

Our intention is to have in-person meetings going forward. For the time being, we will hold the City Committee Meetings, Plan Commission, Council and most others at the Community Room at 933 Michigan Avenue. This in-person location will meet the legal requirement for our open meetings.

We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

PERSONNEL COMMITTEE

April 10, 2023 - 6:20 PM

(or immediately following previously scheduled meeting)

**Community Room
933 Michigan Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: 869 0148 6939 | Passcode: 178060

By Computer:

<https://us02web.zoom.us/j/86901486939?pwd=YXIUTITRxBqeDRTQnpkMHJXa1E5QT09>

By Phone: +1-312-626-6799 (US Chicago)

(A quorum of the City Council may attend this meeting)

AGENDA

I. Discussion and Possible Action on:

1. Roll Call.
2. Update on Water/Wastewater and Airport Manager compensation evaluations.
3. Request to create Deputy Fire Marshal position in the Fire Department (approved by PFC in 2022).
4. Adjourn into Closed Session (approximately 6:30 p.m.) pursuant to Wisconsin State Statute 19.85(1)(c) [considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility] to consider a request for leave of absence without pay.
5. Reconvene into Open Session (approximately 5 minutes after adjourning into closed session) for action on the request for a leave of absence without pay.
6. Adjournment.

Meeting Rider

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can

be reached by telephone at (715) 346-1569, TDD # 346-1556 or by mail at 1515 Strongs Ave., Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00p.m.



April 6, 2023

TO: Water and Sewerage Commission, Airport Commission, Personnel Committee
RE: Department wage study

Commissioners and Alders,

The Department of Public Utilities and Transportation has recently identified several reasons to engage in the evaluation of wages for many of the positions in the Department. Rather than doing individual reclassifications or position evaluation, we have engaged with our pay plan consultant to evaluate the wages of the utility staff in addition to the Airport Manager and City Engineer (whom we share expenses with DPW).

That study is underway, and results will be delivered at the regular meetings in May. We are using the relevant pre-established municipal comparable data (from former City efforts) as well as the American Water Works Association (AWWA) data that is routinely published for our utility staff.

A concurrent change that is happening is that the City is transferring the responsibilities of the Emergency Manager role from the Airport Manager to a position that the Fire Chief will seek approval for at the April round of meetings. This move is very logical and has my support from a department head perspective. That role is currently compensated for by a pre-determined stipend. That stipend will be transferred to the new position created in the Fire Department if/when it is approved and hired.

I look forward to presenting more information on this effort at next month's meetings.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Joel Lemke". The signature is fluid and cursive, with the first and last names being clearly legible.

Joel Lemke
Director of Public Utilities

STEVENS POINT
1701 FRANKLIN STREET
715-344-1833



FIRE DEPARTMENT
STEVENS POINT, WI 54481
FAX: 715-346-1599

JB MOODY
FIRE CHIEF

April 6, 2023

To: City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481

From: Jb D. Moody
Fire Chief
Stevens Point Fire Department

Bill to Address: 1701 Franklin Street
Stevens Point, WI 54481

Subject:

The need for the Deputy Fire Marshal / Inspector is an important one, one in which the City of Stevens Point is in great need of. There are many reasons why the position is worth creating.

The first and foremost reason for the Deputy Fire Marshal / Inspector position is the need for fire department personnel to be trained and maintain a constant state of readiness. How will this happen with the position you ask? The city fire inspections are currently assigned to the Division Chief of the Bureau and line staff. This would allow all inspections to be assigned to the Division Chief and Deputy Fire Marshal / Inspector unless a training value is found. This frees up other department personnel to manage and conduct training and other duties between 911 calls. This allows our personnel to get back to the level of training they should be operating at and help achieve an ISO rating of 1 which we are currently chasing.

A second reason is having consistency with the over 1,900 fire inspections currently being completed annually, which that number has grown 25 - 45% since the creation of the Bureau just 4 short years ago within the City of Stevens Point. The Deputy Fire Marshal / Inspector would work closely with the Division Chief and City of Stevens Point Inspection Department while out inspecting, whether its completing occupancy permits, liquor licenses, general fire inspections, or re-inspects. We currently have 10 personnel doing inspections 10 different ways. The Deputy Fire Marshal / Inspector position would give credibility back to the city by having a few select voices heard within the bureau, not 10, and having a professional inspection department.

