

**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 developing 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 Code Title - Fire Safety Inspector-A**

Fire Safety Inspector 11

This is the advanced level. The employee either functions as a lead worker overseeing the work of others or as a senior worker. Senior-level employees consistently perform complex assignments beyond those expected at the experienced level that have been approved by Civil Service.

**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.

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

Enforces administrative fire safety rules for the licensing of businesses, facilities, and institutions regulated by the state.

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 Licensing and Regulatory Affairs 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.

Conducts inspections of fixed and temporary occupancies engaged in the sale of fireworks to determine compliance with the Michigan Fireworks Safety Act (Act) and for the regulation of the sale of fireworks.

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 Act.

Inventories seized fireworks and transports fireworks to a storage facility; and after appeal process is completed, coordinates the sale of fireworks as allowed.

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 (Lead Worker)**

Determines work priorities, assigns work, and oversees the work of Fire Safety Inspectors.

Provides instruction and training in the proper methods and processes necessary to carry out fire safety inspector assignments.

#### **Fire Safety Inspector 11 (Senior Worker)**

Conducts the most complex and difficult fire safety inspections of facilities, businesses, and institutions regulated by the Department of Licensing and Regulatory Affairs or Department of Corrections.

Reviews plans of state-regulated 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.

Provides 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 (Lead Worker)**

Ability to prioritize and evaluate the work of others.

Ability to train and instruct others in the work.

Ability to organize and coordinate the work in the unit.

Ability to assign work.

#### **Fire Safety Inspector 11 (Senior Worker)**

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 fire safety inspection requirements.

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

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

Ability to provide Fire Safety Inspector training to private and governmental agencies.

### **Working Conditions**

Some jobs require an employee to handle explosives.

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 be exposed to hazardous work environments.

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 be absent of any physical limitation which would impair effective performance.

## **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.

### **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 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.

## **Special Requirements, Licenses, and Certifications**

Continuing Michigan Fire Inspector certification or NFPA Fire Inspector I certification.

**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

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