

FIRE EDUCATION/ENFORCEMENT OFFICER 1-2

CLASS DESCRIPTION

General Responsibilities:

This is responsible work involving community education, community outreach and code enforcement within the Fire Prevention Division of the Madison Fire Department. This position performs paraprofessional fire safety, public relations and community education work involving the development and implementation of the Madison Fire Department's Communications Program, as well as provides community outreach services. Incumbents also complete inspection and code enforcement work, involving the inspection of new and/or existing structures in order to achieve compliance with applicable State statutes and City Ordinances, and issue and follow through on violation notices and citations, and related plan review work. Work is performed under the supervision of the Fire Public Information Specialist.

This series is structured to provide advancement from Fire Education/Enforcement Officer 1 to Fire Education/Enforcement Officer 2, as a function of the employee's career development, but generally at most within two years of starting employment as a Fire Education/Enforcement Officer 1. Progression from a Fire Education/Enforcement Officer 1 to Fire Education/Enforcement Officer 2 is based on increased employee expertise and responsibility, independence of action, and experience with respect to fire safety, public relations and community education methodologies, techniques and processes.

Fire Education/Enforcement Officer 1

This is the entry level of the Fire Education/Enforcement Officer career progression series. This work is characterized by more structured and/or closely reviewed paraprofessional assignments. Work is initially performed under supervision, but employees are expected to work with increasing independence as they gain familiarity with related methodologies, techniques and processes, and applicable codes, standards, inspection practices and procedures (and their interpretation). Under limited supervision, employees are expected to exercise professional judgment and discretion within established parameters.

Fire Education/Enforcement Officer 2

This is the objective level of the Fire Education/Enforcement Officer career progression series. This is entry level inspection and code enforcement work, but journey level fire safety, public relations and community education work characterized by a fully developed knowledge of the applicable methodologies, fire safety techniques and principles, fire codes, fire ground tactics, media and public relations, and other related procedures and techniques. The work is performed with significant independence and requires judgment and discretion in carrying out assigned activities. Under general supervision, employees are expected to exercise considerable judgment and discretion within established parameters.

Examples of Duties and Responsibilities:

Fire Education/Enforcement Officer 1

Under supervision, represent the department in a wide variety of community events by providing information to community groups, schools and others regarding departmental activities, events, recommended safety precautions, etc. Maintain and update knowledge of fire causes and injury statistics on a local, regional and national level. Participate in updating curriculum to reflect changes in data, trends and technology. Identify and present curriculum to target audiences. Recommend, initiate and coordinate community public safety events.

Assist Fire Public Information Specialist in responding to informational requests from the media and the general public, preparing relevant statistics, reports, etc., as appropriate. Present on-air information in a professional manner both in studio and in the field.

Assist Fire Public Information Specialist in developing, recommending, and utilizing diverse modes of public information (e.g., website, newsletter, etc.) to supplement external media sources. As directed, prepare and distribute news releases, narrative reports, flyers, brochures, information packages and public service announcements to media, external agencies and the public.

Under supervision, inspect properties for fire code violations as required by State statutes and City Ordinances. Conduct periodic, special inspections and investigations, write technical reports on findings, issue violation notices, conduct reinspections, recommend the issuance of citations, process complaints and referrals and follow-through on the compliance process. Observe annual testing of fire protection systems.

Inspect properties to ensure compliance with codes relative to safe storage and handling of flammable and combustible liquids and hazardous materials. Use detection devices to measure presence of flammable and combustible gases.

Prepare and participate in the presentation of training to other City staff and fire suppression personnel.

Perform public outreach services. Respond to referred citizens with unique needs. Work with social services on issues affecting fire and public safety. Provide follow up with citizens with identified problems.

Educate Madison Fire Department personnel on existing social issues affecting responses and safety of the public. Provide community education on such issues (i.e., hoarding, safe exiting, poor repair, dangerous conditions, etc.).

Perform related work as required.

