State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. FRSFOFRA

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-KALAMAZOO PSYCHIATRIC HS
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)**
4. Civil Service Position Code Description Fire Safety Officer-A	**10. Division**
5. Working Title (What the agency calls the position)	**11. Section**
6. Name and Position Code Description of Direct Supervisor KENNEDY, THOMAS M; FIRE SAFETY OFFICER SUPV-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor NORRIS, GORDON; STATE ADMINISTRATIVE MANAGER	**13. Work Location (City and Address)/Hours of Work** Kalamazoo Psychiatric Hospital, 1312 Oakland Drive, Kalamazoo, MI 49008 / 24/7 Operations

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 ensuring tasks are completed or assigned for an assigned shift or shifts. The employee schedules assignments and provides training and work instructions to lower- level fire and safety officers, ensuring all department tasks for shifts assigned are being completed.

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**

Oversee FSO staff by scheduling assignments, reviewing and approving assignments, and monitor/evaluate work assigned. Assures coverage for oncoming shifts. May be assigned task of assuring coverage for future shifts, following departmental standards.

Individual tasks related to the duty:

• Review policies and procedures.
• Reviews reports and inspections.
• Ensures job completion and accuracy.
• In coordination with the supervisor 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 firefighting. Answers telephones, provides information and/or directs calls. Monitors CCTV, fire alarm and other emergency systems. Ensure department equipment and vehicles are checked as scheduled and notes needed replacement or repairs to supervisor. Inventories supply and orders or replenishes as needed. Ascertains identity and destination of visitors. Signs visitors in and out, and issues visitors a pass. Contact ambulances or other emergency responders.

Individual tasks related to the duty:

• Make entries into Daily Logbook.
• Write reports as needed.
• Completes work requests.
• Communicates to supervisor for supplies that need to be ordered. May submit requests for purchase to staff with ability to purchase. May complete purchase order requests and submit to supervisor.
• Calls ambulances, fire department, police department, elevator company, etc.
• Signs visitors in/out, and issues passes.
• Dispatches officers and/or responds to emergencies.
• Ensures vehicles and other equipment have routine and other maintenance or service.
• Provides information or direction to general public and staff over the telephone or in person.
• Responds to all fire alarms. Determines if fire exists.
• Updates hospital phone directory on the network drive, when requested.
• Assists KPH investigators (ORR, SHA, HR, etc.) with reviewing/exporting/saving/moving CCTV footage, following KPH and departmental policies and procedures.

Duty 3

General Summary: **Percentage:** **15**

Patrols buildings and grounds on foot or in state vehicles, checking equipment, doors, windows, lights for any unusual or adverse condition. Transports patients, staff, items, etc, as needed or assigns work to other safety department staff. Performs unlocks as needed, using sound judgement to determine if someone is allowed in an area or follows up with management for approval. 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 utilities department when appropriate.
• Contacts the police for trespassing, theft, vandalism, or other law being broken.
• Completes vehicle mileage reports and submits gas/oil receipts.
• Identifies potential safety or fire hazards.
• Protects buildings and grounds against trespassing, theft and vandalism via deterrence by rounds, reporting, and other security measures.
• Performs traffic control and parking enforcement.
• Issues facility parking tickets for improper parking.
• Assures fire extinguishers, smoke detectors, fire alarms, and other life safety equipment is in operating condition.

Duty 4

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

Conducts and/or assists with training and drills. Attends and completes all training that relate to the safety department.

Individual tasks related to the duty:

• Attends mandatory annual in-service for Emergency Procedures, Infection Control, etc.
• Makes oral or audio/visual presentations.
• May be assigned to perform new hire orientation trainings.
• Perform demonstrations using fire extinguishing equipment.
• Completes reports on all drills and makes recommendations on outcomes.
• Conducts preliminary investigation of employee accidents.

Duty 5

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

Collects patient property and follows departmental procedures for inventorying, handling, and storage. Assist patients and visitors in the process of dropping off money for patients. Updates data tracking systems per departmental procedures.

Individual tasks related to the duty:

• Receives and reports all patient property, valuables, drugs and contraband.
• Forwards e-mails to appropriate staff/departments to pass on information.
• Adds vehicle information and other Safety Department related information to tracking systems.
• Assign tasks to safety department staff as needed.

Duty 6

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

Performs related work appropriate to the classification as assigned.

Individual tasks related to the duty:

• Make and issues photo ID badges to staff.
• Make and maintain reports of the department.
• Submits work orders to correct deficiencies.
• Schedules for meetings with vendors as needed or requested by supervisor
• Additional tasks as assigned.

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 and crimes. Calls fire department and alarm monitoring company as needed.
Schedules vendors for elevator and pest control to come in during normal business hours and get approval from Safety Director for emergency work to be done.
Making sure parking lots and activity areas are clear so 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
Approval of emergency off-hours work from vendors to be done

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.

NAME	CLASS TITLE	NAME	CLASS TITLE
HARTSON, RYAN S	FIRE SAFETY OFFICER-E E7	WILLIAMS, TOBI J	FIRE SAFETY OFFICER-E E7
COOPER, JAMES T	FIRE SAFETY OFFICER-E E7	KING, MICHAEL	FIRE SAFETY OFFICER-E E7
ZUIDERVEEN, JOSIAH S	FIRE SAFETY OFFICER-E E7	FOUNTAIN, BENJAMIN J	FIRE SAFETY OFFICER-E 6
KENNEDY, WILLIAM J	FIRE SAFETY OFFICER-E E7	MOTON, TOMMY	FIRE SAFETY OFFICER-E E7
MILLER, GAVIN A	FIRE SAFETY OFFICER-E 6	MCBRIDE, CASEY L	FIRE SAFETY OFFICER-E 6
ESSIX, DOMINIQUE L	FIRE SAFETY OFFICER-E 6	STEPHENSON, GAVIN L	FIRE SAFETY OFFICER-E 6

Additional Subordinates

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

N	Complete and sign service ratings.	Y	Assign work.
N	Provide formal written counseling.	Y	Approve work.
N	Approve leave requests.	Y	Review work.
N	Approve time and attendance.	Y	Provide guidance on work methods.
N	Orally reprimand.	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?

I agree with responses as written.

23. What are the essential functions of this position?

Oversee safety department activities on an assigned shift or shifts.

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

New position

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:

Education typically acquired through completion of high school.

EXPERIENCE:

Fire And Safety Officer 8
Two years of experience equivalent to a Fire and Safety Officer, including one year equivalent to a Fire and Safety Officer E7.

KNOWLEDGE, SKILLS, AND ABILITIES:

Please reference job specification. In addition:

- 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 aide 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.

JULIE KELLY 11/10/2026

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**