STEVENS POINT

1701 FRANKLIN STREET
715-344-1833



FIRE DEPARTMENT

STEVENS POINT, WI 54481
FAX: 715-346-1599

JB MOODY
FIRE CHIEF

Third, the Deputy Fire Marshal / Inspector would be integrated with the department's investigation team. The department's investigation team has a signed Memo of Understanding with the City Police Department to have a team approach while conducting investigations of fire scenes. This involvement is not limiting to helping with interviews, evidence collection, scene reconstruction, among many other things. The Deputy Fire Marshal / Inspector would be working closely with the Department of Criminal Investigation and The Bureau of Alcohol, Tobacco, Firearms and Explosives as needed to determine the origin and cause of a fire.

Lastly, the Deputy Fire Marshal / Inspector would assist with Public Education such as tours, the Fire Explorer Program, and Citizen's Academy under the direction of the Division Chief of the Bureau.

As you can see, the Deputy Fire Marshal / Inspector will not just be used for inspections but will have many other roles and responsibilities. It will also create more continuity by working closely with the Inspections Department and Police Department for the common good of the city. This position will be funded with the current long-term contract funds provided by the Village of Park Ridge Contract. The anticipated salary will fall in Grade K (for example Step 3 is \$55,786). This position will not require any additional levy dollars. Are there any questions?

Professionally,

A handwritten signature in black ink, appearing to read "Jb D. Moody".

Jb D. Moody
Fire Chief
Stevens Point Fire Department



Baker Tilly US, LLP
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

Tel: 651-223-3000

Fax: 651-223-3002

www.bakertilly.com

MEMORANDUM

SUBJECT: **Instructions for Completing Your Position Analysis Questionnaire**

Please read these instructions before completing your Position Analysis Questionnaire (PAQ). This form is used to obtain information about your position and will be used to develop a class description. The questionnaire consists of multiple-choice and fill-in-the-blank questions; please be clear, accurate and complete. For multiple-choice questions, please check only the appropriate box on the left-hand side of the document; the right-hand box is for your supervisor or department/division head to complete; **check only one box per question, except for question 22 and the American with Disabilities Act section. Please complete and return the PAQ to your supervisor within 5 business days.**

Tips for Completing Your PAQ

- Spell out acronyms – acronyms may be exclusive to your department and mean something else nationally or to another part of the organization
- Minimum Requirements – Answer the questions based on the minimum requirements needed to perform the duties of the position - you may have 10 years of experience, but would a new hire need that to do the job?
- Priority/Description of Duties – Question number nine (9) is the most important question, which requests the priority and description of your duties. This question provides you the opportunity to explain your day-to-day duties in your words.
 - Give this question extra thought and provide your response as clearly and completely as possible, so that someone who has never met you or performed your duties may understand what your job entails.
 - Think about your day, week, month and even year on the job; some major duties are performed annually.
 - Begin with your most important duty and continue on down to the least important duty.
 - Try to keep the description to one-line or short phrases; begin each statement with a verb. Avoid paragraphs.
 - As a percentage, indicate the amount of time that it takes for you to complete each of the described tasks. Please keep in mind that the most important duty may not take the highest percentage of time.
 - Percentages should total 100%; it is strongly recommended that these percentages should be no smaller than 5%.

If you need more space than what is allotted, please feel free to attach a separate piece of paper.

