

CITY OF WATERTOWN FIRE DEPARTMENT

POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principal duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Fire Department. The Fire Department retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: January 20, 2025

Title: Deputy Chief Fire Marshal / Community Risk Reduction Specialist

Department: Fire **FLSA Status:** Exempt

General Summary:

This is an administrative position whose duties focus on managing and conducting fire inspections, site plan reviews, fire investigations and coordinating fire prevention activities for the department. The Fire Marshal oversees and conducts fire safety inspections, prepares reports and correspondence, maintains inspection records, and participates in legal proceedings. Prepare correspondence and inspection reports, maintenance of records, and participate in legal proceedings. Research adopted fire code and other administrative laws to determine compliance. Conduct fire investigations to determine origin and cause. Promote and coordinate public education programs. Assist fire operations division and participate in emergency services activities. Instruct other department personnel in fire inspection duties.

Reporting Responsibility:

Under the general direction of the Fire Chief, the Fire Marshal is responsible for routine technical and confidential administrative tasks which require the exercise of independent judgment, initiative, and discretion based on established policy and procedure. Works with minimal supervision to complete routine assignments. Special or unusual assignments may require closer oversight. Work is reviewed through periodic performance reports, observation of results achieved, and one-on-one conferences. In absence of Fire Chief, may assume role of acting Fire Chief.

Specific Accountabilities:

1. Participates in staff meetings as required and makes suggestions and recommendations on the attainment of the goals and objectives of the Department by continually evaluating best practices to refine, revise, enhance, improve and update training programs and related content.
2. Determine the operational readiness of existing fixed fire suppression, fire detection and alarm systems. Determine the operational readiness of existing portable fire extinguishers. Recognize hazardous conditions involving equipment, processes, and operations. Identify deficiencies and notify appropriate party.
3. Report and record violations observed during inspections, identify, and notify those responsible for corrective measures and conduct follow-up inspections. Preparation of inspection reports for submission to various authorities in accordance with departmental and City policies and procedures.
4. Schedules and supervises department fire inspectors in annual fire inspections, completes annual fire inspections as necessary for compliance.
5. Develops, maintains and evaluates the fire inspection record-keeping system. Must maintain

compliance with the Wi State 2% dues program.

6. Inspect new and existing structures for code compliance, including storage and handling of flammable, combustible, explosive and hazardous materials, and ensure city and state code and ordinances are followed.
7. Observes or reviews annual testing documents or reports of fire protection systems and alarms and act on deficiencies.
8. Performs basic level sprinkler and fire protection plan review and witness acceptance testing. Acts on findings. Receives and processes Fire Protection System applications through the city.
9. Reviews Site Plan applications & provide essential feedback at necessary city meetings.
10. Inspect emergency access for an existing site to ensure accessibility for emergency responders.
11. Interact and work closely with other City personnel who perform inspection, code enforcement and planning services. Inform the appropriate agency of non-fire code violations discovered during fire inspections.
12. Reviews and approves special events permit applications and conduct inspections and maintain records as required, while maintaining appropriate communication with other divisions or the chief as needed or required.
13. Receives, investigates, and determines appropriate response to citizen complaints against the Fire Inspection program.
14. Visits building sites periodically throughout the construction or remodeling phases to ensure work is progressing in a fire safe manner and in accordance with approved plans and specifications, investigates complaints regarding construction and maintains records of inspections.
15. Supervise and evaluate personnel assigned in accordance with departmental and City policies and procedures.
16. Conduct fire investigations to determine cause and origin. Work cooperatively with or assist law enforcement agencies in fire investigations.
17. Develop and maintain the department pre-incident building plan program. Identify emergency tactics and procedures to be integrated for pre-existing and new construction properties.
18. Assist in the planning and supervision of fire drills in schools, hospitals, nursing homes, public buildings, etc. Verify emergency planning and preparedness measures are in place.
19. Develops, plans, and manages the scheduling of fire safety programs to civic groups, educational groups, private and public institutions. Ensuring department members participate in a positive manner.
20. Coordinate and oversee Community Risk Reduction initiatives such as Knox Box etc.
21. Attends training, seminars and/or conferences related to fire inspection, fire investigation and fire prevention education to meet current standards and best practices.
22. Responds to large incidents to assist with emergency response hazard mitigation or function as part of EOC staff.
23. Model honesty, integrity, and adherence to departmental policies and core values.
24. Perform related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge in:

