

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

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| Position Code 1. FIRESPV1A15N |
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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.

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| 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 Supv-1 | 10. Division |
| 5. Working Title (What the agency calls the position) | 11. Section |
| 6. Name and Position Code Description of Direct Supervisor FELDER, DIJURAL J; ADMINISTRATIVE MANAGER-1 | 12. Unit |
| 7. Name and Position Code Description of Second Level Supervisor RUSSELL, KATHRYN M; STATE ADMINISTRATIVE MANAGER-1 | 13. Work Location (City and Address)/Hours of Work / 3:00PM- 11:30PM |

14. General Summary of Function/Purpose of Position

This position is a first line supervisor of Fire & Safety Officers on 2nd & 3rd shifts. Assist department heads, nursing managers, and facility staff with safety rules and regulations designed to meet the objectives of sound security and safety practices. Assure conformation to laws, policies and guidelines set forth by state and local agencies. Member of the EOC Committee which provides hospital Administration with reports and recommendations to provide quality patient care. Assures compliance with CMS and Joint Commission safety and security regulations. Responsible for training staff and volunteers in emergency and safety procedures. Back-up Chair for Emergency Planning Committee.

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

Safety Department Management

Individual tasks related to the duty:

Directs an agency-wide Safety Management program.

Plans, directs and/or conducts complete employee safety programs and monitors for effectiveness.

Member of the EOC Committee and other committees as assigned.

Reports to the Administrative Officer. Assures facility compliance with applicable Joint Commission, CMS, OAG, Fire Marshall, DTMB Medicaid/Medicare, and other standards for certification and accreditation.

Help write department policies and procedures (SOP'S) on safety-related topics/issues on an annual basis and updates as needed.

Works in close conjunction with Risk Management Coordinator to assist in investigation and corrective measures to be taken to assure program compliance and reduce state liability.

Completes all daily, weekly, monthly reports required are completed and submitted timely.

Follows and documents all progressive disciplinary actions working with HR and within Union contract.

Follows and documents posting updated overtime equalization sheets for the department.

Attends meetings as required.

Duty 2

General Summary:

Percentage: 25

Supervision

Individual tasks related to the duty:

Provides direct supervision of subordinate Fire & Safety Officers.

Accompanies Fire Marshal and Labor Department personnel on inspections of buildings, grounds, and working conditions.

Assures facility compliance with Life Safety Code and Fire Marshal requirements and standards.

Schedules and oversees fire drills, building inspections and maintenance of fire reporting and fire-fighting equipment.

Implements measures to correct and noted deficiencies and to maintain an atmosphere in compliance with all governing agencies.

Assigns the recording, monitoring and reporting of Motor Pool vehicles which are assigned to other facility; this includes mileage, requests, maintenance and record keeping of same.

Oversees all aspects of facility phone system including switchboard staff. Assure that phone system is working properly, schedule maintenance/service of phone system as needed.

Oversees all computer monitoring systems, recordings, ordering replacement/repairs and locations of installations with approval of the Director.

Applies appropriate corrective and/or disciplinary action when needed.

Duty 3

General Summary:

Percentage: 15

Security

Individual tasks related to the duty:

Maintains agency security program.

Oversees and assists in search for and the apprehension of escaped or lost residents.

Supervises the use of and maintenance of all emergency equipment, i.e. stretchers, oxygen equipment, suction, etc.

Reviews, evaluates, and issues citations and/or work orders for deficiencies in fire drills, building inspections and sprinkler and alarm system inspections. This equipment includes portable fire extinguishers, fire hose and an alarm and sprinkler system that protects the entire facility.

Monitors all Fires Extinguishers and Eye Wash stations recording as required.

Coordinates and is responsible for facility-wide radio communication system, (pagers, two-way radios, CCTV equipment, etc.) and the maintenance and licensing of same.

Supervised the placement of traffic control signs.

Oversees enforcement of agency traffic regulations.

Works as a liaison between facility and local police/fire agencies to develop and maintain corporate programs of interest to both.

Ensures all camera equipment is updated and recordings are secured.