TO: Supervisors and/or Division/Department Heads

SUBJECT: **Instructions for Completing Position Analysis Questionnaire**

After the employee or group of employees under your day-to-day supervision has completed a PAQ, they should return them to you for your review and verification. You will want to check the appropriate boxes on the right-hand side of every page, either agreeing or disagreeing with the boxes the employee has checked on the left-hand side. There is a section on Page 5 where you can comment on the accuracy and completeness of the employee's response. Please note any comments in this section and **do not make any changes to employee responses.**

Position Analysis Questionnaire

1. Name(s) <i>(Last, First)</i> N/A	2. Current Position Title Deputy Fire Marshal	3. Current Annual Salary N/A
4. Immediate Supervisor's Title Division Chief / Fire Marshal	5. Department/Division Fire Department / Fire Prevention Bureau	6. Date of Hire with Agency N/A
7. How many hours are you scheduled to work in a week? ☐ 35 ☐ 37.5 ☒ 40 ☐ 43 ☐ 56 ☐ Other	Explain shift rotation, stand-by, call back, etc. Call Back	8. Date of Hire in Position N/A

9. **Job Summary** - Briefly describe the purpose of your job in one (1) to three (3) sentences or phrases. This summary will describe your job in a manner similar to a job advertisement. It is a summary of the job's principle duties, as you might explain if someone asked you about your work. It is not intended to be an exhaustive list of duties and responsibilities.

Start with an action verb describing the main activity covered in each of your sentences or phrases, add the subject of the activity and conclude with the person, group or entity for which the work is performed.

In short, tell us ***"What do you do, how you do it, and for whom is the work performed?"***

Example: "Maintains facility and surrounding grounds by conducting minor maintenance, repair, landscaping, and custodial activities for the Parks and Recreation Department."

The Deputy Fire Marshal assists the Division Chief of Fire Prevention in the disciplines of inspection, investigation, and public education. The Deputy Fire Marshal performs fire safety inspections of existing structures and properties, occupancy, fire protection, and exposures to achieve compliance with applicable state statutes and Stevens Point Municipal Code.

The Deputy Fire Marshal will research adopted fire code and other administrative law to determine compliance and update a computer-based inspection records management system.

The Deputy Fire Marshal will perform fire investigations cooperatively with law enforcement agencies using the scientific method to conduct investigations of fire and explosions for origin and cause in order to classify fire events as accidental, natural, incendiary, or undetermined.

Supervisor Comments to Job Summary

The Deputy Fire Marshal will assist the fire operations division, and participate in emergency services activities, and instruct other departments' personnel in fire inspection, fire investigation, and public education duties. The employee who performs the duties of Deputy Fire Marshal shall work a 40-hour work week.

10. **Essential Functions/List of Duties** - List the duties you perform from most to least important, until you have detailed all the major duties that you perform. These descriptions should be short phrases and should begin with a verb (e.g. **analyzes, approves, assigns, checks, codes, composes, files, manages, reviews, routes, repairs, sorts, trains, verifies, etc.**).

In the left column, indicate the percentage of your time devoted to each duty. The total should amount to 100%. Duties that account for 5% or less of your time are not considered major and can likely be rolled into another entry.

10	• Report and record violations observed during inspections, identify, and notify those responsible for corrective measures and conduct follow-up inspections. Prepare inspection reports for submission to various authorities in accordance with departmental and City policies and procedures.
10	• Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases for compliance with applicable code. Identify deficiencies and notify appropriate party.
10	• Inspect emergency access for an existing site to ensure accessibility for emergency responders.
10	• Identify the need for permits, communicate requirements to the public. Receive complaints from the public, investigate, and produce rationale for findings.
10	• Conduct fire investigations to determine origin and cause. Work cooperatively with or assist law enforcement agencies in fire investigations.
10	• Consult for planning of fire drills in schools, hospitals, nursing homes, public buildings, etc. Verify emergency planning and preparedness measures are in place.
10	• Models the Stevens Point Fire Department core values and adheres to all Department and City policies, standard operating procedures, and directives.
10	• Inspects properties to ensure compliance with codes relative to safe storage and handling of flammable and combustible liquids and hazardous materials. Use detection devices to measure presence of flammable and combustible gases.
10	• Evaluates target risks in the community using level of protection and occupancy types and assists in development of community risk profile.

Position Analysis Questionnaire

10

- Participate in EMS and fire training needed to maintain licensure.

100%

Supervisor Comments to Essential Functions

N/A

11. Current Title

Do you think your current position title appropriately reflects the work?

