




# CITY OF APPLETON

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## FIRE DEPARTMENT

 700 N. Drew Street  
Appleton, WI 54911

 (920) 832-5810

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 [jeremy.hansen@appleton.org](mailto:jeremy.hansen@appleton.org)

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## MEMORANDUM

August 4, 2021

To: Alderperson Fenton and Members of the Human Resources & Information Technology Committee  
From: Jeremy Hansen, Fire Chief  
Cc: Ryan Weyers, Deputy Chief  
Re: Fire Protection Engineer

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The Appleton Fire Department's current Table of Organization includes one civilian Fire Protection Engineer. We recently received notification that our Fire Protection Engineer is planning to retire January 3, 2022.

The Fire Protection Engineer position is responsible for several key functions in the Fire Prevention Division. One responsibility is to review fire protection plans. This critical function ensures a high level of customer service for development within the city. The Fire Protection Engineer reviews more than 75 plans annually to ensure compliance with the International Building Code. It is crucial that the transition be seamless to avoid delays or negative impacts on projects throughout the city. Another responsibility is to coordinate school fire drills in the 53 public and parochial schools within the city. This helps to ensure the safety of students during the school day. Finally, a responsibility of this position is to serve on several City committees and boards. Providing 90 days overlap will allow the incumbent to be introduced to these committees and boards with no lapse in service.

In order for us to have a successful transition of the duties and projects, I believe the city would greatly benefit from having the incumbent transfer their significant institutional knowledge over a 90 day period. The financial impact for this proposal is approximately \$30,000. Sufficient 2021 salary dollars will be available to accommodate this overlap based on the lower salary of the new hire.

Job description attached.

Please direct additional questions to Fire Chief Jeremy Hansen 920-832-1710.

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# Fire Protection Engineer

Bargaining Unit: Non-Union Exempt

Class Code:  
250-6 (CC-3)

CITY OF APPLETON  
Revision Date: May 28, 2015

## SALARY RANGE

\$28.83 - \$43.25 Hourly  
\$59,966.40 - \$89,960.00 Annually

### **NATURE OF WORK:**

This is a professional position responsible for the development, delivery, and administration of Fire Protection engineering issues related to local, state, and national fire and life safety codes and standards in the community. The position requires use of a considerable amount of judgment and includes interpretation and analysis of performance-based fire protection designs and systems within buildings. The work involves ensuring concept, site, architectural and engineering plans submitted for buildings and other development projects are reviewed for compliance with appropriate fire and life safety code requirements. The incumbent works under the direction of the Battalion Chief of Prevention and Public Education.

### **JOB FUNCTIONS:**

#### **ESSENTIAL JOB FUNCTIONS**

- Develops standards and practices for technical fire protection/detection system plan reviews, conducts the reviews and oversees the associated inspection follow-up.
- Conducts routine and special fire inspections of public, commercial, residential, assembly, and target hazard occupancies, i.e., schools, day cares, hospitals, high-rises, nursing homes, care facilities, hazardous processing, storage, etc. ensuring compliance with local and state codes, and nationally recognized good practices and standards.
- Recommends prevention plans and strategies to address general and specific fire and life safety problems in the community based on national standards and state/local fire and building codes.
- Recommends code and ordinance changes to enhance fire and life safety in the community.
- Provides technical assistance to property owners, architects, contractors, and others in interpreting and complying with fire and life safety codes and standards.
- Enforces code requirements and, where necessary, issues corrective notices and/or citations.
- Inspects multifamily residential properties and other public buildings both during construction and after occupancy is granted.
- Prepares position statements regarding variance requests to fire prevention codes and standards for review and approval by the Battalion Chief of Fire Prevention and Public Education.
- Works with other City Department managers on new developments, plats, licenses, ordinances, etc.
- Develops training for department employees to develop and enhance prevention and inspection skills.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

#### **OTHER JOB FUNCTIONS**

- Provides advice, guidance, and direction to fire personnel in maintenance tasks relating to fire and life safety.
- Maintains records and answers correspondence regarding false alarms and fire prevention codes.

- Maintains effective records and documentation of actions and assessments related to fire prevention in new and existing buildings and developments.
- Recommends changes to policies and SOP's as may be necessary to ensure safe and effective operation of the Department.
- Performs various clerical functions including typing, computer entry and communication with the public.
- Performs support functions at emergency and non-emergency incidents as required.
- Other job tasks as assigned.

