

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 facilities and on state grounds.

Position Code Title - Fire Safety Officer-E

Fire And Safety Officer 6

This is the intermediate level. The employee performs an expanding range of Fire and Safety Officer assignments in a developing capacity.

Fire And Safety Officer E7

This is the experienced level. The employee performs a full range of Fire and Safety Officer assignments and uses independent judgment to make decisions in specific work situations.

Position Code Title - Fire Safety Officer-A

Fire And Safety Officer 8

This is the advanced level. The employee functions as a lead worker overseeing the work of lower-level Fire and Safety Officers and performing experienced level Fire and Safety Officer assignments; or as a senior worker performing the most complex assignments.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing the required experience.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Patrols 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, residents, and visitors.

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.

Patrols parking lots and facilities and directs traffic.

Participates in employee safety and accident prevention programs.

Apprehends and detains persons suspected of theft, vandalism, or trespassing and contacts police.

Administers first aid to facility occupants in cases of injury or illness.

Responds to all fire alarms and contacts fire department.

Answers telephone calls, monitors video stations, and operates a telephone switchboard.

Removes snow and salts sidewalks and walkways.

Conducts preliminary investigations and writes incident and accident reports.

Maintains logs, records, and reports related to the work.

Performs related work and other tasks as assigned.

Additional Job Duties

Fire And Safety Officer 8 (Lead Worker)

Assigns work to lower-level Fire and Safety Officers.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Prepares and maintains records related to the work.

Fire And Safety Officer 8 (Senior Worker)

Regularly performs the most complex and difficult assignments in the work area.

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 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.

Skill in the 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 walk for long periods.

Ability to prepare and maintain records related to the work.

Ability to communicate effectively.

Additional Knowledge, Skills, and Abilities

Fire And Safety Officer 8 (Lead Worker)

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

Fire And Safety Officer 8 (Senior Worker)

Ability to perform the most complex assignments.

Working Conditions

Some jobs require an employee to work in adversarial situations.

Some jobs are located in a correctional or mental health facility and may require direct contact with prisoners or patients.

The job requires travel.

Physical Requirements

The job duties require an employee to be absent of any physical limitation 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.

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.

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.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

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

Possession of a valid driver's license.

See individual position descriptions for other requirements.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

FIRSFYOFR

Job Code Description

FIRE AND SAFETY OFFICER

Position Title

Fire Safety Officer-E

Fire Safety Officer-A

Position Code

FRSFOFRE

FRSFOFRA

Pay Schedule

A02-002

A02-015

JZ

06/09/2024