

POSITION DESCRIPTION

Full-Time Firefighter/Deputy Prevention Officer

Fire Department Town of Menasha
Standard Operating Guidelines
Page 1 of 5

October, 2012
Section 3
Last Revised 01/13

3.20.01 Position Summary:

The full-time firefighter position requires skills and ability in combating and extinguishing fires, performing rescues and emergency medical services, conducting fire safety apparatus driving and operational actions as well as station, vehicle and equipment maintenance.

As the Deputy Prevention Officer this position performs fire prevention visits under the direct supervision of the Deputy Fire Chief/Fire Marshal. Additionally assists the Fire and Life Safety Educator in the areas of public fire safety education and other related services for the protection of life and property from fire or other disaster.

This position involved extensive training and certification requirements in the operation of apparatus, tools and equipment; performance of hazardous tasks under emergency conditions which may require strenuous exertion under such handicaps as heat, cold, toxic and cramped surroundings; inspection of buildings for fire hazards; and in educational setting for the prevention of fire and injury.

This position involve administrative work in the performance and direction of activities including compliance with administrative codes, laws and ordinances, policies, procedures and/or special instruction of the Town of Menasha Fire Department.

3.20.02 Characteristic Work of the Position:

- A. **Definition:** The worked performed at a professional level in the fields of fire suppression and training, fire prevention, public fire and life safety education, emergency medical services, driving/operating fire apparatus, and vehicle/station maintenance.
- B. **Nature:** Under the direct supervision of the Deputy Fire Chief and any department officer (on emergency scenes), perform such duties and activities as may be required by the codes and ordinances, State Statues, and the rules and regulations of the Fire Department.

POSITION DESCRIPTION

Full-Time Firefighter/Deputy Prevention Officer

Fire Department Town of Menasha
Standard Operating Guidelines
Page 2 of 5

October, 2012
Section 3
Last Revised 01/13

3.20.03 Fundamental Duties and Ancillary Responsibilities

Fundamental Job Duties

Firefighter:

- A. Respond to alarms according to the Department Standard Operating Guidelines; lay and connect hose; maneuver nozzles and direct fire streams; raise and climb ladders; use extinguishers; utilize protective clothing, breathing apparatus, forcible entry tools, EMS equipment; and perform appropriate emergency medical patient care.
- B. Meet all requirements as outlined in the Fire Department Standard Operating Guidelines for the driver/operator position description located in section 3.09 - 3.16.
- C. Attend training courses, read and study assigned materials related to fire prevention, suppression, rescue, code enforcement and emergency medical services.

Deputy Prevention Officer

- A. Assist in assuming the responsibility for the operation of the fire prevention program under the Deputy Fire Chief/Fire Marshal.
- B. Assist the Deputy Fire Chief/Fire Marshal in the development of standards for fire safety in the Town of Menasha.
- C. Assist the Fire and life Safety Educator in the presentation of public fire safety educational programs.
- D. Conduct fire prevention visits in accordance with applicable local, State of Wisconsin and National code requirements under the direction of the Fire Prevention Bureau.
- E. Prepare written reports of fire prevention visits, and other related fire prevention matters.
- F. Demonstrate knowledge of the proper methods of performing the various techniques in fire prevention and education.
- G. Assist the Deputy Fire Chief/Fire Marshal in the review and approval of plans for construction installation and operation of equipment and structures so they meet the fire safety requirements for State and local ordinances.

POSITION DESCRIPTION

Full-Time Firefighter/Deputy Prevention Officer

Fire Department Town of Menasha
Standard Operating Guidelines
Page 3 of 5

October, 2012
Section 3
Last Revised 01/13

- H. Assist in the development and maintenance of an effective system of records and reports of inspections, and other activities as required by the State of Wisconsin and the Department.
- I. Communicate directly to the Deputy Fire Chief/Fire Marshal or Chief Officers of the Department about Fire Department matters. Communication to other Department members and personnel outside of the Fire Department shall be under the direction of the Deputy Fire Chief/Fire Marshal.

