

14. POSITION SUMMARY

Under the general supervision of a Field Services Section Chief, Division of Industry Services, this position protects public health, safety, welfare and the environment of Wisconsin relative to fire prevention and fire safety within the built environment and on premises, as directed in Chapter 101, Stats. This position is the department's primary contact for Fire Departments and municipalities that conduct Fire Prevention and Safety Inspections mandated within Chapter 101, Wis. Stats. This position provides consultation, training, enforcement assistance, and evaluation relative to the fire prevention and safety requirements of 7 program areas: Commercial Buildings, Structures and Places of Employment; Fire Protection Systems; Compressed and Natural Gases; Flammable and Combustible Liquids; Uniform Dwellings; Historic Buildings; and Firefighter Health and Safety.

Special Requirements: This position requires travel on a regular basis and may include evening/weekend hours.

TIME %	GOALS AND WORKER ACTIVITIES
55%	<p>A. Conduct fire prevention and safety inspections and consultations within an assigned geographic area of new, existing, remodeled, or altered public buildings, places of employment, multi-family dwellings, one- and two-family dwellings, manufactured homes, and the premises for all of the previously listed occupancies and uses.</p> <p>A1. Upon request for assistance from local building or fire officials, inspect for conformance with current and previous editions of Wisconsin Administrative Code, as they relate to fire prevention and fire safety within the built environment and on premises.</p> <p>A2. Upon request for assistance from local fire officials, consult regarding conformance with Wisconsin Administrative Code.</p> <p>A3. Resolve conflicts between: local building officials; state building inspectors; fire officials; state and local elected officials; building owners, contractors, and/or designers.</p> <p>A4. Consult with others regarding correct interpretation and application of the Wisconsin State Statutes and Administrative Codes, as they relate to fire prevention and fire safety within the built environment and on premises.</p> <p>A5. Prepare proper and concise reports and correspondence to document activities, inspections and decisions.</p> <p>A6. Document code violations through interviews, photographs, documents, records, reports, samples, physical evidence, and other information, material, and products that may be used as evidence.</p> <p>A7. Provide expert testimony when directed for legal proceedings.</p> <p>A8. Upon request from local building or fire officials, or local planning commissions, assist in development of emergency planning activities related to fires, hazardous and flammable materials and disasters.</p> <p>A9. Upon request from owners, building or fire officials, conduct inspections of public buildings, places of employment, multi-family dwellings, one- and two-family dwellings, manufactured homes, campgrounds and marinas.</p> <p>A10. Maintain an extensive knowledge of the codes and apply the intent in a uniform and</p>

consistent manner as established by the Division.

- A11. Maintain a working knowledge of previous building and fire-related codes and codes utilized by other sections in the Division.
- A12. Read and study technical publications, textbooks, magazines, trade journals, and national standards to maintain a broad knowledge of trends and requirements relating to building construction and fire prevention principals and practices.
- A13. Maintain an accurate log of inspection and consultation activities.
- A14. Respond to telephone questions, complaints and concerns from fire departments, municipal officials, engineers, architects, citizens, state agencies, legislators, and other interested or concerned citizens regarding the technical issues surrounding the State of Wisconsin Fire Prevention Code, and its adopted and referenced standards.
- A15. Provide enforcement assistance, rendering independent judgment regarding the most complex fire prevention code issues and violations to fire department agents and their affiliated municipalities.

15% B. Serve as technical consultant to code councils, state agencies, fire departments and their affiliated municipalities and other interested parties regarding the State of Wisconsin Fire Prevention Program.

- B1. Serve as a technical code consultant to DSPS code councils regarding the development, adoption and modification of DSPS codes as related to fire safety and prevention.
- B2. Participate in code development by reviewing code drafts, preparing technical reports, and appearing at code development meetings.
- B3. Appear before public and private groups in a speaker capacity to discuss code requirements and applications.
- B4. As directed, attend seminars and conferences to keep abreast of current technology in codes, standards applications, and training in fire prevention and safety.
- B5. Develop measures to assess program effectiveness and make recommendations to continuously improve the program.
- B6. Develop and assist with appropriate regulatory procedures, policy and implementation and assessment of the State of Wisconsin Fire Prevention Program.

