

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

<b>Position Code</b> 1. FRSFOFRAA01R
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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-WALTER P.REUTHER PSY HS
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Hospitals and Administrative Operations
<b>4. Civil Service Position Code Description</b> FIRE SAFETY OFFICER-A	<b>10. Division</b> WRPH
<b>5. Working Title (What the agency calls the position)</b> Fire and Safety- Lead Worker	<b>11. Section</b> Safety Department
<b>6. Name and Position Code Description of Direct Supervisor</b> BROWN, TRACY A; FIRE SAFETY OFFICER SUPV-1	<b>12. Unit</b> Administration
<b>7. Name and Position Code Description of Second Level Supervisor</b> FELDER, DIJURAL J; ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 30901 PALMER RD; WESTLAND, MI 48186 / 24 hours/ 7 days per week

**14. General Summary of Function/Purpose of Position**

The employee serves as a lead worker overseeing other fire and safety officers while participating in the work. The employee has the responsibility for all fire and safety officer activity on an assigned shift(s). The employee schedules assignments, and provides training and work instructions to subordinate fire and safety officers.

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**

Oversees subordinate staff by scheduling assignments, reviews and approves assignments, and monitors/evaluates work performance. Assures coverage for oncoming shifts.

**Individual tasks related to the duty:**

- Reviews policies and procedures.
- Reviews reports and inspections.
- Ensures job completion and accuracy.
- Calls or assigns someone to call overtime if needed.

**Duty 2**

**General Summary:**

**Percentage: 25**

Answers and/or responds to emergency calls, dispatches officers to needed locations, directs and assists in fire fighting. Answers telephones, provides information and/or directs calls. Monitors CCTV, fire alarm and other emergency systems. Schedules maintenance on vehicles or other equipment. Ensures emergency is check as scheduled. Inventories supplies and orders or replenishes as needed. Ascertains identity and destination of visitors. Signs visitors in and out, and issues visitors a pass. Contacts ambulances or other emergency responders.

**Individual tasks related to the duty:**

- Makes entries into Daily Log book.
- Writes reports as needed.
- Completes work requests.
- Completes Purchase Order Requests.
- Calls ambulances, fire department, police department, etc.
- Signs visitors in/out , and issues passes.
- Dispatches officers and/or responds to emergencies.
- Ensures vehicles and other equipment has routine and other maintenance or service.
- Provides information or direction to general public over the telephone or in person.
- Responds to all fire alarms. Determines if fire exists.
- Replaces all broken phones and order replacement.
- updates hospital phone directory on the network drive.
- Programs voicemail and makes changes on system in the Switch Room.

**Duty 3**

**General Summary:**

**Percentage: 15**

Patrols buildings and grounds on foot or in state vehicle, checking equipment, doors, windows, lights or any unusual or adverse condition. Transports patients to scheduled appointments. Opens hazardous waste storage for Housekeeping and waste haulers. Obtains bio-hazardous waste manifest from vendor, ensures weighing of waste. Opens oxygen storage for vendor. Obtains necessary paperwork.

**Individual tasks related to the duty:**

- Completes inspection forms, incident reports, work orders, etc., and forwards to appropriate department heads and/or administration.
- Notifies local police/fire department or public works department when appropriate.
- Contacts the police of trespassing, theft, or vandalism and if possible, detains suspect until they arrive.
- Completes vehicle mileage reports and submits gas/oil receipts.
- Identifies potential safety or fire hazards.
- Protects buildings and grounds against trespassing, theft and vandalism.
- Performs traffic control and parking enforcement.
- Issues facility parking tickets for improper parking.
- Assures facility vehicles are clean and oil changes are done.
- Schedules vehicles for repairs and maintenance work.

**Duty 4**

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

Participates and assists in training classes. Conducts fire, tornado, and call-in drills. Participates in medical emergency and disaster drills. Reviews MSDS sheets with employees and assures they are properly filed.

**Individual tasks related to the duty:**

- Attends mandatory annual in-service for Emergency Procedures, Infection, etc.
- Makes oral or audio/visual presentations.
- Performs demonstrations using fire extinguishing equipment.
- Completes reports on all drills and makes recommendations on outcomes.
- Assures fire extinguishers, smoke detectors and fire alarms are in opening condition.
- Conducts preliminary investigation of employee accidents.

**Duty 5****General Summary:****Percentage: 10**

Conducts electronic search of new patients during admissions process. Collects patient property and secures it in the Admissions Office. Issues receipt for money received for patients after normal business hours. Secures money and other valuables in the safe. Makes courier bank runs for the Accounting Department.

**Individual tasks related to the duty:**

- Receives and reports all patient property, valuables, drugs and contraband.
- Forwards e-mails to appropriate staff/departments to document money drops to Accounting.
- Takes money bags from Accounting to the bank and returns same with funds.

**Duty 6****General Summary:****Percentage: 10**

Performs related work appropriate to the classification as assigned.

**Individual tasks related to the duty:**

- Makes and issues photo ID badges to staff.
- Makes and attaches patient ID wristbands.
- Maintains reports of the department.
- Submits work orders to correct deficiencies.
- Schedules meeting with vendors as needed.

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

Initiates call-in plan for emergency snow removal; notifies local police department for reporting ULA/and patient escapes; calls fire department as needed.

Visitors, staff and patients are affected by weather. Making sure parking lots and activity areas are clear mean staff and visitors can enter and park in the parking lots without becoming stuck. Patients can access leisure activity areas. Maintenance staff are affected because they perform the work.

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

Policy interpretation.

Overtime issues.

Leave requests.

Corrective/disciplinary actions.

**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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
JONES, JAMAL	FIRE SAFETY OFFICER-E E7	KORCZAK, JASMIN	FIRE SAFETY OFFICER-E E7
LACINSKI, KENNETH M	FIRE SAFETY OFFICER-E E7	HARGROVE, TIFFANY N	FIRE SAFETY OFFICER-E E7
MCBRIDE, MARK W	FIRE SAFETY OFFICER-E E7	GREEN II, KEITH E	FIRE SAFETY OFFICER-E E7

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

Oversee the safety activities on an assigned shift(s).

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

The position was last updated in 2005.

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

The primary function of the work area is to safeguard patients, staff, visitors and property in state occupied buildings and grounds. The position fits into the function by providing the orderly, responsible daily safety activities for each shift.

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

**EDUCATION:**

High School Diploma or equivalent.

**EXPERIENCE:**

Two years of experience as a fire and safety officer, with one year equivalent to the Fire and Safety Officer E7.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of safety principles.
- 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 train, guide and evaluate the work of other Fire and Safety Officers.
- Ability to determine work priorities and allocate work to other FSOs.
- 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.

None.

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

ROBBIN COOPER

6/24/2021

\_\_\_\_\_  
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