**REQUIREMENTS OF WORK:**

Bachelor's degree in Fire Protection Engineering or related field, one to three years fire prevention and building plan review experience, certified fire inspector, or any combination of experience and training which provides the following knowledge, skills and abilities:

- Considerable knowledge of fire science, fire behavior and fire protection engineering/technology.
- Considerable knowledge of codes, laws and ordinances, Wisconsin Revised Statutes and specific fire conditions of the City.
- Ability to obtain and maintain commercial building inspector certification.
- Thorough knowledge and understanding of departmental and City safety policies, practices and procedures.
- Ability to prioritize and oversee multiple projects and staff.
- Thorough knowledge of departmental and City policies, SOP's and labor agreements.
- Ability to analyze City's fire prevention needs and identify target hazards.
- Ability to read and interpret complex written materials.
- Ability to prepare concise and accurate oral and written presentations and reports.
- Ability to establish and maintain effective working relationships with superiors, co-workers, the public, elected officials, the business community, and other city departments.
- Ability to operate and utilize all personal protection equipment, tools and other equipment associated with the job expectations.
- Ability to conduct thorough site inspections while projects are under construction, climb ladders and stairs, negotiate uneven terrain, and work in a variety of atmospheric conditions that may be encountered.
- Ability to recognize situations that need action and then take appropriate action as necessary.
- Ability to resolve conflict at lowest levels.
- Ability to work with limited supervision.
- Wisconsin P.E. Registration or the ability to obtain it is preferred.
- Valid driver's license and good driving record.

**COMPETENCIES**

- Communication
- Self-directed/Autonomous/Accountable
- Problem Solving
- Technical/Professional/Strategic Skills
- Creative/Innovative

**JOB TASK ANALYSIS:**

**JOB ANALYSIS REQUIREMENTS**

**JOB TITLE:** Fire Protection Engineer Supervisor

**REVISION DATE:** July 2006

**REVIEW DATE:** December 2010

N = Never

O = Occasionally: 1 to 33% of the time on job

F = Frequently: 34 to 66% of the time on job

C = Constantly: More than 67% of the time on job

**A. PHYSICAL DEMANDS**

	N	O	F	C
1. Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Lifting: Light - max. 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Lifting: Moderate - max. 25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Lifting: Heavy to moderate - max. 45 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Lifting: Heavy - max. 65 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Carrying est. wt. <u>50 lbs</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Pushing est. wt. _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Pulling est. wt. _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Pulling hand over hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Climbing stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Climbing, use of legs and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Repeated bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Reaching: <input type="checkbox"/> high <input type="checkbox"/> low <input type="checkbox"/> level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Repetitive finger movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. May use hands for grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. May use hands for manipulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. May use hands for twisting of wrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. May use hands for flex/ ext. of wrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. May use hands for reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. May use hands for overhead work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Repetitive twisting or pressure involving wrists or hands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Both hands required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
29. Both legs required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
30. Ability of rapid mental/muscular coordination simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
31. Oral communication: speaks clearly in <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> English <input type="checkbox"/> Hmong <input type="checkbox"/> Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
32. Hearing-conversation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
33. Intense visual concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
34. Specific visual requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Depth perception	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Color vision: Distinguish basic shades	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Color vision: Distinguish basic colors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Operation of crane, truck or motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**B. WORKING-CONDITIONS**

	N	O	F	C
1. Outside	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Alternating between Outside and Inside	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Heat between 90 - 100 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat over 100 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cold below 55 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Temperature changes: <input checked="" type="checkbox"/> excessive <input type="checkbox"/> frequent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Dry/atmospheric conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Heights (list maximum: 100ft)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Constant noise above 85 decibels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Intermittent noise above 85 decibels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Fumes: <input checked="" type="checkbox"/> Irritant <input checked="" type="checkbox"/> Toxic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Dust: More than nuisance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Gases: Types: smoke by-products at fire scenes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Chemicals: Types: <u>hazardous material incidents</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Grease and oils: Types:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Working with machinery with moving parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Working with moving vehicles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Working with ladders/scaffolding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Working below ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Working with hands in water	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Working alone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Work intensity: <input type="checkbox"/> sedentary <input type="checkbox"/> light <input checked="" type="checkbox"/> light/medium <input type="checkbox"/> medium <input type="checkbox"/> heavy Hours/day: <u>9</u> Days/week: <u>5</u> Days overtime/week: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>