☒ Yes ☐ No

If No, please provide the title that would be more appropriate:

Supervisor Comments to Current Title

N/A

12. Education and Experience

Please indicate the minimum education and minimum experience level required to complete the normal, day-to-day tasks of this position:

Employee (check one)

Supervisor (check one)

- | | |
|---|-------------------------------------|
| ☐ Less than High School Diploma or GED | ☐ |
| ☐ High School Diploma or GED. | ☐ |
| ☒ Associate's Degree | ☒ |
| ☐ Bachelor's Degree | ☐ |
| ☐ Master's Degree..... | ☐ |
| ☐ PhD | ☐ |
| ☐ Other | ☐ |

Required Degree Major or Coursework: _____

Years of Experience

- | | |
|---|-------------------------------------|
| ☐ No experience..... | ☐ |
| ☐ Less than one year (minimal)..... | ☐ |
| ☐ One to three years (moderate)..... | ☐ |
| ☒ Three through five years (considerable) | ☒ |
| ☐ Six or more years (extensive) | ☐ |

Specific Type of Experience Required: _____

Position Analysis Questionnaire

13. Licenses, Certificates and Registrations

Please indicate if there are any licenses, certificates and/or registrations required to perform your job (e.g. driver's license). Spell out acronyms and abbreviations. *(Supervisor's comments regarding this information may be provided in the Supervisor's Comments section)*

Fire Officer I

Fire Inspector I

Emergency Services Instructor I

Firefighter II

HazMat Operations

ICS 100, 200

Are these required: ☒ Upon Hire ☐ Within 6 months ☐ Within 1 year ☐ Within 2 years

If requirement is specific to the license, certification, or registration, please indicate timeframe by each one individually.

14. Special Training

Please indicate if there is any special training required to perform your job. *(Supervisor's comments regarding this information may be provided in the Supervisor's Comments section)*

NFPA Pro Board Certified Fire Inspector I

IAAI Fire Investigator Technician Certification

ICS 300, 400

Pro Board Certified Incident Safety Officer

Fire Officer II

Are these required: ☐ Upon Hire ☐ Within 6 months ☒ Within 1 year ☐ Within 2 years

If requirement is specific to the training, please indicate timeframe by each one individually.

15. Work Complexity

Complexity and difficulty level associated with the tasks necessary to complete your work. Consider the level of judgment, analytical ability and creativity required and whether there are standards, policies and procedures that guide your actions.

- ☐ Regular and repetitive tasks, processes or operations requiring the selection and execution of actions based on defined procedures ☐
- ☐ Fairly standard procedures and tasks where basic analytical ability is required, such as comparison of numbers and facts to select the correct actions. Detailed guidelines and procedures are generally used to make decisions or determine actions..... ☐
- ☒ Requires the application of a variety of procedures, policies and/or precedents and moderate analytic ability in adapting standard methods to fit facts and conditions. ☒
- ☐ Considerable analytical ability is needed to select, evaluate, and interpret data from several sources; interpretation of guidelines, policies and procedures is required. ☐
- ☐ Widely varied and involving many complex and significant variables, requiring analytical ability and inductive thinking in adapting policies, procedures, and methods to fit unusual and complex situations. ☐

16. Work Level

Level of work required to complete your normal, day-to-day duties satisfactorily.

- ☐ Handles every day, reoccurring basic assignments and problems..... ☐
- ☒ Handles a variety of typical assignments and problems independently ☒
- ☐ Senior or supervisory level; handles all assignments and problems except those requiring policy or procedural change..... ☐
- ☐ Managerial in nature; directs all assignments and deals with all problems ☐

17. Interpersonal Skills and Communication Skills

Skills required during your day-to-day duties:

- ☐ Little or no contact required except with immediate associates and direct supervisor. ☐
- ☐ Regular contact within the department and periodic contacts with other departments, outside agencies and the general public. ☐
- ☐ Regular contact within the department and other departments, outside agencies and general public (supplying or seeking information) on specialized matters..... ☐
- ☐ Outside and inside contacts to carry out organization programs or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, or work requiring enforcement of laws, ordinances, policies, and procedures. ☐
- ☒ Regular contact with persons of importance and influence involving considerable tact, discretion, and persuasion. ☒
- ☐ Continuing contact involving difficult negotiations calling for well-developed sense of timing and strategy; representing department or organization in policy settings..... ☐

Please list people or groups with whom you must interact and/or communicate in the performance of your job.
(e.g.: citizens, customers, clients, elected officials, supervisors, subordinates, consultants, engineers, etc.)

