

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. FRSFOFRE

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.

2. Employee's Name (Last, First, M.I.) 	8. Department/Agency MDHHS-KALAMAZOO PSYCHIATRIC HS
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Fire Safety Officer-E	10. Division
5. Working Title (What the agency calls the position) 	11. Section
6. Name and Position Code Description of Direct Supervisor CRANE, JAMES D; FIRE SAFETY OFFICER SUPV-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor SANDERS, ERIC J; PHYSICAL PLANT SUPERVISOR-2	13. Work Location (City and Address)/Hours of Work Kalamazoo Psychiatric Hospital, 1312 Oakland Dr. Kalamazoo MI 49008 / 0800-1600, 1200-2000, 1600-2400, 2400-0800
14. General Summary of Function/Purpose of Position Employee is responsible for safeguarding people and property at the Kalamazoo Psychiatric Hospital buildings, facilities, and grounds. Duties include security, fire safety and occupational safety responsibilities in variable 8-hour shift, 5 day per week Safety Department. The Fire and Safety Department may operate with one or two officer coverage. During periods of two officer coverage, one FSO will monitor systems in the Fire and Safety office, one FSO will be on a patrol of the facility and/or accomplishing assigned tasks throughout the facility and grounds.	

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: 40

Security of the Facility

Individual tasks related to the duty:

- Patrol buildings and grounds twice per shift, at a minimum, by foot or in a vehicle to ensure safety / security.
- Inspect buildings as assigned monthly. Take action as needed for safety / security issues.
- Complete building inspection reports in a timely manner. Identify hazards and report to Safety Director findings and recommendations.
- Maintain a record of unusual findings in Safety logbook.
- After hours responsible for ensuring security of buildings by checking doors.
- Weekends and off hours: tour once per shift vacant spaces and areas specifically identified by the Safety Director.
- Log loaner keys in and out as required per position.
- Assist/perform monthly Easy Alarm inspections as needed.
- Inspect all visitors/contractors entering and exiting the building.
- Escort all visitors to patient units or other locations.
- Review video and create timelines of events for authorized staff, as requested.

Duty 2

General Summary:

Percentage: 20

Safeguarding people and property at KPH.

Individual tasks related to the duty:

- Inspect buildings, identify hazards complete reports as required.
- Take actions, make recommendations to eliminate hazards.
- Conduct quarterly fire drills, as assigned.
- Provide education in fire safety issues, as needed, during fire drills.
- Monthly checks of fire extinguishers.
- Respond to all fires.
- Assist with testing of the fire alarm system, weekly or as assigned.
- Inspect and test equipment related to fire safety - smoke detectors - sprinkler systems.
- Assist with evacuation of patients, employees, and visitors.
- Report needs for Life Safety work orders to Safety Director.
- Monitor alarm systems for simplex and sub-tunnel sump pump alarms.
- Perform, along with other FSO's, the testing and inspecting of all Life Safety Equipment, as needed.
- Maintain accessible entry doors along with inspection of all visitors/contractors upon entering and exiting the building.
- Check fire extinguishers monthly and other duties as assigned.

Duty 3

General Summary:

Percentage: 15

Staffing the front desk

Staffing the front desk includes a variety of support assignments. Provide general office assistance to department Supervisor. Other support duties as assigned. Individual shall maintain and demonstrate competency in identified areas to accomplish assigned duties and responsibilities. Communication coordinator for the hospital, responsible for all telephone, pager and voice mail service needs.

The Front Desk Attendant will represent Kalamazoo Psychiatric Hospital as the front lobby attendant and primary person answering the phone

Individual tasks related to the duty:

- Greets and provides directions/information to visitors, vendors, sale representatives, consumers, and employees.
- Handles all phone calls coming into main hospital phone.
- Handles Paging, Emergency and STAT calls. Locates staff for appointments, calls, etc.
- Provide backup coverage to Hospital Director's Office, as needed.
- Enter visitor passes into Access database.
- Maintain/distribute daily listing of professional staff attendance/coverage
- Maintain various databases of fire and safety information.
- Instructs visitors to walk through metal detector and to secure contraband in lockers.
- Instructs visitors to sign in on the proper form, use visitor lockers, and wear identification.
- Arrange all new telephone/voice mail/pager service; update and distribute phone/pager lists.
- Supply training to employees for use of phone system.
- Maintain a telecommunications equipment inventory. Monthly verifications of completed work orders.
- Maintain a database of telephone numbers and voice mailboxes.
- Produce, update, and distribute KPH phone book, as needed.
- Create vehicle parking passes and maintain an accurate database of pass holders.
- Order phone equipment and pager services.
- Assist Safety Department with alarms, radio, dispatch, and messages.
- Maintain employee data base with key numbers and parking decal numbers.
- Maintain effective system for distribution of keys and information about the hospital.
- Update/distribute hospital maps.
- Replenish forms

Duty 4

General Summary:

Percentage: 10

Contact with patients, visitors, employees, unauthorized visitors.

