

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

Position Code

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-CARO CENTER
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Hospital Administration
4. Civil Service Position Code Description FIRE SAFETY OFFICER SUPV-1	10. Division
5. Working Title (What the agency calls the position) Fire and Safety Officer Supervisor	11. Section
6. Name and Position Code Description of Direct Supervisor KRUSE, PAULA; SENIOR EXEC HOSPITAL DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor WIEFERICH, JEFFERY; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 2040 Chambers Rd. Caro, MI 48723 / Various
14. General Summary of Function/Purpose of Position Provides direct supervision, monitoring, and leadership to the Safety Department. Responsible for safeguarding people and property at the Caro Psychiatric Hospital. Proactively participates in environmental safety management, including fire prevention programs, safety awareness, disaster preparation and response, patient physical intervention and confrontation avoidance, and monitoring. Team co-leader of the Environment of Care and Workplace Safety Team. Participates in programs that are related to performance improvement. Responsible for working in conjunction with DTMB to meet Joint Commission, MIOSHA, Fire Marshal, and other accrediting and regulating agencies' standards and regulations. Responsible for training all staff and volunteers in emergency and safety procedures. Supports through positive behavior and attitude the affirmative action plan and programs of the Caro Psychiatric Hospital.	

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: 50**

Supervision of the Safety Department

Individual tasks related to the duty:

- Selects and assigns staff according to Civil Service rules and regulations
- Coordinates activities by scheduling work assignments, setting priorities and directing the work of subordinate employees
- Provides training
- Evaluates and verifies employee performance through the review of completed work assignments and work techniques. Takes appropriate corrective action as necessary or directed.
- Supervises the fire and safety activity on all three shifts.
- Ensures proper labor relations and conditions of employment are maintained.
- Makes inspection rounds on foot or in an assigned vehicle.
- Conducts quarterly department team meetings at minimum.

Duty 2

General Summary: **Percentage: 20**

Environment of Care and Emergency Management

Individual tasks related to the duty:

- Liaison with DTMB for Environment of Care and Emergency Management needs of the hospital
- Co-Leader for the Environment of Care and Workplace Safety Team, conducts/attends meetings and reports recommendations to the Performance Improvement Team as required.
- Conducts/ensures conduction of fire and safety drills; participates in fire prevention programs.
- Identifies and immediately reports any safety or fire hazards.
- Reports/ensures fire and safety staff report to all fire alarms and take appropriate action including extinguishing fires, evacuating buildings and calling the fire department.
- Writes incident reports and maintains records of department activities.
- Ensures compliance with all accrediting and certifying agencies including Joint Commission, MIOSHA, Fire Marshal, etc.
- Assures all Life Safety Code requirements are met.
- Works with the Quality & Compliance Director to assist in investigation and recommends corrective measures to be taken to ensure program compliance and reduce state liability.
- Emergency Preparedness Coordinator, directing agency response in the event of an emergency, with immediate threat to life or property. Coordinates with other emergency agencies as necessary.
- Accompanies the Fire Marshal and other regulatory entities during safety inspections or other accrediting and certifying visits.
- Participates directly in Monthly EOC Surveys
- Builds and maintains a good working relationship with external emergency entities and internal vendors.

Duty 3

General Summary: **Percentage: 15**

Security

Individual tasks related to the duty:

- Investigates all reports of theft, vandalism, or other unauthorized activities on the hospital campus. When necessary, contacts Michigan State Police for follow up investigation.
- Responsible for and maintains assignment radios and surveillance security systems.
- Determines the identity and business of visitors, assuring appropriateness of visit.
- Assures patients are in designated areas. Coordinates and participates in searching for missing people and returns patients to designated areas.
- Participates in physical intervention and confrontation avoidance as necessary to ensure safety of patients and staff, using approved techniques.
- Responds to emergencies of all kinds.
- Oversees enforcement of hospital traffic regulations.
- Determines that adequate lighting is provided for campus security.
- Oversees maintenance of access control records
- Oversees maintenance of physical key inventory.
- Ensures safety/security devices (Blue Phones, Ligature Alarms, etc.) are tested and functioning properly.

