

Franklin Fire Department

Job Title : Community Fire Prevention Specialist
Department : Fire
Appointing Authority: Fire Chief
Reports To : Fire Chief
Salary Level : Salary Range 5
FLSA Status: Non-exempt
Prepared By : James Mayer, Fire Chief
Prepared Date : April 09, 2026
Approved By : **Common Council**
Approved Date : **06/20/2017**

Summary:

The Community Fire Prevention Specialist is a non-sworn representative that serves as the public face of the Fire Department to most commercial, residential, and institutional stakeholders. The CFPS is charged with furthering the Fire Department's fire prevention objectives and enhancing community safety through positive, interactive code enforcement and educational outreach; and through establishing partnerships and programs with other agencies that can assist to those ends.

Essential Duties and Responsibilities

Inspect existing structures, construction and remodel sites for compliance with fire codes. Provide guidance and technical assistance to property owners in achieving compliance goals when violations cannot be corrected immediately upon discovery.

Conduct voluntary home inspections.

Review conceptual building and site plans for code compliance; make recommendations for approval, alteration, or modification to the AHJ (authority having jurisdiction).

Investigate complaints regarding fire code violations and fire hazards. Follow-up with complainant(s) and property-owner(s). When necessary, refer to the AHJ for enforcement.

Schedule fire inspections and pre-fire plans. Coordinate activities with shift officers as required.

Maintain all data and records regarding fire inspection or prevention activities (data may include digital/electronic, photographic, or written records); prepare reports regarding fire inspection or prevention as required.

Ensure/maintain Fire Department compliance with requirements of WI § SPS 314 relating to performance and documentation of fire inspections (WI 2% Dues program).

Coordinate sprinkler and fire alarm plan review process with outside agents and State Department of Safety and Professional Services. Manage storage of plans and records related to construction and remodeling projects and fire alarm and/or suppression systems.

Coordinate and facilitate educational outreach to community groups (including schools, senior groups, Scouts/Explorers, corporate groups, and other public or private community groups).

Coordinate and facilitate fire drills in facilities and developments with high-risk and/or limited mobility populations (i.e., senior apartments, CBRFs, daycares, etc...).

Responsible for cleanliness of office area, equipment, and all other fire department property.

Assist in training new employees as assigned.

Other duties as assigned by the Fire Chief.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Equivalent of High School Diploma and two years full-time work experience in a related field (as determined by the Fire Chief) are required. An Associate's degree

or significant progress towards a degree in fire prevention, fire science, construction/building trades, engineering, education/teaching, or related field is preferred. Alternative combinations of education, experience, and licensure/certification may be considered.

Necessary Knowledge, Skills and Abilities:

A positive, collaborative, and courteous attitude, along with exceptional interpersonal and communication skills are required.

Knowledge of modern fire prevention and inspection practices, principles, procedures and equipment.

Ability to effectively apply standard fire prevention and education techniques.

Ability to act effectively in stressful situations.

Ability to follow verbal and written instructions.

Ability to effectively communicate in writing and verbally.

Ability to establish effective working relationships with employees, other agencies, and the general public.

Ability to communicate effectively in an educational capacity with individuals and groups of all ages, abilities, and backgrounds.

Frequent contact with the public requiring courtesy, discretion, and sound judgment.

Licensing and Certification:

Valid WI driver's license and meeting minimum drivers hiring guidelines, as may be adopted by the Common Council from time to time.

State of Wisconsin Fire Inspector I certification is required within six months of employment or before completion of the introductory period.

Must successfully pass medical exam and pre-employment drug screen
-upon conditional job offer.

Physical Demands:

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 frequently required to stand; sit; walk; talk; hear; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, and crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Tools and Equipment Used:

Personal Computer; electronic tablet, smart-phone or similar device; calculator; copy machine; fax machine; telephone; measuring devices; and camera.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works in outdoor settings, in all weather conditions, including temperature extremes, mostly during daytime shifts. Individual is exposed to hearing alarms associated with fighting fires.

The noise level in the work environment is usually moderate.

Job Responsibilities Related to Patient Privacy:

It is expected to protect the privacy of all patient information in accordance with the City of Franklin Fire Department's privacy policies, procedures, and practices, as required by federal {and state} law. Failure to comply with The City of Franklin Fire Department's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment.

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.