

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. FRSFOFREA25R
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## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MDHHS-CTR FORENSIC PSYCHIATRY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> FIRE SAFETY OFFICER-E	<b>10. Division</b> Safety and Security Department
<b>5. Working Title (What the agency calls the position)</b> Fire and Safety Officer	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> BROADNAX, LEON V; FORENSIC SECURITY SUPV-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> VANDENBERGH, ANDREA L; SENIOR EXEC HOSPITAL DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 8303 PLATT RD; SALINE, MI 48176-9773 / 80 hours/pay period; shift/days off vary
<b>14. General Summary of Function/Purpose of Position</b>  Employee is responsible for safeguarding people and property at the Center for Forensic Psychiatry buildings, facilities and grounds. Duties include security, fire safety and occupational safety responsibilities in the Safety Department. Position is responsible for coordination and maintenance, in the testing and modification of the Simplex Grinnell electronic fire and safety alarm system. Employee is also responsible for environmental checks on grounds and within the facility.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

**Duty 1**

**General Summary:** **Percentage: 70**

Safeguarding people and property at the Center for Forensic Psychiatry.

**Individual tasks related to the duty:**

- Actively performs Fire Prevention.
- Performs building inspections and identifies fire hazards.
- Takes actions, makes recommendations to eliminate hazards.
- Conducts quarterly fire drills.
- Provides education in fire safety issues as needed during fire drills.
- Performs monthly checks of fire extinguishers.
- Responds to all fires and assists with evacuation of patients, visitors and staff.
- Assist with testing of the fire alarm system.
- Inspects and tests equipment related to fire safety – smoke detectors – sprinkler system.
- Check sprinkler valves as assigned.
- Reports need for Life Safety work orders to Safety Director.
- Monitor alarm systems for Simplex Grinnell.

**Duty 2**

**General Summary:** **Percentage: 15**

Provide hospital building and grounds security functions.

**Individual tasks related to the duty:**

- Patrol buildings and grounds by foot or in a state vehicle to ensure safety / security.
- Conduct building security inspections as assigned weekly/monthly.
- Take action as needed for safety / security issues.
- Conduct building inspection reports.
- Identify security issues and report to Safety/Security Director findings and recommendations.
- Maintain a record of unusual findings in Safety Logbook.
- Perform building security inspections to assure doors are secured.
- Weekends, holidays, and off hours:tours once per shift vacant spaces and areas specifically identified by the Safety/Security Director.
- Conduct weekly test of call boxes in the parking lot, stun and shaker of perimeter fence, outdoor flood lights around the perimeter.
- Complete work orders as needed and report findings to Safety/Security Director.
- Conduct nightly checks of parking lot including parking violators
- Conduct Life Safety Checks on the Midnight shift as assigned
- Unlock main entrance door at 6:00 A.M. on weekdays.
- Unlock and open the EU/Maintenance gate at 5:30 A.M. on weekdays.
- Assist as needed in the Security Console for lunches and breaks.

**Duty 3**

**General Summary:** **Percentage: 5**

Provides assistance and guidance to employees for safety and security issues.

**Individual tasks related to the duty:**

- Directs emergency traffic (police and ambulance) to closest location of the problem.
- Performs patrol of contractor work sites for safety/security issues.
- Assists with disruptive or unauthorized visitors, escorts unwelcome subjects off grounds.
- Contacts Michigan State Police when appropriate.

**Duty 4**

**General Summary:** **Percentage: 10**

Interacts with a wide range of people from the community, including visitors, local police, ambulance, and contractor

personnel.

**Individual tasks related to the duty:**

- Directs emergency traffic (police and ambulance) to closest location of the problem.
- Performs patrol of contractor work sites for safety/security issues.
- Assists with disruptive or unauthorized visitors, escorts unwelcome subjects off grounds.
- Contacts Michigan State Police when appropriate.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Must be able to respond appropriately to all emergencies and be able to make on site decisions as the situation requires. Position requires that Fire and Safety Officers be mentally alert at all times. Must be able to appropriately interact with visitors, employees and consumers under stressful situations. Is knowledgeable of Emergency Preparedness, Life Safety and Security, and Hazardous Waste Plan. Is able to implement measures to protect all visitors, patients and staff from fire, natural disasters, and threats.

