3.02.01 **Position Summary:**
The coordination and supervision of fire prevention, fire investigation and other services for the protection of life and property from fire or other disaster. Staff responsibilities as assigned by the Chief of Department are also a requirement of this position.

The position involves administrative work in the performance and direction of activities including compliance with administrative codes, laws and ordinances, policies, procedures and/or special instructions, and fire investigations in the Town of Menasha. The position serves as “second-in-command” of the fire department operations/administration and has the ranked of Deputy Fire Chief. The primary focus of this position is fire prevention and fire investigation, leaving day-to-day management of the fire department with the Fire Chief.

It also involves specialized work in the instruction and training of the public and Fire Department personnel in the techniques of fire prevention and fire investigation with the ability to develop, coordinate and conduct an effective program of fire prevention and education.

3.02.02 **Characteristic Work of the Position:**

A. **Definition:** This work is performed at a professional level in the fields of fire service fire prevention, suppression, rescue, training, supervision, emergency medical first responder and public fire/life safety education.

B. **Nature:** Under the supervision of the Chief of Department, perform such duties and activities as may be required in the codes and ordinances, State statutes and the rules and regulations of the Fire Department. In the absence of the Fire Chief, shall serve as Acting Fire Chief of the department of the department without the ability to change policies or Standard Operating Guidelines without the express written or verbal consent of the Fire Chief.

3.02.03 **Fundamental Duties and Ancillary Responsibilities:**

**Fundamental Job Duties:**

A. Assume responsibility for the operation of the fire prevention and fire investigation programs under the supervision of the Chief of Department.

B. Assist the Chief of Department in the development of codes and standards for fire safety in the Town of Menasha. Review building plans and site plans for recognized fire/life codes and safety standards.
POSITION DESCRIPTION
Deputy Fire Chief/Fire Marshal

C. Assist the Public and Life Safety Educator in the implementation of public fire and life safety education programs.

D. Coordinate the investigation of fires and analyze findings to determine the cause of fires.

E. Coordinate and conduct the fire investigation, fire prevention and inspection programs.

F. Prepare written or computerized reports of inspections, investigations and training and maintain a file of all records.

G. Demonstrate knowledge of the proper methods of performing the various techniques in fire prevention, investigation and education.

H. Assist the Chief of Department in the review and approval of plans for construction, installation and operation of equipment and structures to ensure they meet the fire safety requirements for all State and local codes and ordinances.

I. Assist in the development and maintenance of an effective system of records and reports of inspections, investigations and other activities as required by the State of Wisconsin and the Department (based on 2% Dues Regulations).

J. Supervise Fire Investigation Bureau members.

K. Assist in the preparation of the fire department budget related to prevention, investigation and public education.

L. Conduct plan review, installation inspections and permit inspections of aboveground and underground storage tanks based on contractual agreements with the Department of Commerce and COMM 10.

M. Conduct plan review, installation inspections and permit inspections of fire sprinkler and suppression systems.

N. Assist the Chief of Department with other assigned administrative duties as requested.

O. In the absence of the Fire Chief, assume an Acting Chief’s role and become accountable for all duties and responsibilities of the Fire Chief.
Ancillary Job Responsibilities:

A. Schedule and conduct fire inspection training courses for all Fire Department personnel.

B. Participate in local, regional, State and national conferences and seminars on fire prevention, investigation, education, emergency medical first responder and suppression to maintain a continuing level of professional and technical competence.

C. Assume Incident Management functions and positions as directed during an emergency incident. Assume the Incident Commander position if necessary. Normal emergency scene responsibility will be fire/accident investigation.

D. Respond to emergency requests for First Responder (EMS) service and render appropriate medical care.

E. Assist the Personnel Captain with POC personnel disciplinary action and forward to Chief of Department.

3.02.04 Qualifications:

Essential Knowledge, Skill and Abilities:

1. Ability to establish and maintain effective working relationships with the personnel of the Department, municipal officials and the general public.

2. Extensive knowledge of the geography of the Town of Menasha, the location of streets, the nature and location of hazardous premises, principal buildings, fire alarm reporting equipment and hydrant or other water source locations.

3. Thorough knowledge of fire prevention practices, emergency medical first responder, firefighting and rescue techniques and the scientific principles involved in fire suppression and fire behavior.

4. Considerable knowledge of explosives, hazardous properties and potential reactions of chemicals, liquids and gases as well as the combustion qualities of materials used in the construction of commercial and residential buildings and aboveground and underground storage tanks.

5. Considerable knowledge of the use of firefighting tools and equipment.

6. Considerable knowledge of teaching methods and the ability to train and instruct Fire Department personnel and the public.
7. Considerable knowledge of the Incident Management system.

8. Thorough knowledge of fire prevention codes and ordinances; fire hazards and the methods; techniques of fire inspections and investigations.

9. Ability to recognize existing or potential fire hazards in a wide variety of structures or installations.

10. Ability to evaluate fires, recognize danger, and take the necessary action for the protection of lives and property.

11. Ability to recognize signs and symptoms of unsafe building conditions under fire conditions and when interior operations should cease.

12. Ability to communicate clearly on radio or mobile data communication devices.

13. Ability to maintain discipline among subordinates in the Department.

14. Ability to express ideas clearly, concisely, orally and in writing to groups and individuals.

15. Oral and written communication skills necessary for accurate documentation of various required reports; communicating with the Department, the community officials, and the general public.

16. Ability to utilize computerized record keeping programs.

17. Thorough knowledge of recognized State and National Standards (NFPA).

18. Knowledge of the principles and practices of building construction.

19. Ability to evaluate effectiveness of fire prevention, investigation and educational activities and materials. Prepare and maintain budget and procurement procedures according to Town policy regarding such items.

20. Ability to plan, coordinate, and supervise activities of subordinate personnel.
A. **Minimum Training and Experience:**
Such training as may have been gained through participation in fire prevention, suppression, rescue, Emergency Medical First Responder, public fire and life safety education and administrative courses, and a minimum of five years of verifiable fire service experience as a Fire Officer.

B. **Special Requirements/Certifications:**

1. Minimum of an Associate of Science degree in fire science technology or related field is preferred.

2. Maintain Wisconsin certifications:
   - Fire Officer I
   - Fire Inspector I
   - Fire Investigator
   - First Responder
   - Dept. of Commerce UST/AST Tank System Inspector
   - Commercial Building (preferred) Inspector


4. Must maintain residency within 10 miles of the Town of Menasha.

C. **Annual Refresher Training Requirements:**

1. Such annual training as is required to maintain certifications as listed in section “B”.

2. Annually (calendar year) 25 hours of training outside of the Department regular training program of a skill nature directly related to the position.

D. **Non-Discrimination:**
All positions and promotions within the rank of the Town of Menasha Fire Department will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin or disability and under the guidelines set forth under the Town of Menasha Affirmative Action Plan.