Committee.
- Completes any other duties as assigned by the supervisor.

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

Decisions are made in accordance with policies, procedures, NFPA Uniform Fire Code, MIOSHA Standards and guidelines established for fire safety and occupational safety management.

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

The supervisor is consulted on decisions involving program changes, variance and matters needing decisions beyond the scope of the position's responsibility.

#### **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.**

The work is located in several correctional facilities and in the presence of prisoners of the state. The position involves travel to several job site locations. The position requires walking, bending, reaching, and climbing. There is exposure to heat, cold, noise, dust, and chemicals.

**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):**

- |                                                             |                                                            |
|-------------------------------------------------------------|------------------------------------------------------------|
| <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 serves as a senior Fire Safety Inspector conducting complex fire safety and occupational safety responsibilities in regard to inspections of correctional facilities within the Michigan Department of Corrections, ensuring they are in compliance with the applicable fire/occupational safety codes and standards and various state laws, rules, and regulations within assigned geographic region. At the advanced level, this position reviews construction plans of new and existing structures to determine compliance with applicable state fire safety laws and rules. This position oversees and implements the facilities Fire and Safety Program for the facilities under their jurisdiction, serves as a technical resource on all fire safety and occupational safety issues, and provides training on all fire safety and occupational safety topics.

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

Requesting to update position FIRSISPAA56R in accordance with MCSC Regulation 4.01. The general summary, and Duties 1 and 2 are being updated to show how this position performs at the senior level, performing complex assignments beyond those expected at the experienced level. Duty 3 is being added, showing how this position reviews construction plans of new and existing structures to determine compliance with applicable state fire safety laws and rules. In addition, updating all FSI PD's to match for the correct duties assigned.

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

The subject position is responsible for the management of Fire Safety and Occupational Safety and Health Programs within designated facilities.

**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 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:**

- Considerable knowledge of NFPA Fire Safety codes and standards.
- Considerable knowledge of applicable MIOSHA standards and Occupational Safety.
- Considerable knowledge of inspection techniques and practices.
- Considerable knowledge of fire science, fire safety concepts and equipment, and materials related to fire safety.
- Ability to communicate effectively and maintain favorable public relations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Continuing certification as a Michigan Department of Licensing and Regulatory Affairs Certified Inspector. Certification obtained through MIOSHA Level 1 training. This position is subject to drug and alcohol random testing. All employees will be placed in the designated testing pool.

***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.***

\_\_\_\_\_  
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