



Position: Administrative Lieutenant of Prevention
Department: Fire

Unit: Union (Local 1848)
FLSA Status: Non-Exempt

Summary Description

The Administrative Lieutenant of Prevention performs a variety of skilled duties as an administrative officer. This position oversees the coordination, implementation, performance, and evaluation of fire prevention activities.

Supervision/Accountability

Under the general supervision of the Assistant Chief of Administration, supervises subordinate firefighters and other staff assigned to prevention activities.

Major Duties and Essential Functions

Manages the process for conducting fire inspections and participates in fire safety education.

Inspects properties for fire code violations as required by Wisconsin State Statutes and Oak Creek Municipal Code. Conducts periodic, special, and investigatory inspections; writes technical reports on findings, issues violation notices, conducts re-inspections, recommends the issuance of citations or re-inspection fees, processes complaints and referrals, and follows-through on the compliance process. Provides input and consults property owners on code compliance issues associated with potential renovations/alterations.

Develops, maintains, and evaluates the fire inspection records management system.

Inspects means of egress elements, given observations made during a field inspection of an existing building, so that means of egress elements are maintained in compliance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with applicable codes and standards.

Inspects emergency access for an existing site, given field observations, so that the required access for emergency responders is maintained and deficiencies are identified, documented, and corrected in accordance with applicable codes and standards.

Determines the operational readiness of existing fixed suppression systems, given test documentation and field operations, so that the systems are in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported.

Determines the operation readiness of existing fire detection and alarm systems, given test documentation and field observations, so that the systems are in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported.

Determines the operational readiness of existing portable fire extinguishers, given field observations and test documentation, so that the equipment is in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported.

Verifies code compliance for incidental storage, handling, and use of flammable and combustible liquids, and gases and hazardous materials, given field observations and inspection guidelines from the AHJ, so that applicable codes and standards are addressed, and deficiencies are identified, documented, and reported. Use detection devices to measure presence of flammable and combustible gases.

Verifies that emergency planning and preparedness measures are in place and have been practiced, given field observations, copies of emergency plans, and records of exercises, so that plans are prepared, and exercises have been performed in accordance with applicable codes and standards.

Verifies fire flows for a site, given fire flow test results and water supply data, so that required fire flows are in accordance with applicable codes and standards and deficiencies are identified, documented, and reported.

Participates in post-fire investigations to provide input as to cause and origin and observe situations regarding future fire prevention.

Evaluates risk in the community using level of protection and occupancy types and assists in development of community risk profile.

Participates in legal proceedings, given the findings of a field inspection or a complaint and consultation with legal counsel, so that all information is presented, and inspector's demeanor is professional.

Provides input for, and creates public fire safety programs. Presents programs to the community on safety and fire prevention topics.

Responsible for dealing with or notifying the proper authority when violations of City Codes and Ordinances or department and city work rules are observed on the job.

Coordinates and performs monthly preplan assignments in a timely manner.

Prepares annually three (3) realistic achievable objectives that improve the operations of the department.

Other responsibilities as assigned by the Fire Chief.

Minor Duties/Responsibilities

Confers with the Assistant Chief and/or administration on a regular basis, discussing work processes, incidents, problems, and plans; and receiving advice, counseling and instruction.

Attends training courses, meetings, conferences as directed by superior.

Assists in training new employees in fire prevention topics as assigned.

Establishes and maintains a positive working relationship with members of the community and other employees.

Operates radio and other communication equipment.

Other responsibilities as assigned by the Fire Chief.

Knowledge

A basic understanding of national, state, and local fire prevention codes and laws.

A basic understanding of the components and operation of fire detection and alarm system devices and applicable codes and standards.

A basic understanding of the components and operation of fixed fire suppression systems and applicable codes and standards.

Identify the occupancy classification of single-use occupancy, given a description of the occupancy and its use, so that the classification is made according to the applicable codes and standards.

Recognize the conditions requiring department or city permits, given the situation or condition, so that requirements for permits are communicated in accordance with applicable codes and standards

Recognize a hazardous fire growth potential in a building or spaces, given field observations, so that the hazardous conditions are identified, documented, and reported.

Recognize hazardous conditions involving equipment processes, and operations, given field observations, so that the equipment, processes, or operations are conducted and maintained in accordance with applicable codes and standards and deficiencies are identified, documented, and reported.

Recognize the need for plan review, given a situation or condition, so that requirements for plan reviews are communicated in accordance with applicable codes and standards.

Knowledge and understanding of department work rules and policies.

Knowledge of city geography including streets, fire hydrant locations and the building numbering system.

Knowledge of occupational hazards and standard safety precautions.

Skill/Ability

Ability to accept responsibility, make decisions, prioritize work, delegate responsibility, and motivate people toward a coordinated effort.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective interpersonal relationships with employees, other departments, and the public.

Ability to follow written and oral instructions, read maps and understand basic construction and engineering drawings.