Management Staff of Stevens Point Fire Department

City of Stevens Point Community Development Departments

Property Owners / Occupants

Contractors

DSPS

City of Stevens Point Police Department

Third Party Software Contract Holders

Citizens of City of Stevens Point

Position Analysis Questionnaire

18. Working Conditions

Conditions you are subjected to during your day-to-day duties:

- ☐ Absence of disagreeable conditions ☐
- ☒ Involves occasional exposure to some disagreeable elements (*dust, heat, fumes, cold, noise, vibration or wetness*) and accidents are improbable other than minor injuries ☒
- ☐ One or more elements above; involves frequent exposure to hazards where lost-time accidents are definitely possible ☐
- ☐ Several elements above are occasionally present to the extent of being objectionable or regular exposure to work situations that could result in incapacitating accidents or, on occasion, loss of life ☐
- ☐ One or more of the above elements are regularly present and objectionable, or continuing exposure to work situations that could result in incapacitating accidents or periodic exposure to situations involving hazards that could result in total disability, critical illness or loss of life ☐
- ☐ Continuous exposure to work situations involving hazards that could result in total disability, critical illness or loss of life, despite the provision and/or implementation of available safety measures. ☐

19. Mental Stress and/or Effort

Conditions you are subjected to during your day-to-day duties:

- ☐ Limited mental effort and/or stress ☐
- ☒ Some mental effort and stress involved resulting in inconvenience and frustration. ☒
- ☐ Considerable mental effort and stress ☐
- ☐ Serious mental stress involved that could, over a period of time, result in temporary nervous disorder and severe mental anguish. ☐
- ☐ Severe mental stress involved that could result in permanent nervous disorder/mental instability ☐

20. Level of Responsibility

How much freedom or independence is required or allowed in the performance of your normal day-to-day duties:

- ☐ Close supervision, or tasks are so routine and standardized that they do not require supervision. ☐
- ☐ Moderate supervision within standard operating procedures; supervisor or senior workers are generally nearby to answer questions, make "judgment calls" and/or prioritize work ☐
- ☒ Limited supervision with general autonomy in determining how objectives are achieved; supervisors generally set operating benchmarks, goals, and objectives ☒
- ☐ General direction, based on broad goals and policies ☐
- ☐ Involves setting policies and goals for the department or organization operation ☐

21. Organizational Impact and Consequences

How your day-to-day duties impact the organization and the consequences of those duties:

- ☐ Supportive, informational, recording, or other services to assist others in producing correct and effective results; minor consequences ... ☐
- ☐ Assisting and supporting others or individually providing data or facilitating services for use by others; minor to moderate consequences ☐
- ☒ Daily actions or services affect individual clients/citizens; activity has moderate impact on specific cases in service area ☒
- ☐ Participating with others (within and/or outside of community/agency) in program development, service delivery and supervision of subordinate staff; moderate to serious impact ☐
- ☐ Major individual impact on and accountability for end results affecting organizational unit or total community/agency ☐

22. Supervision and/or Oversight

The scope and type of responsibility that you exercise as a supervisor or lead worker of other employees.

