

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

HAZARDOUS MATERIALS STORAGE INSPECTOR

JOB DESCRIPTION

Employees in this job perform inspections of storage facilities by ensuring that underground and aboveground storage tanks, containing regulated substances, are in compliance with applicable state and federal laws, technical standards, rules, and regulations to prevent releases of hazardous materials into the environment.

There are three classifications in this job.

Position Code Title - Hazardous Mtrls Storage Insp-E

Hazardous Materials Storage Inspector 9

This is the intermediate level. The employee works under the direction of an experienced inspector performing a variety of inspection assignments while learning the laws, rules, and regulations associated with the storage of regulated substances.

Hazardous Materials Storage Inspector E10

This is the experienced level. The employee performs a full range of hazardous materials inspection assignments in an assigned area of the state. The inspector exercises considerable independent judgment in making decisions and interpreting laws, regulations, policies, and procedures and applying them to specific situations without the benefit of on-site supervision.

Position Code Title - Hazardous Mtrls Storage Insp-A

Hazardous Materials Storage Inspector 11

This is the advanced level. The employee serves as a senior-level worker consistently performing the most complex inspection activities, beyond those expected at the experienced level, based on standards identified by the Agency and accepted 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 new and existing underground and/or flammable and combustible liquid, liquefied petroleum gas, and compressed natural gas, aboveground storage tank installations using blueprints and specifications to determine compliance with applicable laws, technical standards, rules, and regulations governing the storage of regulated substances.

Investigates complaints of suspected and confirmed releases of hazardous materials storage and handling.

Samples and conducts preliminary analysis of soil, water, and products to identify hazardous materials and ensure the public's safety from contamination.

Conducts upgrade, compliance, closure, and removal inspections of underground and aboveground storage tank installations.

Inspects abandoned underground and aboveground storage tank sites and reports findings to appropriate sources.

Prepares inspection and investigation reports. Distributes reports to other enforcement agencies, prosecuting attorneys, and appropriate parties.

Initiates appropriate enforcement action against owners or operators of regulated substance storage locations found in violation of laws, technical standards, rules, and regulations.

Assists prosecuting attorneys in case preparation and provides testimony in civil and criminal proceedings.

Establishes and maintains cooperative working relationships with the State Police Fire Marshal and other State Police personnel, other state department personnel, prosecuting attorneys, fire departments, local law enforcement agencies, health departments, Department of Environmental Quality staff, industry, and community agencies and organizations.

Attends meetings and training programs as required.

Learns proper operation and maintenance of assigned equipment and technical instruments.

Attend conferences with fire service agencies, law enforcement agencies, health departments, community organizations and the media as needed.

Performs related work as assigned.

### Additional Job Duties

#### Hazardous Materials Storage Inspector 11 (Senior Worker)

Serves as the recognized expert within an assigned area of the state.

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

Provides expert witness testimony in judicial processes.

Participates in the development of training and oversees training sessions and meetings with staff and other division personnel to inform them of new or revised policies, procedures, laws or other information affecting inspections and enforcement activities.

### JOB QUALIFICATIONS

#### Knowledge, Skills, and Abilities

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

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

Knowledge of inspection methods, techniques, and processes.

Knowledge of storage tank systems and ancillary equipment.

Knowledge of equipment, tools, and methodologies used to test and analyze hazardous materials.

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

Knowledge of safety standards and practices used in construction areas.

Knowledge of pertinent civil and criminal court systems and processes.

Knowledge of record keeping and report writing practices.  
Ability to observe critically, obtain accurate data, and prepare reports.  
Ability to communicate effectively and authoritatively.  
Ability to provide effective testimony in court.  
Ability to comprehend technical and detailed information.  
Ability to read blueprints and specifications and to make comparisons with existing structures.  
Ability to make decisions and take actions without access to on-site supervision.  
Ability to operate a motor vehicle.

#### Additional Knowledge, Skills, and Abilities

##### Hazardous Materials Storage Inspector 11 (Senior Worker)

Knowledge of the programmatic and developmental aspects of assigned program area.  
Ability to function as an expert for an assigned area within the state.  
Ability to adapt new technology and methods to enhance program effectiveness.  
Ability to perform the more complex and difficult hazardous materials storage inspections.  
Ability to provide expert testimony in court.  
Ability to explain instructions and guidelines effectively.

#### Working Conditions

Exposure to hazardous waste and contaminants is routine.  
The job requires travel.  
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 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/or walk for extended periods.  
The job duties require an employee to climb structures of significant height.  
The job duties require an employee to be absent of any physical limitation which would impair effective performance.  
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 9

Five years of experience involving the handling, storage, quality control, environmental testing, or regulation of regulated substances.

### Hazardous Materials Storage Inspector E10

Six 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 9.

### Hazardous Materials Storage Inspector 11

Seven 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 E10.

## Special Requirements, Licenses, and Certifications

Successful completion of the Hazardous Materials Storage Inspector school.

Ability to successfully complete in-service education and training programs.

Possession of a valid driver's license and/or the ability to obtain a valid Michigan driver's license.

**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

| <u>Job Code</u>                | <u>Job Code Description</u>           |                     |
|--------------------------------|---------------------------------------|---------------------|
| HAZMTRISP                      | HAZARDOUS MATERIALS STORAGE INSPECTOR |                     |
| <u>Position Title</u>          | <u>Position Code</u>                  | <u>Pay Schedule</u> |
| Hazardous Mtrls Storage Insp-E | HAZMISPE                              | A02-014             |
| Hazardous Mtrls Storage Insp-A | HAZMISPA                              | A02-020             |

RH

12/11/2013