Ability to ensure and follow standard safety practices and procedures;

The ability to maintain a professional courtroom demeanor, communicate, listen, and differentiate facts from opinion.

Ability to prepare, organize and maintain office data, reports and systems;

Ability to perform required mathematical computations.

Ability to learn the operation of fire suppression and other emergency equipment;

Ability to learn to apply standard firefighting, emergency medical aid, hazardous materials, and fire prevention techniques;

Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke;

Ability to act effectively in emergency and stressful situations;

Ability to deal with difficult working conditions and all types of weather.

Ability to work in high places and in hazardous areas.

Education/Experience

Possession of an Associate Degree in Fire Technology or a minimum of sixty (60) credits toward a Bachelor's Degree in a fire service related field and five (5) years' experience as an Oak Creek Fire Fighter are required. A continuing education requirement of eight (8) hours per year in a fire service related field must be achieved. Any combination equivalent to education and experience that provides the required knowledge and skills may be considered.

Failure to achieve the educational requirements within the time limits allowed may be cause for demotion.

License/Certifications

Possession of the following licenses or certificates at time of appointment:

- Valid Wisconsin Motor Vehicle Operator's License
- Wisconsin Emergency Medical Technician-Basic License
- Wisconsin Firefighter II Certification
- National Incident Management System (NIMS) IS 100, 200, 700, and 800

- Wisconsin Fire Officer I Certification

Possession of the following licenses or certificates within one year of appointment:

- Wisconsin Fire Inspector I Certification

Possession of the following licenses or certificates within two years of appointment:

- Wisconsin Emergency Services Instructor I Certification

Possession of the following licenses or certificates when assigned:

- National Incident Management System (NIMS) IS 300 and 400

The loss of a license or certification may be cause for demotion or termination.

Physical Demands and Abilities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to reach, finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

The employee is regularly required to stand and talk and hear.

The employee is regularly required to walk; stand; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste and smell.

The employee must be able to run, swim, grapple, climb, balance, bend and twist while performing normal operations.

The employee must frequently lift, pull and/or move 100 pounds for extended periods and occasionally in excess of 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Far and near vision requirements as follows: 20/20 or both eyes corrected to 20/20 in one eye and 20/40 in the other.

The tasks listed below describe more specifically the abilities required for the position.

Stamina - vent a roof, pull charged hose line, strip roof with pike pole, climb stairs with equipment, carry hose up multiple flights.

Extend Flexibility - roll/pull hose, remove ceiling with poles, push ladder to peak, reach out from ladder, chop with ax, extricate victim, overhaul burned building, and remove building parts.

Dynamic Flexibility - chop with ax, pick up hose, advance hose, strip roof, and perform CPR/chest compression.

Static Strength - carry hose lines, lift/carry victim/patient, move charged hose lines, lift ladder, move generator.

Explosive Strength - force entry with ax/battering ram, raise ladder, run up stairs with equipment, breach walls, pull advance hose, chop with ax to vent roof.

Dynamic Strength - climb ladder/stairs in full turnout with equipment, climb aerial ladder.

Trunk Strength - pull charged hose, perform cardio-pulmonary resuscitation (CPR), pick up equipment at fire, hold hose on fire target, lift victim.

Speed Limb Movement - dodge debris, chop with ax, use mask, pump manual pump, exit burning building, operate tiller for aerial rig, perform CPR, run/drive rig.

Gross Body Coordination - climb/descend ladder with victim, advance charged line while maintaining flow on target, walk across roof ridge, operate power saw. Descend a fire pole.

Gross Body Equilibrium - walk icy roof peak at night, carry patient down stairs, swing ax from ladder.

Arm-Hand Steadiness - take blood pressure/pulse, operate power tools, perform CPR, apply traction to limb/neck of victim, connect hose couplings.

Manual Dexterity - couple hoses; perform CPR, bandage patient, use tools/extraction equipment, use air bag ventilator, tie knots, use SCBA.

Finger Dexterity - maintain/open self-contained breathing apparatus (SCBA) equipment, bandage patient, remove object from patient airway with Magill forceps, tie knots, and perform infant CPR.

Near Vision - patient assessment, read manuals/pump control panel.

Far Vision - drive to fire, visualization of fire condition, see power lines for safe ladder placement, see addresses.

Visual Color Discrimination - determine fire status/hazards by smoke color, identify highway placards, assess patient.

Hearing - hear call for help in burning building, hear fire crackle in dense smoke, hear blood pressure.

Mobility - advance hose line, climb ladder, search/rescue in building, move on roof, slide down pole, get on/off equipment.

Effort - chop/vent roof, overhaul burned buildings, advance charged line up and down stairs, climb stairs/ladder, use ax.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved By: 
City Administrator

Reviewed By: 
HR Manager

Reviewed By: 
Fire Chief

Revision History:
October 12, 2023