- Firefighting, rescue techniques, fire prevention, and emergency medical services methods, techniques, and practices
- Building construction, fire inspection and fire investigation techniques and regulations
- Knowledge of business letter writing, basic report preparation and principles and procedures of record keeping

Skills in:

- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, often in situations which may be stressful
- Maintaining safety precautions in performance of work
- Preparing and composing reports and records on activities performed
- Demonstrate productive leadership and team management.
- Proficient in using computers and relevant software applications

Ability to:

- Ability to utilize computer software applications pertinent to the job and learn and apply new technology as required.
- Ability to wear respirators to include Self-Contained Breathing Apparatus.
- Ability to use reasoning in performing functions such as supervising, managing, leading, instructing, directing, and delegating.
- Ability to set and meet productivity goals, complete time-critical projects and manage multiple tasks with varying beginning and end dates.
- Ability to maintain confidentiality.
- Ability to prepare clear and accurate reports.
- Ability to work independently with little or no supervision.
- Ability to use problem-solving skills to successfully resolve issues or problems.
- Ability to establish and maintain effective working relationships with internal and external stakeholders.
- Ability to reference fire prevention materials such as inspection records, Wisconsin Administrative Codes and state statutes, municipal ordinances, investigative manuals, guides, NFPA materials and educational curricula.
- Ability to understand, interpret and apply documents such as operating instructions, policies, procedures, codes, state statutes, adopted ordinances and safety rules.
- Ability to exercise judgement, decisiveness and creativity required in situations information the evaluation of information.
- Ability to communicate in English, clearly, concisely, professionally, and effectively both orally and in writing.
- Ability to use discretion and good judgement in situations not covered by policy or previous practice.
- Demonstrate effective time management
- Ability to research and apply best practices specific to fire prevention and inspections, including the National Incident Management System (NIMS) and the ability to apply concepts appropriately.

Physical and Working Environment

- Prolonged periods of sitting at a desk and working on a computer.
- Occasionally requires lifting, pushing, or pulling up to 100 pounds during an investigation.
- May experience frequent periods of standing, walking, stooping, kneeling, crouching, and lifting.
- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Must be able to operate a vehicle and fire suppression and medical response equipment and tools.

Varied work environment encompassing office settings, outdoor work in occasionally poor weather conditions, hazardous traffic areas, in and around structures that may be hazardous and/or unstable and under unfavorable or unsanitary conditions which may include biohazards, air and blood-borne pathogens. Capable of climbing stairs, climbing ladders and maneuvering over obstacles that may be found in the path of travel.

Moderate exposure to environmental conditions on scene or training grounds that impact physical comfort such as poor ventilation and temperature extremes. Requires use of extensive or specialized clothing and/or personal protective equipment such as a respirator or self-contained breathing apparatus. Damage to clothing is possible.

Ability to work under conditions with significant and frequent exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, potential violence, noise, vibrations, machinery, electrical current, explosives, wetness, disease and/or dust, may cause discomfort and where there is a risk of injury.

Regular and continuous physical demands and continuous mental and visual attention to work environment. May require lifting, bending, twisting, climbing, balancing, stooping, kneeling, crouching and/or crawling, turning, and use of power equipment.

Education and Experience Requirements

This position requires at least ten (10) years of experience in fire prevention, suppression, investigation or building plan review including a minimum of (5) years in a supervisory or leadership role. A bachelor's degree in related fields or management is preferred; however, a combination of relevant experience, training and education that provides the required knowledge skills and abilities may be considered in lieu of a degree. The following certifications and licenses are also required:

At time of hire:

- Wisconsin Driver's License
- Pro-board, ICC, or State of Wisconsin Fire Inspector I Certification
- Pro-board or State of Wisconsin Fire Officer I Certification
- Pro-board or State of Wisconsin Firefighter II Certification
- ICC, NFA, or NFPA Fire Plans Examiner Certification
- DSPS Fire Detection, Prevention and Suppression Inspector License
- National Incident Management System (NIMS) Incident Command System (ICS) 700, 800, 100, 200, 300, 400

Within 24 months of hire or as determined by Fire Chief:

- International Association of Arson Investigators Certified Fire Investigation Technician
- Youth Fire setter Intervention and Prevention Specialist
- Hazardous Materials Operations Certification
- Commercial Building Inspector (within 36 months of appointment)
- State of Wisconsin Emergency Medical Technician-Basic or Paramedic (Preferred) license

Acknowledgement

The City of Watertown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Watertown will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement or affect the at-will nature of the employment arrangement between the employee and company and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signatures:

Employee: _____

Date: _____

Department Head: _____

Date: _____