

**State of Michigan
Civil Service Commission**

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

Position Code

1. FRSFOFREA35R

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-WALTER P.REUTHER PSY 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 BROWN, TRACY A; FIRE SAFETY OFFICER SUPV-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor FELDER, DIJURAL J; ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work / 24/7/80 hrs. per pp days off vary (7AM- 3PM)

14. General Summary of Function/Purpose of Position

Employee is responsible for safeguarding people and property at the Walter P. Reuther Psychiatric Hospital (WRPH) buildings, facilities and grounds. Duties include operating central communication, monitor & maintain front lobby, monitoring the and security cameras, patient ground movement, and visitor monitoring. Transportation of patients to court, medical appointments and other facilities. Patrol the grounds/parking areas, and building rounds including the activity bldg. Overall fire safety and occupational safety responsibilities for a 24- hour, 7 day a week department.

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: 30

Central communication, maintain & monitoring front lobby and monitoring security cameras.

Individual tasks related to the duty:

- Receive incoming calls and place outgoing calls as needed; log out-of-state calls.
- Provide directions and assistance to visitors and guests.
- Monitor and respond to emergency phones in patient activity yards and hospital wide.
- Operate a cellular phone during emergencies and power failures.
- Maintain patient and staff confidentiality.
- Monitor audio/visual equipment.
- Monitor and activate electric door locks.
- Interacts with a wide range of people from the community, including visitors, local police, ambulance, and contractor personnel.
- Willingness to learn new technologies and public relations techniques.
- Screen individuals coming into the hospital to ensure access is authorized and checks for contraband
- Monitor and respond to fire alarms, panic alarms, emergency phones, utilities and other life safety features.
- Responds to all psychiatric and medical emergencies.
- Utilize public address system for routine paging, emergencies and evacuations.
- Establish, maintain all radio communications with the Center's hand-held radios and mobile units
- Monitor emergency weather radio.
- Reports safety and security violations.
- Provide directions and assistance to visitors and guests.
- Assists with disruptive or unauthorized visitors, escorts unwelcome subjects off grounds.
- Contacts Michigan State Police when appropriate.
- Maintains a professional appearance.
- Wear Center approved uniform.
- Maintains a good working relationship and rapport with all departments.
- Must present, maintain and promote a positive public image and professionalism.
- Assist with reviewing and updating forms and procedures.
- Maintain accurate records and logs.
- Calls in snow removal crew. Ensures walkways are safe for the front main hospital entrance by shoveling snow and salting as required.

Duty 2

General Summary:

Percentage: 25

Safeguarding people and property at WRPB, including hospital building and grounds.

Individual tasks related to the duty:

- Patrol buildings and grounds by foot or in a state vehicle to protect the buildings and grounds against trespassing, theft, and vandalism.
- Contacts the police of trespassing, theft, or vandalism and if possible, detains suspect until they arrive.
- Performs traffic control -patrolling parking lots, directing traffic and issuing parking tickets.
- Conduct building security inspections as assigned weekly/monthly. Take action as needed for safety / security issues.
- Patrols patient activity area and monitors patients with ground card access to maintain safety; apprehends patients attempting to elope.
- Identify security issues and report to Safety/Security Director findings and recommendations.
- Directs emergency traffic (police and ambulance) to closest location of the problem.
- Performs patrol of contractor work sites.
- Maintain a record of unusual findings in Safety log- book.
- Perform building security inspections to assure doors are secured daily.
- Weekends, holidays, and off hours: tours once per shift vacant spaces and areas specifically identified by the Safety Officer Supervisor.
- Conduct nightly checks of parking lot including parking violators.
- Conduct Life Safety Checks on the Midnight shift as assigned.
- Utilizes two- way radio for communication with other safety staff.
- Secures property for patients in the Admissions office; places money and other valuables in Accounting. Issues receipt for property items.
- Makes and issue staff ID badges and patient ID wristbands.
- Makes courier bank runs for the Accounting Department.
- Conducts search of new admission patients for contraband.

Duty 3

General Summary:

Percentage: 15

Ensures compliance with Fire and Occupational Safety Regulations

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 system.
- Maintains emergency equipment check sheet.

Duty 4

General Summary:

Percentage: 25

Transports patients to and from scheduled appointments/court. Transports sick and/or injured staff as directed.

Individual tasks related to the duty:

- Transports patients to off-grounds appointments.
- Assists patients in/out of vehicles.
- Inspects vehicles for repair and maintenance needs and reports any damage found on vehicles.
- Accurately logs mileage and destination in vehicle log- book.
- Transports staff to clinics as needed.
- Reports mileage logs monthly for all vehicles.
- Schedules routine maintains for all vehicles.

Duty 5

General Summary:

Percentage: 5

Training and other duties as assigned.

Individual tasks related to the duty:

- Attends annual in-service for Emergency Procedures and Infection Control.
- Maintains reports of the department.
- Submits incident reports as needed.
- Submits work orders to correct deficiencies.
- Obtains and submits receipts for gas/oil, contract service/repair, etc.
- Forwards e-mails to appropriate departments and staff to document money drops to Accounting.
- Completes and issues receipts for patient property and money.

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

To respond appropriately to all emergencies and be able to make on site decisions as the situation requires. Able to implement measures to protect all visitors, patients and staff from fire, natural disasters, and other threats.

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

Safety and security issues that impact the operation of the facility, 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: Running, stooping, kneeling, crouching, reaching, standing, sitting, twisting, writing, lifting, stair climbing, bending and walking – **frequently** Carrying and pulling in excess of 100 pounds, Conditions/Hazards: mandatory overtime, odors, day and night-time foot patrols and driving, wet, cold, heat, excessive noise, inclement weather – **frequently** Fumes, heat, heights, cold, rain, dust, noise, vibrations, poor ventilation, travel, inside work, outside work, and odors

The hazards associated with working around severely mentally ill patients.

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

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):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| ☐ N | Complete and sign service ratings. | ☐ N | Assign work. |
| ☐ N | Provide formal written counseling. | ☐ 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?

New position.

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. Knowledge and experience operating computerized/electronic equipment. 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 Safety Officer, even if that entails several hours of overtime. Must maintain a valid driver's license. 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. To perform safety, security, communication, and transportation for the hospital.

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?

Safety 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 an environment that provides treatment services to the chronic and acute, mentally ill.

This position is responsible for safe-guarding people and property at WRPB, including buildings and grounds. Duties include operating central communication system, monitoring the safety and security cameras, 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 aid 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.
- 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:

Valid Michigan driver's license.

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.

Establishing 6 new limited-term positions in the Safety Department on day shift.

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

ROBBIN COOPER

6/20/2023

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.

Employee

Date