

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**FIRE AND SAFETY OFFICER SUPERVISOR**

**JOB DESCRIPTION**

Employees in this job supervise Fire and Safety Officers responsible for a designated shift, ensuring the safety of people and property in state occupied buildings, facilities, and on designated grounds.

There are three classifications in this job.

**Position Code Title – Fire and Safety Officer Supervisor-1**

Fire and Safety Officer Supervisor 9

The employee serves as a first-line supervisor with responsibility for directing the work of lower-level Fire and Safety Officers.

**Position Code Title – Fire and Safety Officer Supervisor-2**

Fire and Safety Officer Supervisor 10

The employee serves as a second-line supervisor with responsibility for directing the work of lower-level Fire and Safety Officers, through first-line supervisors.

**Position Code Title – Fire and Safety Officer Supervisor-3**

Fire and Safety Officer Supervisor 11

The employee serves as a third-line supervisor with responsibility for directing the work of lower-level Fire and Safety Officers, through second-line supervisors.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

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Maintains records, prepares reports, and composes correspondence relative to the work.

Supervises the fire and safety activity on one or more assigned shift(s) at a facility.

Serves as the Chief Fire and Safety Officer or as the overall assistant to the Chief Fire and Safety Officer.

Makes inspection rounds on foot or in an assigned vehicle and verifies employee performance by inspecting completed work and observing work methods and techniques.

Prepares and submits reports concerning building conditions and hazards, accidents, thefts, and the presence of unauthorized visitors.

Monitors and evaluates program and organizational performance to assess efficiency and effectiveness.

Maintains liaison with state and local authorities to ensure coordinated efforts in case of serious fire or other emergencies.

May use computerized systems in monitoring building conditions, safety hazards, building controls, and equipment controls.

Develops safety plans covering fire prevention, the security environment for both employees and residents and the possibility of a disaster.

Originates and directs fire drills and other simulated emergencies.

Develops and presents training programs designed to instruct agency personnel in accident prevention and occupational safety techniques.

Selects, administers, and documents progressive and corrective disciplinary measures.

Performs related work as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge is required at the 9 level, considerable knowledge is required at the 10 level, and thorough knowledge is required at the 11 level.

Knowledge of fire prevention and safety practices.

Knowledge of State Fire Marshal and Occupational Safety rules and regulations.

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Knowledge of building inspection techniques.

Knowledge of fire fighting techniques.

Knowledge of employee safety principles and practices.

Knowledge of first aid principles.

Knowledge of management practices.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of equal employment practices.

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 program.

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.

**Working Conditions**

Employees in this job may be required to carry a firearm and may be required to work any shift on any day of the week.

Some jobs are located in a correctional facility or mental health facility.

**Physical Requirements**

None.

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**Education**

Educational level 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.

**Fire and Safety Officer Supervisor 10**

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

**Fire and Safety Officer Supervisor 11**

Seven years of experience equivalent to a Fire and Safety Officer, including two years equivalent to a Fire and Safety Officer Supervisor 10.

**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

FIRSFOSPV

**Job Code Description**

Fire and Safety Officer Supervisor

**Position Title**

Fire and Safety Officer Supervisor-1

**Position Code**

FIRESPV1

**Pay Schedule**

NERE-051

Fire and Safety Officer Supervisor-2

FIRESPV2

NERE-052

Fire and Safety Officer Supervisor-3

FIRESPV3

NERE-055

ECP Group 3  
Revised 6/1/06  
TeamLeaders