

## CITY OF MADISON POSITION DESCRIPTION

of Employee (or "vacant"):

Lori Wirth, Bernadette Schwister, Eric Dahl

Work Phone: (608)266-4420

Class Title (i.e. payroll title):

Community Education / Code Enforcement Officer 1 and 2 (Comp group 16, Range 13 and 16)

Working Title (if any):

Community Education / Code Enforcement Officer

Name & Class of First-Line Supervisor:

Division Chief Clay Christenson

Work Phone: (608)266-5959

Department, Division & Section:

Fire Department, Community Education, 72

Work Address:

325 W. Johnson Street

Hours/Week: 38.75

Start time: 07:30      End time: 4:00

Date of hire in this position:

From approximately what date has employee performed the work currently assigned:

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### Position Summary:

This position will Perform building inspections and enforcement. Along with Safety training and community education and miscellaneous public information duties. The person in this position will also perform public outreach for a portion of the population as identified by the Department.

Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 45%    A. Community Education
1. Provide fire and life safety education
  2. Work with school Administrators and staff to schedule training for students and staff.
  3. Present programs to the public as necessary.
  4. Assist victims at fires and other emergencies
  5. Draft press releases and articles as directed.

RETAIN COPIES FOR AGENCY FILE AND EMPLOYEE RECORDS

- 45% B. Code Enforcement
1. Inspect properties for fire code violations.
  2. Write technical reports on findings of investigations.
  3. Observe testing of fire systems.
  4. Prepare and participate in the presentation of training to suppression staff, city personnel and public.
  5. Use technical equipment for detection of flammable gases etc.

- 10% C. Community Outreach
1. Respond to referred citizens with unique needs.
  2. Work with social services on issues affecting fire and public safety.
  3. Educate MFD personnel on existing social issues in public affecting responses and safety of public.
  4. Provide follow up with citizens with identified problems.
  5. Provide community education on such issues. (ex. Hoarding, safe exiting, poor repair, dangerous conditions)

Other duties as assigned.

12. Primary knowledge, skills and abilities required:

Record keeping ability, inspection methods, Ability to readily learn and interpret building codes and ordinances. Ability and knowledge to write correspondence and reports. Knowledge of community and media relations and education principals, ability to prepare and perform programs. Ability to perform the duties of public information officer at emergencies, ability to write press releases and effective news releases. Knowledge of firefighting equipment and emergency medical techniques and the ability to instruct on proper use of such. Ability to research, compile information and work with other staff on miscellaneous issues affecting the safety of fire/EMS responses and neighborhood safety.

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13. Special tools and equipment required:

Vehicle for transportation to sites.

14. Required licenses and/or registration:

Valid Wisconsin Drivers license, familiarity with codes and licensing as necessary.

15. Physical requirements:

Ability to work outdoors, climb stairs and ladders, access tight areas etc.

16. Supervision received (level and type):

General

17. Leadership Responsibilities:

This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

D/C [Signature]  
SUPERVISOR

CRAY CHRISTENSEN

6-8-12  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.