Ancillary Job Responsibilities:

- A. Drive and operate fire apparatus under special instructions and limited qualifying conditions.
- B. Learn new skills as necessary to perform additional duties or new services when implemented by the fire department.
- C. Perform other related duties or procedures for the operation of the fire prevention bureau and the Department.

3.20.04 Qualifications:

Essential Knowledge, Skills and Abilities: **Firefighter**

- 1. Ability to establish and maintain effective working relationships with other members of the department, community officials, and the general public.
- 2. Ability to learn location of streets, the nature and location of hazardous premises, principal buildings, fire alarm reporting equipment and fire hydrant or other water source locations.
- 3. Ability to climb ladders and work at considerable heights.
- 4. Ability to learn a wide variety of firefighting duties and skills within reasonable working test period.
- 5. Ability to understand and follow oral and written instructions.
- 6. Oral and written communication skills necessary for accurate documentation of various required reports; communicating with the Department, the community officials, and the general public.

POSITION DESCRIPTION

Full-Time Firefighter/Deputy Prevention Officer

Fire Department Town of Menasha
Standard Operating Guidelines
Page 4 of 5

October, 2012
Section 3
Last Revised 01/13

7. Skill in operating large, heavy fire apparatus, fire pumps, and aerial devices under emergency conditions.
8. Knowledge to apply the appropriate application of department Standard Operating Guidelines.
9. Ability and skill in operating a variety of computers and software applications.
10. Ability to successfully complete a periodic Physical Abilities Assessment (job related physical assessment simulating fire ground activities (timed)).
11. Demonstrates knowledge and understanding of fire prevention practices.
12. Demonstrates knowledge and understanding of fire prevention codes and ordinances; fire hazards and the methods and techniques of fire inspections; ability to research specific subject areas and the ability to interpret codes and ordinances.
13. Ability to recognize existing or potential fire hazards in a wide variety of structures or installations.
14. Knowledge of the principles and practices of building construction.
15. Ability to evaluate the effectiveness of fire prevention and educational activities.
16. Ability to express ideas clearly, concisely, orally and in writing to groups and individuals.

Deputy Prevention Officer:

1. Demonstrates knowledge and understanding of fire prevention practices.
2. Demonstrates knowledge and understanding of fire prevention codes and ordinances; fire hazards and the methods and techniques of fire inspections; ability to research specific subject areas and the ability to interpret fire codes and ordinances.
3. Ability to recognize existing or potential fire hazards in a wide variety of structures or installations.
4. Knowledge of the principles and practices of building construction.
5. Ability to establish and maintain effective working relationships with the personnel of the Department, municipal officials, and the general public.

POSITION DESCRIPTION

Full-Time Firefighter/Deputy Prevention Officer

Fire Department Town of Menasha
Standard Operating Guidelines
Page 5 of 5

October, 2012
Section 3
Last Revised 01/13

6. Oral and written communication skills necessary for accurate documentation of various required reports; communicating with the Department, the community officials, and the general public.
7. Demonstrates the ability to understand basic computer knowledge and skills.

A. Special Requirements:

1. Minimum of a High School Diploma. Associate of Science Degree in Fire Science is preferred.
2. State of Wisconsin Certified Firefighter II, Driver/Operator, and First Responder.
3. Successful completion of employment trial and training requirements, which includes but is not limited to a medical physical, physical abilities assessment and oral interview.
4. Possess and maintain a valid Wisconsin Motor Vehicle Operators License.
5. Reside within 15 miles of the Town of Menasha.

B. Annual Refresher Training Requirements:

Ten (10) hours of approved annual (calendar year) training outside of the Department's regular training program and as necessary to maintain required certifications.

C. Non-Discrimination:

All positions and promotions within the rank of the Town of Menasha Fire Department will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin or disability and under the guidelines set forth under the Town of Menasha Affirmative Action Plan.

D. Minimum Training and Experience:

Such training as may have been gained through participation in fire prevention public fire and life safety education or previous experience in loss prevention or emergency response agencies.

E. Special Requirements:

Possession of, or eligibility for, Fire Service Certification 1031 Fire Inspector I or State of Wisconsin Certified Fire Inspector I.