MICHIGAN CIVIL SERVICE COMMISSION

JOB SPECIFICATION

HAZARDOUS MATERIALS STORAGE INSPECTOR SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise and direct the work of Hazardous Materials Storage Inspectors.

Position Code Title - Hazardous Mat Stor Insp Spv-2

Hazardous Materials Storage Inspector Supervisor 12

The employee functions as a first-line supervisor coordinating and directing the work of Hazardous Materials Storage Inspectors.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Selects and assigns staff and ensures equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence related to the work.

Develops, reviews, monitors, and coordinates storage tank inspection procedures and recommends policies pertaining to storage tank requirements.

Reviews reports and inspection activities to determine compliance with rules and policies and to ensure consistent application of storage tank rules.

Conducts the more complex and difficult inspections and enforcement activities of hazardous materials handling and storage systems.

Develops and oversees training.

Informs staff and others of new or revised policies, procedures, laws, or other information affecting inspections and enforcement activities.

Oversees the use and maintenance of equipment and supplies.

Establishes and maintains cooperative working relationships with the State Fire Marshal, state agencies, prosecuting attorneys, fire departments, local law enforcement agencies, health departments, and industry and community agencies and organizations.

Makes verbal and written recommendations for corrections of violations.

Explains storage tank laws, regulations, and codes to the regulated community, fire departments, petroleum industry, and local authorities.

Provides testimony, including as an expert witness, in legal and administrative proceedings.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work and other tasks as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of state and federal laws, technical standards, rules, and regulations related to hazardous materials storage and handling.

Knowledge of environmental and health hazards, fire safety, and appropriate safety measures associated with the storage and handling of hazardous materials.

Knowledge of inspection methods, techniques, and procedures.

Knowledge of storage tank systems and ancillary equipment.

Knowledge of basic investigative techniques and practices.

Knowledge of equal employment opportunity policies and procedures.

Knowledge of training and supervisory techniques and employee policies and procedures.

Knowledge of labor relations and applicable union contracts.

Ability to instruct, evaluate, and supervise employees.

Ability to prioritize, organize, and coordinate work assignments of inspectors.

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

Ability to provide expert testimony in court.

Ability to prepare reports.

Ability to communicate effectively.

Ability to establish and maintain favorable public relations.

Ability to operate a motor vehicle.

Working Conditions

The job requires regular exposure to hazardous waste and contaminants and may require the use of protective clothing and respirators.

The job requires considerable travel.

Some jobs require an employee to be exposed to inclement weather conditions.

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

Physical Requirements

The job duties require an employee to bend, reach, stoop, stand, and walk for extended periods.

The job duties require an employee to be able to lift and move equipment weighing over 50 pounds.

The job duties require an employee to climb tall structures.

The job duties require an employee to work under stressful conditions.

The job duties require an employee to traverse rough terrain.

Education

Education typically acquired through completion of high school.

Experience

Hazardous Materials Storage Inspector Supervisor 12

Eight years of experience involving the handling, storage, quality control, environmental testing, or regulation of regulated substances including one year equivalent to a Hazardous Materials Storage Inspector 11.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

Possession of a valid driver's license.

See individual position descriptions for other requirements.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code	Job Code Description
HAZMSISPV	HAZARDOUS MATERIALS STORAGE INSPECTOR SUPERVISOR

Position Title	Position Code	Pay Schedule
Hazardous Mat Stor Insp Spv-2	HAZMSPV2	NERE-337

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