(Supervisor's comments regarding this information may be provided in the Supervisor's Comments section)

Do you supervise or have oversight of other positions: ☐ Yes, continue in this box ☒ No, continue to next section

Please check all that apply:

☐ N/A ☐ Work Group/Team ☐ Unit/Section ☐ Division ☐ Department ☐ Organization

List the positions by title, along with number of individuals within the position, that you have responsibility for:

_____	_____
_____	_____
_____	_____
_____	_____

For the positions listed above, do you effectively recommend or take action on the following:

Effectively	Take	Effectively	Take
Recommend	Action	Recommend	Action
☐	☐ Hire	☐	☐ Suspend

Position Analysis Questionnaire

☐	☐	Assign Work	☐	☐	Terminate
☐	☐	Direct Work	☐	☐	Discipline (Oral Reprimand)
☐	☐	Reward	☐	☐	Discipline (Written Reprimand)
☐	☐	Transfer	☐	☐	Evaluate Performance
☐	☐	Promote	☐	☐	Demote
☐	☐	Adjust Grievances	☐	☐	Coach and/or Counsel
☐	☐	Train	☐	☐	Develop Staff Schedules
☐	☐	Inspect Work	☐	☐	Other

**** Note, this section *does not* measure oversight of “programs” “projects” or 3rd party vendors/contractor. This section is asking what level of supervision to you have over other employees within your organization and how many employees.**

Position Analysis Questionnaire

23. Knowledge

Level of knowledge required to complete your normal, day-to-day duties satisfactorily.

- (S) Some Basic knowledge of principles and terminology
 (G) General Sufficient knowledge to perform and deal effectively with normal and routine situations
 (T) Thorough Sufficient comprehension to deal with and resolve unusual and difficult problems
 (C) Comprehensive Mastery and understanding of the subject; most advanced degree of knowledge

a. Comprehension Skills

Please list the type(s) of manuals, texts, drawings, documentation, technical abilities, etc. to which you refer in the performance of your job (e.g.: *maintenance manuals, policy and/or procedure manuals, engineering or architectural drawings, electrical or mechanical diagrams, maps, etc.*). Please consider the level of knowledge required to comprehend and mark appropriately. (Supervisor's comments regarding this information may be provided in the Supervisor's Comments section)

S	G	T	C
☐	☐	☒	☐
☐	☐	☒	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐

Related industry, organization and department policies, practices and procedures.

Related industry, organization and departmental legal guides, recommendations, best practices, ordinances and laws.

b. Information Processing Skills

Please list the type(s) of records, reports, charts, graphs, technical abilities, etc. you prepare or process in the performance of your job (e.g.: *billing statements, attendance records, time sheets, vehicle maintenance reports, letters, flow charts/diagrams, technical reports, performance appraisals, meter readings, balance sheets, etc.*) Please consider the level of knowledge required to prepare the items and mark appropriately. (Supervisor's comments regarding this information may be provided in the Supervisor's Comments section)

S	G	T	C
☐	☐	☒	☐
☐	☐	☒	☐
☐	☐	☒	☐
☐	☐	☒	☐
☐	☐	☒	☐
☐	☐	☐	☐
☐	☐	☐	☐

Ability to draft and execute correspondence letters using Fire Department letterhead

Ability to interpret and document relevant bureau statistical reports

Ability to effectively communicate inspection findings w/ dept. shareholders

Ability to draft and compose effective email communication with various entities

Ability to speak effectively in open forums and in front of large audiences

c. Equipment

Please list the type(s) of machinery and/or equipment that you use or service in the performance of your duties. (e.g. standard office, specific law enforcement, specific firefighting, bulldozer, garbage packer, container truck, lawnmowers, front loader, etc.). Please consider the level of knowledge to operate the items listed and mark appropriately. (Supervisor's comments regarding this information may be provided in the Supervisor's Comments section)

S	G	T	C
☐	☐	☒	☐
☐	☐	☒	☐
☐	☐	☒	☐
☐	☒	☐	☐
☐	☒	☐	☐
☐	☒	☐	☐
☐	☒	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐

Standard Office (computer, fax, telephone, copier, etc.)

