

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

Position Code

1. FIRSISPEA55R

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 DOC-CORRECTN CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) BOA, Bureau of Fiscal Management
4. Civil Service Position Code Description Fire Safety Inspector-E	10. Division Physical Plant Division
5. Working Title (What the agency calls the position) Facility Fire Safety Inspector	11. Section Environmental Health, Fire Safety, and County Jail Services
6. Name and Position Code Description of Direct Supervisor ; FIRE SAFETY SUPERVISOR-2	12. Unit Fire Safety
7. Name and Position Code Description of Second Level Supervisor WOOD, GENE M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Southern Region, 777 W Riverside Dr., Ionia, MI. 48846 / Monday-Friday 8:00 a.m. – 4:30 p.m.

14. General Summary of Function/Purpose of Position

This position reports directly to the Southern Fire Safety Supervisor 12 and in learning capacity oversees and implements the Facilities Fire and Safety Program for the facilities under their jurisdiction as assigned by the Southern Fire Safety Supervisor 12. The position will ensure that designated facilities in the Region are in compliance with MDOC Fire Safety and Occupational Safety operating procedures and policies regarding, state laws, rules, and regulations. This position is responsible for the most complex monthly Fire and Safety Inspections at assigned CFA and FOA Facilities in the geographical area.

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: 40

In a learning capacity conduct inspections of designated facilities within a CFA geographical area to ensure compliance with applicable fire safety codes and standards and various state laws, rules, and regulations.

Individual tasks related to the duty:

- Under supervisory guidance conduct monthly on-site fire inspections of facilities directed by the Regional Fire Safety Supervisor 12
- Under supervisory review and direction prepare reports (necessary forms to comply with PD 04.03.120, Fire Safety) of findings to the Regional Fire Safety Supervisor and recommendations for correcting any fire safety deficiencies that are detected.
- Provide assistance to assigned facilities in correcting deficiencies.
- Ensure corrections have been made in a timely manner conducting follow-up inspections as needed.
- Review and ensure that weekly inspections are conducted by qualified staff.
- Under supervisory guidance monitor required periodic testing of sophisticated fire detection and suppression systems by a qualified inspector for facilities.

Duty 2

General Summary:

Percentage: 40

In a learning capacity conduct inspections of designated facilities (open and/or closed) within a CFA geographical area to ensure compliance with applicable occupational safety codes and standards and various state laws, rules, and regulations.

Individual tasks related to the duty:

- Under supervisory direction conduct monthly on-site safety inspections of facilities directed by the Regional Fire Safety Supervisor 12.
- Under supervisory review and direction prepare 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.
- Provide assistance to assigned facilities in correcting deficiencies.
- Ensure corrections have been made in a timely manner conducting follow-up inspections as needed.
- Review and ensure that weekly inspections are conducted by qualified staff.

Duty 3

General Summary:

Percentage: 5

Ensure that the Fire Safety and Occupational Safety Plans for facilities comply with State, Federal, Michigan Department of Corrections policies, regulations and laws.

Individual tasks related to the duty:

- Assist in the development, review, and implementation of a written Fire Safety Operations Plan for Facilities.
- Assist in the development, review, and implementation for a written Occupational Safety Plan for Facilities.
- Ensure the local fire department's approval and involvement in plan review and coordinate activities with those agencies for emergency response.

- Monitors fire drill logs conducted at facilities on a quarterly basis and review documentation about the drills for timeliness and deficiencies.
- Under supervisory direction provide input for the development of operating procedures for facilities relative to fire safety and occupational safety.
- Provide 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.
- Monitors, assists, and advises facilities with development and annual updating of the Disaster Management Plan.

Duty 4

General Summary:

Percentage: 5

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

Individual tasks related to the duty:

- Review and advise the Fire Safety Supervisor 12 on all fire safety and occupational safety issues.
- Keep their supervisor abreast of fire safety or occupational safety problems in the facilities.
- Serve as a troubleshooter in resolving fire safety and occupational safety matters.
- Review and advise the Fire Safety Supervisor 12 on MIOSHA matters. This includes investigating work site accidents as instructed to determine the cause and origin.

Prepare and submit quantitative monthly reports summarizing activities for each month.

Duty 5

General Summary:

Percentage: 5

Participate in Occupational Safety and Health Committees at the facilities they inspect.

Individual tasks related to the duty:

- Serves as a member of the Occupational Safety and Health Committee.
- Ensure that their 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.

Duty 6

General Summary:

Percentage: 5

Other duties as assigned by the supervisor

Individual tasks related to the duty:

- Assist in updating the facility fire safety operating procedures
- Completes a monthly Safety Focus Checklist and reports findings to the Safety Committee

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 and guidelines established for fire and 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):

- | | |
|---|--|
| ☐ 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?

In a learning capacity this position functions as the Facility Fire Safety and Occupational Safety Inspector responsible for developing, implementing, and organizing fire safety, health, and occupational safety program at designated job site locations. Duties include ensuring compliance with the Michigan Department of Corrections' policies and procedures, fire safety and occupational safety regulations and state laws. Duties also include providing monthly inspections of facilities and reporting to their immediate supervisor the findings, reviewing facility fire safety, occupational safety plans and serving as a liaison with other state and local authorities having jurisdiction within correctional facilities.

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

No changes.

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 the Michigan Department of Licensing and Regulatory Affairs Certified Inspector School.

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:

Knowledge of applicable fire safety and occupational safety codes and standards.

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. 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.

None

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