10% C. Serve as regional administrator of the National Fire Incident Reporting System, of the United States Fire Administration within the Federal Emergency Management Administration.

- C1. Act as the NFIRS administrator and manage electronic records for fire departments within a specified geographical area that participate in the National Fire Incident Reporting System (NFIRS) computer database and application.
- C2. Review a random selection of NFIRS data so that fire incident reports will be valid according to NFIRS standards for quality assurance.
- C3. Provide highly technical training for NFIRS reporting and assist fire departments in preparing valid fire incident reports.

- C4. Generate documents of NFIRS data to analyze fire incident data and create queries, reports, spreadsheets, graphs and charts as necessary to communicate useful information.
- C5. Work with fire departments/municipalities that have deficient programs. Try to achieve compliance with state laws and rules by setting goals, training and educating.

10% D. Develop and present training curriculum for fire departments, technical colleges, municipal governments and the public.

- D1. Prepare and present training materials and handbooks to fire departments and affiliated municipalities regarding the Wisconsin Fire Prevention Code and adopted state and national codes and standards.
- D2. Prepare and present speeches and educational programs to various constituencies regarding the Wisconsin Fire Prevention Code, fire prevention and fire safety practice advances and fire protection technologies. Forums and training session may be required to be presented during non-traditional hours of the week including evenings and weekends
- D3. Develop and present training to fire departments and their affiliated municipalities regarding conducting field inspections, implementation and management of fire prevention and fire safety programs in a manner acceptable to the department and within the requirements of Statute.

5% E. Serve as an auditor for the statutory and administrative rule requirements applicable to Fire Departments and their affiliated municipalities under the Fire Prevention Programs as outlined by State Statutes.

- E1. Audit agent fire departments and their affiliated municipalities. Discuss compliance with Wisconsin Statutes with fire chiefs, fire inspectors, contracted local agents, and the highest elected local municipal officials and their governing bodies.
- E2. Review, at random, selected documents to assure substantial compliance with applicable codes and statutes. Render an independent decision for compliance and provide written reports regarding the audit to appropriate managers and the fire departments, local affiliated municipalities and contracted agents.
- E3. Review division procedures to assure quality audits and the goal of substantial compliance for Agent Fire Departments and their affiliated municipalities. Evaluate audit checklist and compliance procedures to assure the consistency and quality of the audit process.
- E4. Document findings of audits and complaint investigations. Keep records in organized fashion to prepare reports, schedule re-audits, and provide corrective measures. Create reports of audits conducted.
- E5. Work with appropriate managers, external customers, legislators and concerned citizens to achieve the goal of substantial compliance and correct audit deficiencies. Assist local fire departments and their affiliated municipalities to achieve compliance with state laws and administrative codes by goal setting, training and educating.

- 5% **F.** Other duties as assigned including, but not limited to:
- F1. Respond to customer inquires in an accurate and timely fashion.
 - F2. Participate on DIS teams, as appropriate.
 - F3. Be open to new ideas, concepts, directions that may challenge our old paradigms.

Knowledge, skills and abilities

- Excellent interpersonal skills
- Strong customer service focus
- Ability to work a flexible work schedule to accommodate the need to interact with municipalities and fire departments
- Professional approach to problem-solving and ability to resolve issues in a collegial and positive manner
- Ability to travel to statewide locations
- Knowledge of specific engineering and technicalities in laws, rules, polices and best practices related to fire prevention and fire safety in the built environment and on premises
- Ability to understand technical specifications and apply technical expertise to real life situations
- Ability to plan ahead and manage time and work schedule
- Ability to receive feedback and be open to change
- Ability to take initiative to complete work in a timely manner including follow-up as needed
- Effective public speaking skills and ability to develop and transfer technical knowledge to audiences of all sizes
- Software and computer proficiency
- Knowledge of administrative codes, particularly related to buildings and structures, premises, manufactured housing, fire protection systems, and credentialing regulations, Chs. SPS 302, 303, 305, 310, 314, 316, 320-325, 328, 330, 332, 340, 360-366 and 375-379, Wis. Adm. Code
- Must possess a valid Wisconsin Drivers license