

## Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

**Position Code:** FRSFOFREA17R

**Civil Service Class and Level:** FIRE SAFETY OFFICER-E

**Working Title (What the agency calls the position):** Fire & Safety Officer

**Name and Position Code Description of Direct Supervisor:** MILLER, THOMAS W; FIRE SAFETY OFFICER SUPV-1

**Department/Agency:** LEO-LABOR AND ECON OPPORTUNITY

**Bureau (Institution, Board, or Commission):** Michigan Rehabilitation Services (MRS)

**Division:** Michigan Career and Technical Institute (MCTI)

**Section:** Residential Services

**Unit:** Safety and Regulation

**Work Location (City and Address)/Hours of Work:** MCTI, 11611 W. Pine Lake Road Plainwell, Michigan 49080 / 12:00am-8:00am Saturday-Wednesday, overtime and holidays as needed.

**General Summary of Function/Purpose of Position:** The function and purpose of the Fire and Safety Officer position includes patrolling facilities and grounds on foot or in a vehicle to protect against trespassing, theft, and vandalism and to ensure the safety and security of staff, students and visitors. Fire and Safety Officer takes action to eliminate potential fire or safety hazards, provides directions or escorts visitors to their destinations, ensures that fire extinguishers, smoke detectors, fire alarms, sprinkler system, and fire hydrants are in operating condition; conducts fire drills and participates in fire prevention programs. Fire and Safety Officer patrols parking lots and facilities and directs traffic, participates in employee safety and accident prevention programs. Fire and Safety Officer administers first aid to facility occupants in cases of injury or illness, responds to all fire alarms and contacts fire department, answers telephone calls and monitors video stations, removes snow and salts sidewalks and walkways. Fire and Safety Officer conducts preliminary investigations and writes incident reports, maintains logs, records, and reports related to the work.

### Assigned duties and tasks for each duty.

**Duty 1:** Provide fire and safety services and monitoring to the campus of MCTI.

- Complete rounds of facility to ensure proper operation and safety and security of building and grounds.
- Learn the business of visitors and escort them to the proper departments.
- Respond to all fire alarms; extinguish the fire or call the fire department.
- Ensures that fire extinguishers, smoke detectors, fire alarms, sprinkler system, and fire hydrants are in operating condition.
- Respond to emergencies and give first aid treatment to those in need and follow it up with proper reports.
- Monitor physical security systems, including surveillance cameras and badge-access controls.
- Remove snow and salts sidewalks, stairs and walkways.
- Transport students to off-campus appointments, meetings, emergencies, etc.
- Conduct monthly safety checks of all firefighting equipment to ensure proper operation and condition.
- Conduct periodic emergency drills and ensure staff and students are familiar with the evacuation procedures.
- Participate in employee safety and accident prevention programs.
- Maintains logs, records, and reports related to the work.
- Take action to eliminate potential fire or safety hazards.
- Provide orientation to new students.
- Crisis Intervention

**Duty 2:** Provide back-up assistance to MCTI staff.

- Assist the staff with altercations.
- Accompany staff to rooms for any investigations or searches.
- Assist with student registration.
- Assist with student check out.

**Duty 3:** Control parking, maintain records of permits, and make periodic rounds of all parking lots on the campus of MCTI.

- Make periodic rounds of the parking lots to check for any vandalism to vehicles or property and check for trespassers.
- Register all vehicles and record permit numbers.
- Keep complete and accurate records (in logs and on the computer)
- Patrols parking lots and facilities and directs traffic.
- State of Michigan fleet vehicle maintenance/refueling

**Duty 4:** Other duties as assigned.

Other duties as assigned by LEO/MRS/MCTI Management.

**Types of decisions made independently and whom or what those decisions affect:** Follows established practices and procedures.

**Types of decisions that require the supervisor's review:** Issues regarding budget/finance. Decisions that may have impact on other units/areas of MCTI. When situation or concern that conflicts with current policies or interpretation of policy is not clear or is not understood.

**Physical effort used to perform this job and environmental conditions of this position:** Physical Requirements: The job duties require an employee to be absent of any physical limitations which would impair effective performance. The job duties require an employee to work under stressful conditions. The job duties may require an employee to walk for long periods.

Working Conditions: May require an employee to work in adversarial situations or in a hostile environment. An employee may be assigned to work any day of the week or on any shift. Indoors and outdoors, periodic exposure to inclement weather, high stress levels.

**The essential functions of this position:** This position supports MCTI's mission of job attainment by providing a safe and secure environment for students with disabilities in a 24-hour a day residential setting. The essential functions of the Fire and Safety Officer position includes patrolling facilities and grounds on foot or in a vehicle to protect against trespassing, theft, and vandalism and to ensure the safety and security of staff, students and visitors. Fire and Safety Officer takes action to eliminate potential fire or safety hazards, provides directions or escorts visitors to their destinations, ensures that fire extinguishers, smoke detectors, fire alarms, sprinkler system, and fire hydrants are in operating condition; conducts fire drills and participates in fire prevention programs. Fire and Safety Officer patrols parking lots and facilities and directs traffic, participates in employee safety and accident prevention programs. Fire and Safety Officer administers first aid to facility occupants in cases of injury or illness, responds to all fire alarms and contacts fire department, answers telephone calls and monitors video stations, removes snow and salts sidewalks and walkways. Fire and Safety Officer conducts preliminary investigations and writes incident reports, maintains logs, records, and reports related to the work.

**The function of the position's work area and how it fits into that function:** The function of this work area is to provide 24-hour fire and safety coverage at MCTI. This position as a fire and safety officer carries out all functions related to fire and safety coverage at MCTI, which is a residential, 24-hour a day, seven day a week program.

**Minimum education, experience, and credentials typically needed to perform the position's essential functions:**

**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 methods, techniques, materials, tools, and equipment used in the work.
- Knowledge of first aid methods and techniques.
- Knowledge of departmental policies, procedures, rules, and regulations related to the safety and security of people and property.

- Knowledge of occupational hazards and safety precautions applicable to the work.
- Ability to maintain composure and respond properly during emergencies.
- Ability to learn and apply written laws, rules, and regulations related to the work.
- Ability to walk for long periods.
- Ability to prepare and maintain records related to the work.
- Ability to communicate effectively.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Possession of a valid driver's license.
- CPR & First Aid Certified