



Public Education Specialist/ Civilian Fire Inspector

Class Code:
250-21

Bargaining Unit: Non-union Non-Exempt

CITY OF APPLETON
Established Date: Apr 11, 2022
Revision Date: Apr 11, 2022

SALARY RANGE

\$25.44 - \$38.16 Hourly
\$52,915.20 - \$79,372.80 Annually

NATURE OF WORK:

This position is responsible for planning, developing, coordinating, and implementing public fire and life safety education activities and programs on behalf of the City of Appleton Fire Department. Work also involves maintaining continuous contact with area school districts, local and regional safety agencies, the general public, and assisting in information delivery to the media during major emergency incidents. The position carries a high degree of responsibility necessitating considerable technical expertise, judgement, discretion, and coordination of staff and programs. Work also involves conducting inspections to enforce all codes, laws and ordinances pertaining to fire and life safety of public buildings, events, temporary structures and places of assembly that may occur in the City. The incumbent works under the general supervision of the Battalion Chief of Fire Prevention and Public Education.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Plans, develops, implements, and presents diverse public fire and life safety education activities and programs which fit the needs of the citizens of Appleton and other target audiences.
- Acts as a liaison between the news media and the Fire Department for non-emergency contact
- Manages department's social media presence, including engaging citizens both proactively and responsively as necessary. Updates department website as needed.
- Assesses community educational needs and works to build community networks to target problems.
- Tracks public education activities, analyzes trends, develops and tracks outcome measures, and prepares appropriate reports.
- Displays and/or demonstrates fire safety apparatus.
- Organizes special events for the Fire Department.
- Develops lesson plans for delivery in educational settings of all levels.
- Oversees implementation of Public Education programs and provides direction and guidance to employees either directly or through chief officers.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.
- 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.
- Identifies corrective action that must be made to bring properties into compliance with applicable fire codes, laws, regulations, and standards.
- Conducts, supervises and documents regularly scheduled fire drills in identified occupancies.
- Works with other city/state agencies and personnel to consistently interpret and enforce fire and life safety code requirements.

OTHER JOB FUNCTIONS

- Works with the Battalion Chief of Fire Prevention and Public Education to identify budgetary needs.
- Prepares educational training programs for fire department personnel and trains them for public education activities.
- Assists in the development and delivery of technical programs related to fire code compliance and other educational activities.
- Assists in developing and implementing firefighter recruiting and mentoring strategies.
- Develops the department's annual report.
- Attends training and conferences to maintain competence in the latest educational and fire prevention practices.
- Drafts news releases and provides official statements to the media on departmental and community education activities and initiatives as required.
- Uses area demographics, NFIRS statistics and various diagnostic tools to target area needs and plan appropriate interventions.

REQUIREMENTS OF WORK:

Requires three to five years experience in developing and delivering educational programs (teacher certification preferred), some of which should be in fire prevention (or other safety or emergency response activities) and program development. A bachelor's degree is preferred; or any equivalent combination of experience and training which provides the following knowledge, skills and abilities:

- Knowledge of fire prevention methods, laws, and ordinances.
- Knowledge of teaching techniques and multimedia equipment and the ability to apply new technologies to public education activities.
- Knowledge of the policies, rules, regulations, and standard operating procedures of the Appleton Fire Department and the City of Appleton.
- Knowledge of inspection and sprinkler applications, life safety codes and city ordinances for developing programs and providing public information.
- Ability to communicate effectively, both orally and in writing, with people at various levels within and outside the organization.
- Knowledge of and ability to demonstrate life saving techniques.
- Ability to keep accurate records and evaluate impact of public education programs.
- Ability to analyze program delivery and provide constructive feedback to department employees.
- Ability to develop and maintain good working relationships with news media and other agencies.
- Ability to analyze the community's public fire education needs and develop and implement appropriate programs to effectively address those needs.
- Ability to maintain knowledge of fire suppression, prevention and engineering practices.
- Ability to adapt to conflict situations that will result in a positive outcome.
- Ability to plan and schedule work so as not to cause undue budgetary impact.
- Skill in public speaking and public relations.
- Ability to operate office equipment including but not limited to copiers, computers and software applications.
- Ability to move equipment in excess of 50 pounds including while climbing stairs.
- Ability to work with moderate supervision.
- Ability to obtain Wisconsin Fire Inspector 1 certification
- Ability to assess fire and life safety issues and identify code requirements and alternative methods of achieving compliance.
- Possess and maintain a valid Wisconsin driver's license.

JOB TASK ANALYSIS:

JOB ANALYSIS/REQUIREMENTS
JOB TITLE: Civilian Fire Inspector
 REVISED DATE: July 2011
 REVIEW DATE: July 2011

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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
4. Lifting: Light - max. 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Lifting: Moderate - max. 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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>60 lbs</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Pushing est. wt. <u>25 lbs</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Pulling est. wt. <u>100 lbs</u>	<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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Reaching: <input checked="" type="checkbox"/> high <input checked="" type="checkbox"/> low <input type="checkbox"/> level	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Both legs required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
32. Hearing-conversation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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	Near: <input checked="" type="checkbox"/>		Far: <input checked="" type="checkbox"/>	
35. Depth perception	Yes: <input checked="" type="checkbox"/>		No: <input type="checkbox"/>	
36. Color vision: Distinguish basic shades	Yes: <input checked="" type="checkbox"/>		No: <input type="checkbox"/>	
37. Color vision: Distinguish basic colors	Yes: <input checked="" type="checkbox"/>		No: <input type="checkbox"/>	
38. Operation of crane, truck or motor vehicle	Yes: <input checked="" type="checkbox"/>		No: <input type="checkbox"/>	
39. Other: _____				
B. WORKING CONDITIONS	N	O	F	C
1. Outside	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. 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 checked="" type="checkbox"/> frequent	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 <u>100</u>)	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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: <u>combustion byproducts</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Chemicals: Types: <u>various</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Grease and oils: Types: <u>various</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Working with machinery with moving parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Working with moving vehicles	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23. Working alone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Work intensity: <input type="checkbox"/> sedentary <input checked="" type="checkbox"/> light <input checked="" type="checkbox"/> light-medium <input checked="" type="checkbox"/> medium <input type="checkbox"/> heavy Hours/day: 8 Days/week: 5 Days overtime/week: 0				