Fire Education/Enforcement Officer 2

Perform all duties of a Fire Education/Enforcement Officer 1 with greater knowledge and independence.

Recommend and participate in the development and implementation of new and/or specialized programs. Present diverse fire and life safety education programs to the community.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Fire Education/Enforcement Officer 1

Knowledge of community and media relations principles, practices, techniques, and procedures. Knowledge of educational principles, practices, techniques, and procedures. Knowledge of fire code enforcement practices, methods and procedures. Knowledge of standard recordkeeping procedures. Knowledge of and ability to use computer software applicable to the duties of the position. Ability to learn, interpret and apply national, state and city fire code statutes, ordinances and procedures. Ability to learn and apply inspection methods applicable to the identification and resolution of code violations. Ability to inspect various building properties and apply appropriate codes and ordinances. Ability to learn and exercise enforcement procedures. Ability to use computers to write letters and reports, and to operate related applications such as GIS and timekeeping programs. Ability to present training and informational programs and materials to diverse groups. Ability to assist in the development of educational and informational programs and materials. Ability to communicate effectively, both orally and in writing. Ability to prepare accurate and effective news releases. Ability to collect information through interviews. Ability to research and compile information. Ability to train diverse groups and individuals. Ability to develop and maintain effective working relationships with department staff, the media, educators, and the general public. Ability to use a digital camera and to download images onto a computer. Ability to testify in court, as necessary. Ability to write letters and simple reports. Ability to follow instructions. Ability to organize, record, and present inspection data. Ability to exercise judgment and initiative, and to work independently. Ability to deal tactfully and firmly with potentially hostile individuals. Ability to maintain adequate attendance.

Fire Education/Enforcement Officer 2

Working knowledge of community and media relations principles, practices, techniques, and procedures. Working knowledge of educational principles, practices, techniques, and procedures. Working knowledge of fire code enforcement practices, methods and procedures. Working knowledge of national, state and city fire code statutes, ordinances and procedures. Working knowledge of standard recordkeeping procedures. Working knowledge of inspection methods applicable to the identification and resolution of code violations. Working knowledge of enforcement procedures. Working knowledge of and ability to use computer software applicable to the duties of the position. Ability to interpret and apply national, state, and local fire codes and procedures. Ability to inspect various building properties and apply appropriate codes and ordinances. Ability to exercise enforcement procedures. Ability to use computers to write letters and reports and to operate related applications such as GIS and timekeeping programs. Ability to present training and

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Training and Experience:

Generally, positions in this classification will require:

Fire Education/Enforcement Officer 1:

One year of education, training, or media/community public relations work involving safety, health, or similar technical program areas. Such experience would normally be gained after completion of at least two years of college level coursework in public relations, communication, education, marketing, journalism, or a related area. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Fire Education/Enforcement Officer 2:

At least two years experience performing community education and code enforcement duties comparable to the experience gained as Fire Education/Enforcement Officer 1 with the City of Madison. Such experience would normally be gained after completion of at least two years of college level coursework in public relations, communication, education, marketing, journalism, or a related area. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Possession of a valid driver's license and ability to meet the transportation needs of the position. Employees in this classification are required to provide their own vehicle to conduct inspections. Mileage and parking will be reimbursed as provided in the Union contract.

Physical Requirements

Incumbents will be expected to travel throughout the City to various departments/divisions to conduct training and inspections.

This position requires work outdoors in all types of weather. The incumbent will be expected to physically visit businesses throughout the City and must be able to physically inspect the site. Inspections may involve any or all of the following: climbing, stooping, accessing confined spaces. Incumbents must have the physical strength and agility to transport, display, and demonstrate personal fire safety equipment and public information and training materials and to enter fire scenes (for media purposes) under varying environmental and terrain conditions.

Employees may be expected to be on-call as required.

Department/Division	Classification	Comp. Group	Range
Fire Department	Fire Education/Enforcement Officer 1	16	13
Fire Department	Fire Education/Enforcement Officer 2	16	16

Approved: _____
Brad Wirtz
Human Resources Director
Date