

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

FIRE PREVENTION COORDINATOR

I. INTRODUCTION

A. Purpose of this Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions performing duties related to the inspection and regulation of public buildings and places of employment for issues of fire prevention and public safety. These positions are located in the Department of Safety and Professional Services. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of all positions that currently exist, or those that result from changing program emphasis in the future. Rather it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions allocated to this classification are located in defined geographic regions of the state or the central office. The positions perform inspections, investigations, enforcements and training related to the implementation of the state statutes and codes on Commercial Buildings, Fire Prevention, and Gas Systems.

C. Exclusions

Excluded from this classification are positions responsible for spending a majority (i.e., 50% or more) of their work time in the performance of the following duties and functions:

1. Positions which meet the statutory definitions of professional employee, supervisor, and/or management, as defined in s. 111.81(15), (19), and (13), Wis. Stats.
2. Inspection and regulation duties related to other substances and their storage such as food products or herbicides and pesticides;
3. Positions which are responsible for the inspection and regulation of petroleum product storage systems and other flammable and combustible liquid systems and facilities housing flammable or combustible liquids are more appropriately classified as Storage Tank Coordinators.

4. Scientific and regulatory duties or functions where primary focus is wastewater, water supply, water regulation and zoning, or water resources management;
5. Inspections or investigations relating primarily to criminal violations;
6. Positions responsible for the inspection, investigation and enforcement of compliance with laws and regulations pertaining to the storage, sale, product transfer, handling and use of flammable, combustible and hazardous products which are more appropriately classified as a Petroleum System Specialist.
7. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competition.

II. DEFINITION

FIRE PREVENTION COORDINATOR

Positions function in the area of fire prevention providing field consultation and enforcement to fire departments in an assigned geographic region. More specifically, these positions provide technical code consultation regarding highly technical issues embodied in s.101.14, Stats., ch. SPS14, SPS 61-65, Wis. Admin. Code, to fire departments, other division staff, architects, engineers, local building inspectors, prosecutors, public officials, and the public. The Fire Prevention Coordinator is responsible for the preparation and provision of highly specialized courses of technical training in complex issues regarding the administration, interpretation and enforcement of the previous specified statutes and regulations. These positions audit fire departments for eligibility to receive Fire Dues Distribution authorized by s.101.575, stats. And will provide consultation and assistance to municipalities and fire departments that request help in completing the required forms for fund eligibility; in addition to working with the fire departments in completing the required forms for the National Fire Incident Reporting System (NFIRS). These positions also conduct field consultations and inspections upon request of local fire departments. This is advanced work that is performed independently under the general guidance of the Field Operations Section Chief.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective June 25, 2006 and announced in Bulletin OSER-0108-MRS/SC. This classification was created as a result of the abolishment of the Flammable and Combustible Liquids System Coordinator. This classification was modified effective July 17, 2011 and announced in Bulletin OSER-0281-MRS/SC to reflect the movement of positions from the Department of Commerce to the Department of Safety and Professional Services (formerly Department of Regulation and Licensing) as a result of the 2011 Wis. Act 7. The classification was modified effective February 12, 2012 and announced in Bulletin OSER-0299-MRS/SC to reflect the current statutes used by these positions.

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