



JOB DESCRIPTION

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| Department | Fire & Rescue |
| Location | Station 2 – 8044 88 th Avenue, Pleasant Prairie, WI 53158 |
| Job Title | Fire Prevention / Inspection Officer |
| Classification | Hourly/Non-exempt |
| Pay Range | \$26.48/hr. - \$33.09/hr. FT43 |

Job Summary

The Fire Prevention / Inspection Officer reports to the Chief of Fire & Rescue. The purpose of this position is to provide and support the philosophy of the Department in the scope of fire inspections, education, and prevention efforts. The primary duties of this position include fire safety inspections, prevention, and public education activities.

Job Duties

- Maintain knowledge and perform fire inspection and prevention activities according to applicable codes, statutes, ordinances, and department policies, procedures, and operating guidelines.
- Manage and coordinate semi-annual fire prevention inspections and distribute to on-shift Lieutenants for completion.
- Conduct semi-annual fire prevention inspections of larger, more complex occupancies as determined by the Fire Chief or their designee.
- Develop and maintain current owner/occupancy and preplan information.
- Maintain proficiency in the department's Record Management System or RMS
- Conduct and complete various construction related inspections such as hydrostatic testing, Sprinkler & Alarm walkdown and testing.
- Work with contractors, developers, and Village staff to discuss, plan, and review development and construction projects within the Village.
- Plan and conduct follow up inspections as necessary.
- Develop, maintain, and present current fire prevention/education programs for all age groups within the communities.
- Interface and network with other regional municipal agencies to understand other related practices and processes that may benefit and enhance the safety practices within the Village.
- Attend outside educational opportunities as available to develop and maintain the highest level of expertise.
- Complete and submit all reports required for assigned duties, responsibilities, and tasks.
- Develop and grow the position to eventually include future community risk reduction programs.
- Familiarity and capability to work with command staff with Emergency Management practices, methods and procedures.
- Maintain knowledge of Village departments, their functions and contacts.
- Performs other duties and special assignments as directed within the scope of the Fire & Rescue Department.

Physical Requirements

- Ability to professionally communicate and interact with a wide scope of groups and individuals including the general public, Village staff, company personnel, and contractors.
- Ability to produce reports, charts, and graphs and gather information by way of extracting data from various sources including in-house RMS and CAD systems.
- Present a professional and positive image both visually and by actions to the stakeholders who include the general public, staff, and recipients of the required work.
- Conduct hands-on training to the public such as CPR, AED, fire extinguisher and related activities.
- Work is performed in both an indoor and outdoor environment requiring standing, walking, reaching, listening, communicating, typing, lifting, and carrying a range of weight up to 50 pounds.
- Typical work hours are Monday – Friday; 7:30am – 4:30pm.

Requirements - educational, certifications and experience

- 5+ years' experience in the fire service or public inspection services (ie: building, trades).
- Familiarity with various types and configurations of both fire suppression and notification / detection systems.
- Current Wisconsin Firefighter II and Wisconsin Fire Inspector I certifications.
- Valid licensure with Wisconsin Department of Safety and Professional Services for the inspection of Fire Detection, Prevention & Suppression systems (Inspector)
- Working knowledge of MS Office Suite – proficiency in Word, Excel and PowerPoint; Bluebeam
- Maintain a valid driver's license.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Rev. 1/2023

Village of Pleasant Prairie is an Equal Opportunity Employer.