

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

FIRE SAFETY INSPECTOR

JOB DESCRIPTION

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.

There are three classifications in this job.

Position Code Title – Fire Safety Inspector-E

Fire Safety Inspector 9

This is the intermediate level. The employee works in a learning capacity, receiving close supervision, performing a range of fire safety inspection activities.

Fire Safety Inspector E10

This is the experienced level. The employee performs a full range of fire safety inspector activities. The employee uses considerable independent judgment in making decisions requiring the interpretation of guidelines in specific situations without consulting available supervision.

Position Title – Fire Safety Inspector-A

Fire Safety Inspector 11

This is the advanced level. The employee serves as a senior worker responsible for the most complex inspections and enforcement of administrative fire safety rules for the licensing of all businesses, facilities, and institutions regulated by the Department of Labor and Economic Growth and/or Department of Corrections (hospitals, nursing homes, homes for the aged, adult foster care facilities, schools, colleges, universities, correctional facilities, and youth group homes).

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Conducts inspections of facilities to determine compliance with applicable fire safety codes and standards and various state laws, rules, and regulations.

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Advises facility management of code violations and recommends necessary corrective action.

Investigates complaints of possible fire hazards and code violations, prepares reports, and recommends remedial action.

Serves as liaison between local fire departments and the Department of Labor and Economic Growth or Department of Corrections.

Identifies hazardous materials in compliance with the Right to Know Act and the Occupational Safety Hazards Act (OSHA).

Ensures proper maintenance and operation of fire fighting equipment such as fire extinguishers, alarm systems, hoses, sprinkler systems, and fire doors.

Reviews blueprints, building plans, site access, and specifications to ensure compliance with applicable fire safety codes and standards; e.g., area separation walls.

Testifies at hearings on matters relating to fire safety.

Plans and conducts fire drills, evacuation plans, and other fire prevention activities.

Participates in fire safety committees.

Maintains requisite training and certifications.

Maintains favorable public relations.

Performs related work as assigned.

Additional Job Duties

Fire Safety Inspector 11

Conducts fire safety inspections of all facilities, businesses, and institutions regulated by the Department of Labor and Economic Growth or Department of Corrections.

Reviews plans of schools, colleges, universities, school dormitories, as well as adult foster care and health care facilities or correctional facilities; including site access concerns.

Ensures local fire department's approval and involvement in plan review.

Conducts fire drills in schools, colleges, universities, and school dormitories or correctional facilities in conjunction with local fire departments.

Assist in providing Fire Safety Inspector training to private and governmental agencies.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of applicable fire safety codes and standards, state laws, public acts, and other standards related to fire safety.

Knowledge of fire science, fire safety concepts, standard practices, processes, equipment, and materials related to fire safety.

Knowledge of inspection techniques and practices.

Knowledge of code enforcement and related practices.

Knowledge of investigative techniques and methods.

Ability to interpret and apply laws, codes, rules, and regulations relative to the work.

Ability to read and interpret blueprints, plans, and specifications.

Ability to observe critically, obtain data, and prepare reports of findings.

Ability to propose and develop effective solutions to identified code violations or other fire safety hazards.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Fire Safety Inspector 11

Knowledge of a broad range of fire codes, rules, regulations, and standards involving the most complex fire safety inspections of critical care facilities; including hospitals, nursing homes, homes for the aged, adult foster care facilities, correctional facilities, etc.

Knowledge of federal inspection requirements pursuant to the Hotel/Motel Fire Safety Act of 1990.

Ability to conduct plan review and construction inspections of schools, colleges, universities, school dormitories, adult foster care, health care facilities, or correctional facilities.

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Ability to conduct fire drills in schools, colleges, universities, and school dormitories.

Ability to assist in providing Fire Safety Inspector training to private and governmental agencies.

Working Conditions

Some jobs require an employee to work outdoors under inclement or extreme weather conditions and environmental conditions of work site.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to work where there is a significant chance of injury.

Physical Requirements

None.

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 Labor and Economic Growth Certified Inspector School.

Experience

Fire Safety Inspector 9

Three years of full-time experience as a fire fighter or law enforcement officer.

Fire Safety Inspector E10

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

Fire Safety Inspector 11

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

Alternate Education and Experience

Fire Safety Inspector 9

One year of full-time experience conducting inspections with a municipal fire department, Department of Labor and Economic Growth or Department of Corrections, or in the building trades (licensed electrical inspector, safety inspector, plumbing

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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.

Special Requirements, Licenses, and Certifications

Continuing certification as a Michigan Department of Labor and Economic Growth Certified Inspector.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996. This law does not apply to individuals employed by the Department of Corrections before March 25, 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
FIRSFYISP

Job Code Description
Fire Safety Inspector

Position Title
Fire Safety Inspector-E
Fire Safety Inspector-A

Position Code
FIRSISPE
FIRSISPA

Pay Schedule
A02-014
A02-020