

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

HAZARDOUS MATERIALS STORAGE INSPECTOR SUPERVISOR

JOB DESCRIPTION

Employees in this job direct the work of Hazardous Materials Storage Inspectors. The work requires knowledge of hazardous materials storage and handling, inspection methods, techniques, and procedures, state and federal laws, rules, and regulations, and supervisory techniques, personnel policies, and procedures.

There is one classification in this job.

Position Code Title - Hazardous Mat Stor Insp Spv-2

Hazardous Materials Storage Inspector Supervisor 12

This is the first-line Hazardous Materials Storage Inspector Supervisor directing the work of lower-level Hazardous Materials Storage Inspectors.

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.

Selects and assigns staff, ensuring 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 relative to the work.

Develops, reviews, monitors, and coordinates underground and aboveground 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 the uniformed application of storage tank rules.

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

Develops 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.

Oversees the use and maintenance of equipment and supplies provided to inspectors.

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.

Makes verbal and written recommendations for corrections of violations.

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

Provides expert witness testimony in judicial proceedings.

Performs related work as assigned.

## JOB QUALIFICATIONS

### Knowledge, Skills, and Abilities

Thorough knowledge of equal employment opportunity policies and procedures.

Thorough knowledge of management, supervisory, and training techniques and principles.

Thorough knowledge of labor relations and fair employment practices.

Thorough knowledge of employee policies and procedures.

Ability to instruct, supervise, and evaluate employees.

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

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

Extensive knowledge of department inspector activity and related state and/or federal licensing laws, rules, regulations, and policies.

Extensive knowledge of inspector techniques and procedures.

Extensive knowledge of storage tank systems and ancillary equipment.

Thorough knowledge of basic investigative techniques and practices.

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

Ability to prepare reports.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain favorable public relations.

### Working Conditions

The job requires travel.

Exposure to hazardous waste and contaminants is routine, and may require the use of protective clothing and respirators.

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 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

The job duties may require an employee to traverse rough terrain.

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 work under stressful conditions.

The job duties require an employee to be absent of any physical limitation which would impair effective performance.

### 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.

### 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

#### Job Code

HAZMSISPV

#### Job Code Description

HAZARDOUS MATERIALS STORAGE INSPECTOR SUPERVISOR

#### Position Title

Hazardous Mat Stor Insp Spv-2

#### Position Code

HAZMSPV2

#### Pay Schedule

NERE-057

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11/06/2013