Ensures all telephones are programmed appropriately working with DTMB for any concerns for staff phones/lines.

Ensures monitoring of patient phones are working properly and issues resolved timely.

Ensures all facility areas inside and outside are monitored for safety.

Duty 4

General Summary:

Percentage: 10

Emergency/Environmental

Individual tasks related to the duty:

Emergency Preparedness Coordinator, has delegated authority from the facility director to direct agency response in the event of an emergency with immediate threat to life or property, coordinating with the county and community directors and coordinators to assure cooperative responses in the event of any natural or man-made disasters requiring mutual assistance.

Conducts disaster drills for staff and administration, conducting critique meetings for improvement planning, reports and implements findings/decisions.

Coordinates with counterparts at neighboring hospitals and community on emergency situations involving walk-a-ways, lost or escaped patients or any altercations where a united effort may be required.

Environmental Coordinator for the facility. Working with licensing and regulating agencies as well as facility staff to assure compliance to all applicable laws and policies.

Duty 5

General Summary:

Percentage: 10

Education

Individual tasks related to the duty:

Helps plans and direct mandatory and discretionary staff and patient training programs in dealing with safety, security and risk prevention topics.

Conducts classes on new policies and emergency procedures.

Maintains a valid Emergency Medical Technicians License, requiring 30 hours of ongoing education for renewal every 3 years, has certification in Investigation Techniques and Emergency Management - both given through the State Police Training Department.

Conducts staff support programs on JCAHO, Plant Technology and Safety Management standards. Licensed Red Cross CPR Instructor and part of the Site T.I.S.M. Team.

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

Decisions made independently cover many hospital area's depending on Administrative Staff available, time of day or night and urgency of request. Examples: setting priorities in an emergency, medical, fire, natural. Everyday staffing needs/duties; training development needs; emergency & non-emergency equipment needs. Who and or what is affected could be any patient, staff, visitor or volunteer at the facility. Emergency situations could mean life or death.

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

Decisions which involve areas outside of knowledge/authority. Decisions which contradict established policies & procedures.

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.

Conditions/Hazards: odors, day and night-time foot patrols and driving, wet, cold, heat, excessive noise, inclement weather, 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.

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> |
|-----------------|-----------------------------|--------------------|-----------------------------|
| GROSS, GERALD T | FIRE SAFETY OFFICER-E E7 | JEWELL, RODERICK B | FIRE SAFETY OFFICER-E E7 |
| COBB, WILLIAM D | FIRE SAFETY OFFICER-E E7 | EHLERT, KIMBERLY A | FIRE SAFETY OFFICER-E E7 |
| SCOTT, DERRICK | 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?

New Position.

23. What are the essential functions of this position?

Administers agency Safety Management and Security Programs including Emergency Preparedness and all Environmental Control functions. Position is responsible for coordinating all safety and security programs. Also, is responsible for the transportation functions - coordination of patient and employee transportation

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

New position for supervision of the 2nd and 3rd shifts.

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

Administers hospital Safety Management and Security Programs including Emergency Preparedness and Environmental Director functions. Directs and coordinates all safety/security training programs.

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:

- Knowledge of fire prevention, safety practices, and fire-fighting techniques.
- Knowledge of State Fire Marshal and Occupational Safety rules and regulations.
- Knowledge of building inspection techniques.
- Knowledge of employee safety principles and practices.
- Knowledge of management practices and supervisory techniques.
- Knowledge of employee policies and procedures.
- Ability to understand and carry out written and/or oral directions.
- Ability to instruct, direct, and evaluate employees.
- Ability to organize and supervise a fire and accident prevention.
- Ability to recognize hazardous conditions about buildings and grounds.
- Ability to make accident investigations and prepare reports.
- Ability to conduct fire drills and give instructions in the use of equipment and the care of persons during fires.
- Ability to give instruction in fire and accident prevention.
- Ability to operate a motorized vehicle in a safe manner.
- Ability to work cooperatively with employees, residents, and the public.
- 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:

EMT and CPR Instructor

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

5/24/2021

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