**17. Describe the types of decisions that require the supervisor's review.**

Disciplinary, physical plant changes, equipment purchases, policy changes, shift and day off assignments, overtime.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Physical Activities (frequent): running, stooping, kneeling, crouching, reaching, standing, sitting, twisting, writing, lifting, stair climbing, bending and walking. Carrying and pulling in excess of 100 pounds, Conditions/Hazards (frequent): mandatory overtime, odors, day and night-time foot patrols and driving, wet, cold, heat, excessive noise, inclement weather. Brief exposure to fumes, heat, heights, cold, rain, dust, noise, vibrations, poor ventilation, travel, inside work, outside work, and odors.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |                            |                                    |                            |               |
|----------------------------|------------------------------------|----------------------------|---------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.  |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |

N Approve leave requests.

N Review work.

N Approve time and attendance.

N Provide guidance on work methods.

N Orally reprimand.

N Train employees in the work.

**22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Management prepared.

**23. What are the essential functions of this position?**

The ability to work with a culturally diverse population of patients and staff, work under extremely stressful conditions. The ability to read, write legibly and follow both written and oral instruction; stair climbing, bend, twist, sit, stand, walk, drive a vehicle under varying conditions, eyesight correctable to 20/20, respond to audible emergency alarms and work any shift. Additional functions include run, stoop, kneel, couch, reach, lifting, and carrying/restraining combative patients in excess of 100 pounds. The ability to work until relieved by another area supervisor, even if that entails several hours of overtime. Minimum work hours for this position are 40 hours a week. However, as this is a 24/7 facility, availability to work overtime is a requirement.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

The hospital is now JC accredited. This requires person(s) accepting this position be aware of the various tasks and responsibilities associated with the accreditation and can perform them satisfactorily. Additionally, this position relies heavily on computerization and technology to carry out many job related duties. This position is now responsible for the Simplex Grinnell electronic fire and safety alarm system and responsible for the Environment of Care Management Plan for the hospital and is actively involved in numerous committees and workgroups. Previous duty 1 is now duty 2 and the majority of the tasks have been shuffled around.

**25. What is the function of the work area and how does this position fit into that function?**

Safety & Security Department is responsible for maintaining a safe and secure environment for all staff, patients, and visitors, as well as ensure that communications, life safety and security systems are monitored and maintained and that the appropriate response is provided during an emergency in a secured environment that provides diagnostic, evaluation, and treatment services to the chronic and acute, criminally insane. The Center maintains an inpatient census for which the employee is responsible for maintaining a safe and secure environment. This position is responsible for safe guarding people and property at the Center for Forensic Psychiatry, including buildings and grounds. Duties include operating telephone and control center, monitoring the safety and security cameras, operating center control system, give directions to or escorts authorized visitors to the proper destination, fire safety and occupational safety responsibilities in a 24 hour, 7 day per week operations.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Education typically acquired through completion of high school.

**EXPERIENCE:**

**Fire And Safety Officer 6**

One year of experience in a security guard or public safety occupation.

**Fire And Safety Officer E7**

One year of experience equivalent to a Fire and Safety Officer 6.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of state laws related to the safety of people and property.

Knowledge of the principles of safety, accident and fire prevention.

Knowledge of first aide methods and techniques.

Ability to maintain composure and respond properly during emergencies.

Ability to concentrate on a designated area for extended periods.

Ability to walk for long periods.

Ability to communicate effectively.

Ability to maintain a positive professional attitude while interacting with visitors, staff, and patients.

Additionally, as listed on the Civil Service Job Specification.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

Absence of a criminal record of felony convictions which would prohibit the applicant from receiving, possessing, and carrying a firearm.

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_

Supervisor Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

***I certify that the entries on these pages are accurate and complete.***

EMILY WILLIAMS 3/6/2020

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Appointing Authority Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

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Employee Date