Individual tasks related to the duty:

- Investigate employee accidents.
- Receive and Investigate reports of theft, vandalism, trespassing, inappropriate visitors.
- Write incident, accident, and administrative reports.
- Assist with disruptive or unauthorized visitors, escorts unwelcome subjects off grounds.
- Standby and assist as needed in the admissions discharge office with patients being admitted.
- Assist in escorting new admissions to their units as needed.
- Respond to all Code Ease's and assist staff with patients who are not in control.
- Assist, as needed, in restraining and secluding patients using approve NAPPI interventions.
- Assist, as per procedures, in searching for patients on unauthorized leave status.
- Provide back up support in transporting patients and employees to hospitals, Doctors' appointments, and community placements.
- Assist/perform monthly SDS updates as appropriate.
- Document in the 24-hour log all activity throughout the building in an ongoing manner for the entire shift.
- Email all activity of unusual nature to the Safety Director in an ongoing manner for the entire shift.

Duty 5

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:

- Direct emergency traffic (police and ambulance) to closest location of the problem.
- On weekends and off hours, complete patrol of contractor work sites for safety / security issues.
- Assist with disruptive or unauthorized visitors, escorts unwelcome subjects off grounds

Perform and/or assist with other Safety Department duties as requested by Security Supervisor and or Director.

Duty 6

General Summary:

Percentage: 5

Provide assistance and guidance to employees for safety/security issues.

Individual tasks related to the duty:

- Maintain good working relationship and rapport with all departments.
- Utilize two-way radio for communication with other safety staff and during the weekends, and off shift hours. with the Central Nursing Office and the Admission/Discharge Office.
- On nights and PM's, schedule building tours/drills – notify CNO or Adm/Discharge when doing these tasks to ensure phone coverage.
- Provide escort to staff who may be leaving building after the end of shift on PM's or during the night hours, when requested.

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. This affects all KPH patients and staff.

Safety Officers work independently on weekends and off shifts and must be able to assess and evaluate then implement emergency procedures.

1. Must be able to appropriately interact with visitors, employees, and patients under stressful situations.
2. Implement measures to protect patients, visitors and staff from fire, natural disasters, and threats.
3. Must properly utilize the chain of command, including call in procedures for designated Maintenance workers and Executive staff.
4. The use of personal discretion/knowledge of KPH policy to discern whether visitors a may enter the building and or patient units.
5. Use discretion in forwarding nonspecific phone calls that may affect the safety of KPH patients and staff.

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

In varying from usual rule/procedures in conducting drills or testing equipment; escorting visitors and assisting patients. Other areas would be safety hazard requirements additional attention; in high profile situations involving the public or news media; or when need to confirm the stance of safety department and/or agency at large.

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 Requirements: The job duties require an employee to be absent of any physical limitation, which would impair effective performance in the Departments of Corrections, Military and Veterans' Affairs, and Health and Human Services.

Exposure to the following environmental factors:

Fumes

Heat

Heights

Cold

Rain

Dust

noise

Vibrations

Poor ventilation

Travel

Inside work

Outside work

Smelling

Varied hours

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. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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?

Yes

23. What are the essential functions of this position?

1. Is knowledgeable of Emergency Preparedness, Life Safety and Security, and Hazardous Waste Plan.
2. Position requires that Fire and Safety Officers be mentally alert at all times.
3. Maintain the safety and security of hospital residents, employees and patients through a comprehensive fire and security safety program.
4. To be professional and courteous to all visitors of KPH.
5. Escort every visitor to patient units or other proper destination

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

New Position

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

Maintaining Fire Safety and Security for all residents, employees, and visitors to the hospital through a variety of skilled duties.

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:

Please reference job specification.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

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.

JULIE KELLY

Appointing Authority

6/21/2022

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.

Employee

Date