

Position Code 1.

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) Hospitals & Forensic Mental Health Centers
4. Civil Service Position Code Description Fire Safety Officer-E	10. Division
5. Working Title (What the agency calls the position) Fire and Safety Officer	11. Section
6. Name and Position Code Description of Direct Supervisor AHRENS, RICHARD; FIRE SAFETY OFFICER SUPV-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor DRZEWIECKI, MARYJO; ADMINISTRATIVE MANAGER-4	13. Work Location (City and Address)/Hours of Work 2040 Chambers Rd., Caro, MI 48723 / Day and hours vary
14. General Summary of Function/Purpose of Position Responsible for the safeguarding of people (staff, visitors, patients) 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. Responsible for grounds patrol, searches for missing patients, responding to emergency situations, visitor monitoring, traffic/parking management, etc.	

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: 65

Provides 24-hour safety and security management for the Hospital campus.

Individual tasks related to the duty:

- Vigilantly patrols buildings and grounds, on foot or in vehicle, in order to protect against trespassing, vandalism and theft. When necessary, contact Central Dispatch for follow up intervention and/or investigation.
- Identifies and immediately reports any safety or fire hazards. Responds to all fire alarms, Pharmacy alarm, weather alerts and takes appropriate action including extinguishing fires, evacuation of buildings and inputting whether to call the fire department or not.
- When necessary, determines the identity and business of visitors, assuring appropriateness of visit.
- Performs traffic management on the campus and assures vehicles are parked in approved areas.
- Assures patients are in designated areas and properly conducting themselves. Coordinates and participates in searching for missing persons and returns patients to buildings. ULOA's are taken to Admissions for evaluation.
- Participates in confrontation avoidance, physical intervention, and application of restraints as necessary to insure safety of patients and staff, using approved techniques and completes applicable documentation.
- Respond to any agency emergency situations.
- Monitors that employees are properly displaying identification and reports to supervision.
- Communicates and coordinates with designated level of supervision to ensure appropriate follow through of identified issues.

Duty 2

General Summary:

Percentage: 20

Environment of Care

Individual tasks related to the duty:

- Assures and maintains records that fire extinguishers, smoke detectors, fire alarms, sprinkler systems, and EXIT doors are in good operating condition. Reports any deficiencies and initiates necessary "interim" life safety protocol when necessary.
- Conduct fire and disaster drills; participate in fire prevention programs and provides any necessary review with staff and patients.
- Conducts and participates in employee safety and accident prevention programs; participates in the investigation of employee accidents as requested by supervision.
- Writes incident and accident reports and maintains records of shift's activities.
- Participates in Internal Disaster Situations/Drills and Emergency Management Situations/Drills (tornadoes, etc.)

Duty 3

General Summary:

Percentage: 15

Miscellaneous duties

Individual tasks related to the duty:

- Participates in development and delivery of various training as assigned
- Demonstrates appropriate physical management interventions and confrontational avoidance techniques
- Operate switchboard as necessary
- Provides assistance to staffing coordinators as necessary
- Transport patients/staff on off grounds trips
- After hours, when necessary obtains medication from local pharmacies to deliver to units
- Assists in the refueling of agency cars and vans as necessary
- Work with law enforcement agencies during searches for patients that are U.L.O.A.
- Operate video monitoring equipment
- Refueling of vehicles
- Search of patients upon admission using a metal detector
- Monitor and assist with the movement of patients on grounds

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

Where and when to increase monitoring and patrols; when to request additional staff assistance or involvement of police or

fire departments; when to approach a visitor, contractor/vendor, or member of the public; when to recommend repair/replacement of equipment; when to report incidents to designated supervision for their awareness and follow-up.

17. Describe the types of decisions that require the supervisor's review.
In varying from usual rule/procedure in conducting drills or testing equipment; when an employee or patient fails to respond to direction; when a safety hazard requires additional attention; in high profile situations involving the public or news media; or when needed 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.
Work is performed in a wide variety of environmental situations (including any form of inclement weather). Requires sitting, walking, running, driving, climbing, lifting, bending, stretching, reaching, (including stair climbing and repeatedly getting in and out of vehicles), 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.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

<input type="checkbox"/> Complete and sign service ratings.	<input type="checkbox"/> Assign work.
<input type="checkbox"/> Provide formal written counseling.	<input type="checkbox"/> Approve work.
<input type="checkbox"/> Approve leave requests.	<input type="checkbox"/> Review work.
<input type="checkbox"/> Approve time and attendance.	<input type="checkbox"/> Provide guidance on work methods.
<input type="checkbox"/> Orally reprimand.	<input 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?
Patrolling grounds and buildings on an ongoing basis, in a car and/or on foot, on an assigned shift; responding to all emergency situations, including those involving patients, visitors, employees, the general public, etc; physical intervention and confrontation avoidance as necessary; training; fire/safety tool/equipment monitoring and testing; conducting drills, responding to fire alarms; documentation and record keeping; computer use; assistance to Staffing Coordinators; relieving switchboard staff; keeping supervision apprised of safety/security related issues; ability to communicate effectively; maintain integrity of secure areas and security systems; ability to concentrate on a designated area for extended periods; work overtime as needed to maintain staffing levels.

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, staff, and visitors of the Caro Center This position functions as a shift-assigned Fire and Safety Officer performing designated duties on an assigned shift/code. Officer will work in a variety of work areas on and off grounds.

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, 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: CPR/BLS/FIRST AID confrontation avoidance, physical intervention, and application of restraints as required. Ability to respond effectively to a wide variety of emergency situations and to maintain composure and professionalism. Skill to be proactive regarding safety/security issues, rather than reactive. Ability to operate a motor vehicle and to walk/run in a variety of terrain. Ability to conduct training and drills, and to provide assistance to Staffing Coordinators as needed. Ability to operate the hospital switchboard. 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 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.

I concur with above statements.

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