Duty 4

General Summary: **Percentage: 15**

Perform other duties as assigned

Individual tasks related to the duty:

- Develops and presents training programs designed to instruct agency personnel in accident prevention and occupational safety techniques.
- Participates in developing and delivering training as assigned.
- Participates in the writing, review, and design of procedures as required.
- Demonstrates appropriate physical management interventions and confrontation avoidance techniques.
- Ensures and assists with reception coverage as necessary.
- Provides assistance to staffing coordinators as necessary.
- Maintains records, prepares reports, and composes correspondence relative to work.
- Utilizes computers to enter, retrieve, and access data to provide statistical reports as directed for operational needs.
- Performs other duties as assigned.

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

Hiring overtime to meet established staffing patterns; ordering necessary supplies and materials to meet assignments; taking necessary action to correct an immediate life threatening situation; determining repair/replacement of equipment as needed.

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

Decisions that impact other departments which are non-emergency. Changes in the equipment used in the operation of the department. Employee disciplinary action. High profile situations involving the public or news media.

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.

Work is performed in a wide variety of environmental situations. Requires sitting, walking, climbing, lifting, bending, stretching, reaching, etc. Involves responding to situations which may include physically aggressive patients or visitors.

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>
	FIRE SAFETY OFFICER-A 8		FIRE SAFETY OFFICER-A 8
	FIRE SAFETY OFFICER-E E7		FIRE SAFETY OFFICER-E E7
	FIRE SAFETY OFFICER-E E7		FIRE SAFETY OFFICER-E E7
	FIRE SAFETY OFFICER-E E7		FIRE SAFETY OFFICER-E E7
	FIRE SAFETY OFFICER-E E7		FIRE SAFETY OFFICER-E E7

	FIRE SAFETY OFFICER-E E7		FIRE SAFETY OFFICER-E E7
	FIRE SAFETY OFFICER-E E7		FIRE SAFETY OFFICER-E 6
	FIRE SAFETY OFFICER-E 6		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 checked="" type="checkbox"/>	Complete and sign service ratings.	<input checked="" type="checkbox"/>	Assign work.
<input checked="" type="checkbox"/>	Provide formal written counseling.	<input checked="" type="checkbox"/>	Approve work.
<input checked="" type="checkbox"/>	Approve leave requests.	<input checked="" type="checkbox"/>	Review work.
<input checked="" type="checkbox"/>	Approve time and attendance.	<input checked="" type="checkbox"/>	Provide guidance on work methods.
<input checked="" type="checkbox"/>	Orally reprimand.	<input checked="" type="checkbox"/>	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?

Provides direct supervision, monitoring, and leadership to the Caro Psychiatric Hospital Safety Department. Responsible for safeguarding people and property at CPH. Proactively participates in environmental safety management, including fire prevention programs, safety awareness, disaster preparation and response, patient physical intervention and confrontation avoidance, and monitoring.

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

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

The Safety Department is responsible for assuring a safe and secure environment for patients and staff of the Caro Psychiatric Hospital. This position functions as the supervisor of the Fire and Safety Officers performing those duties assigned on determined shifts/codes. Additionally, this position functions as Director of Safety, responsible for a comprehensive safety management and risk prevention program.

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 Supervisor 9
Four years of experience equivalent to a Fire and Safety Officer, including three years equivalent to a Fire and Safety Officer E7 or two years equivalent to a Fire and Safety Officer 8.

KNOWLEDGE, SKILLS, AND ABILITIES:
As listed on the Civil Service job specification. In addition:
Knowledge of state laws, rules, regulations, and requirements of accrediting bodies related to the safety of people and property. Knowledge of the principles of safety, accident, and fire prevention. Ability to learn and apply written laws, rules, and regulations. Knowledge of and ability to implement first aid, CPR, confrontation avoidance and physical intervention as required. Ability to operate a motor vehicle and to walk/run in a variety of terrains. Ability to conduct training and drills, and to provide assistance to Staffing Coordinators as needed. Skills needed include basic computer operations, and ability to work well with people. Knowledge of security related matters and channels of communication.

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:**

Possession of a valid 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.

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