

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**FIRE AND SAFETY OFFICER**

**JOB DESCRIPTION**

Employees in this job are responsible for safeguarding people and property in state occupied buildings, facilities, and grounds.

There are three classifications in this job.

**Position Code Title – Fire and Safety Officer-E**

Fire and Safety Officer 6

This is the intermediate level. The employee, in an intermediate capacity, performs fire and safety officer assignments while learning the policies, procedures, practices, and methods necessary to perform the work. Work is performed under close supervision.

Fire and Safety Officer E7

This is the experienced level. The employee performs a full range of fire and safety officer assignments associated with safeguarding people and property in or on state occupied buildings, facilities, and grounds. The employee uses judgment in making decisions where alternatives are determined by established policies and procedures. The work is performed under general supervision.

**Position Title – Fire Safety Officer-A**

Fire and Safety Officer 8

This is the advanced level. The employee performs advanced fire and safety officer assignments in one of two capacities. The employee may serve as a lead worker overseeing other Fire and Safety Officers while participating in the work. The lead worker typically has responsibility for all fire and safety officer activities for an assigned shift or the employee may serve as a senior-level Fire and Safety Officer. Typically, a senior-level Fire and Safety Officer has the sole responsibility for all safety officer activities of the facility.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**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.

## **FIRE AND SAFETY OFFICER**

### **PAGE No. 2**

Patrols building and grounds on foot or in a vehicle in order to protect state occupied buildings and grounds against trespassing, theft, and vandalism.

Identifies potential safety or fire hazards; takes action or makes recommendations to eliminate hazard.

Determines the identity and business of visitors; gives directions to or escorts authorized visitors to the proper destination.

Assures 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.

Performs traffic control work such as the patrolling of parking facilities and the directing of traffic.

Transports residents of state facilities or visitors and makes deliveries.

Conducts or participates in employee safety and accident prevention programs; conducts a preliminary investigation of employee accidents.

Apprehends persons suspected of theft, vandalism, or trespassing; contacts police and detains suspect until police arrive.

Renders first aid to employees, residents, and visitors in cases of injury or illness.

Responds to all fire alarms; determines whether a fire exists; attempts to extinguish fire and contacts fire department.

Answers telephone calls and/or operates a telephone switchboard when the facility or building is closed.

Writes incident and accident reports and maintains a record of activities.

Performs related work as assigned.

### **Additional Job Duties**

#### **Fire and Safety Officer 8 (Lead Worker)**

Assures safety coverage for an assigned shift by scheduling assignments and overseeing the work of other Fire and Safety Officers.

Provides training and explains work instructions to subordinate Fire and Safety Officers.

#### **Fire and Safety Officer 8 (Senior Worker)**

Provides all safety coverage for a state facility.

## **FIRE AND SAFETY OFFICER**

**PAGE NO. 3**

Plans, develops and conducts employee safety, fire prevention and accident prevention programs.

Regularly performs safety and security activities recognized as the most complex and difficult.

### **JOB QUALIFICATIONS**

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

**NOTE:** Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

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 aid methods and techniques.

Knowledge of departmental policies, procedures, rules and regulations related to the safety and security of people and property.

Skill in the proper use of firearms.

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 concentrate on a designated area for extended periods.

Ability to walk for long periods.

Ability to communicate effectively.

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

##### **Fire and Safety Officer 8 (Lead Worker)**

Ability to train, guide and evaluate the work of other Fire and Safety Officers.

Ability to determine work priorities and allocate work to other Fire and Safety Officers.

##### **Fire and Safety Officer 8 (Senior Worker)**

Ability to work independently.

Ability to plan, develop and conduct employee safety, fire prevention and accident prevention programs.

## **FIRE AND SAFETY OFFICER**

**PAGE No. 4**

Ability to determine work priorities.

### **Working Conditions**

Some jobs require skill in the proper use of firearms as employees may be required to carry a firearm.

Some jobs require an employee to work any shift or any day of the week.

Some jobs require an employee to work in adversarial situations.

Some jobs require direct contact with prisoners and patients.

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

Some jobs require an employee to walk for long periods.

Some jobs require an employee to concentrate on a designated area for extended periods.

### **Physical Requirements**

The job duties require an employee to be absent of any physical limitation, which would impair effective performance in the Departments of Corrections, Military and Veterans' Affairs, and Community Health.

### **Education**

Educational level 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.

#### **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.

### **Special Requirements, Licenses, and Certifications**

Absence of a criminal record of felony convictions which would prohibit the applicant from receiving, possessing, and carrying a firearm.

**FIRE AND SAFETY OFFICER**

**PAGE No. 5**

**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**  
FIRSFYOFR

**Job Code Description**  
Fire Safety Officer

**Position Title**  
Fire Safety Officer-E  
Fire Safety Officer-A

**Position Code**  
FRSFOFRE  
FRSFOFRA

**Pay Schedule**  
A02-002  
A02-015

ECP Group 1  
Revised 6/1/06  
TeamLeaders