Firefighting turnout gear and Self Contained Breathing Apparatus

Firefighting tools, ex. halligan, axe, watercan, highrise pack

Safe operation of fire department responding apparatus, ex. fire engine, ambulance

General photography and reporting of fire scenes utilizing cameras and reporting devices

Working knowledge of inspection reports, deficiency tracking, and follow up scheduling

Working knowledge of celular and smart devices used in job duties

Position Analysis Questionnaire

d. Technology Hardware/Software Requirements

Please list the type(s) of hardware and/or software that you use or service in the performance of your duties (e.g. spreadsheets, word processing, presentation, accounting, servers, CPUs, printers, etc.) Please consider the level of knowledge to operate the items listed and mark appropriately. (Supervisor's comments regarding this information may be provided in the Supervisor's Comments section)

S	G	T	C	
☐	☐	☒	☐	Standard Office Software (spreadsheets, word processing, presentations, databases, etc.)
☐	☒	☐	☐	Standard Accounting Software
☐	☒	☐	☐	Compliance Engine
☐	☒	☐	☐	Streamline Inspections
☐	☒	☐	☐	NFPA.org
☐	☒	☐	☐	GovPilot
☐	☒	☐	☐	ImageTrend
☐	☐	☐	☐	
☐	☐	☐	☐	
☐	☐	☐	☐	

Are you performing troubleshooting prior to contacting your organizations IT/IS department or vendor? ☒ Yes ☐ No

e. Mathematical Requirements

What mathematical skills are required in order to perform your job?

☒	Ability to make arithmetic computations using whole numbers, fractions, and decimals.
☒	Ability to compute rates, ratios, and percentages
☒	Ability to understand and apply governmental accounting practices in maintenance of financial records
☐	
☐	
☐	
☐	
☐	
☐	

f. Other Required Knowledge, Skills, Abilities or Other Factors

Are there other requirements required to perform your job not referenced in a-e?

Position Analysis Questionnaire

Supervisor's Comments *(To be completed by immediate supervisor of employee)*

Are the statements provided by the employee accurate and complete? ☒ Yes ☐ No Please indicate any inaccuracies or incomplete items.

[illegible]

I certify that the answers to the above questions are my own and to the best of my knowledge and belief are correct and complete.

Employee Signature

Terence S. Sinner

Date _____

November 1, 2022

Supervisor or Dept/Div Head Signature

Date _____

Americans with Disabilities Act Supplemental Information Form

In order to assist in developing class descriptions which recognize and accommodate the requirements of the Act, each employee is requested to complete the attached ADA supplemental information form. Please check only those physical requirements or activities and sensory requirements that are **absolutely necessary** to perform the essential functions of your job and those environmental conditions which apply. **If options provided are not applicable, please do not check the corresponding box.**

The employee should check the appropriate box on the left side of the form. Supervisors should review information provided by the employee and verify the requirements of the position by checking the appropriate box on the right side of the form.

1. The physical requirements of this position.

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Employee Amount of Time				Supervisor's Input			
	None	up to 1/3	1/3 to 2/3	2/3 & up	None	up to 1/3	1/3 to 2/3	2/3 & up
Up to 10 pounds of force	☐	☐	☐	☒	☐	☐	☐	☒
Up to 25 pounds of force	☐	☐	☐	☒	☐	☐	☐	☒
Up to 50 pounds of force	☐	☐	☒	☐	☐	☐	☒	☐
Up to 100 pounds of force	☐	☒	☐	☐	☐	☒	☐	☐
In excess of 100 pounds of force	☐	☒	☐	☐	☐	☒	☐	☐

What is being lifted: _____

2. The physical activity of this position.

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Employee Amount of Time				Supervisor's Input			
	None	up to 1/3	1/3 to 2/3	2/3 & up	None	up to 1/3	1/3 to 2/3	2/3 & up
Stand	☐	☐	☒	☐	☐	☐	☒	☐
Walk	☐	☐	☒	☐	☐	☐	☒	☐
Sit	☐	☒	☐	☐	☐	☒	☐	☐
Speak or hear	☐	☐	☐	☒	☐	☐	☐	☒
Use hands to finger, handle or feel	☐	☐	☐	☒	☐	☐	☐	☒
Climb or balance	☐	☒	☐	☐	☐	☒	☐	☐
Stoop, kneel, crouch or crawl	☐	☒	☐	☐	☐	☒	☐	☐
Reach with hands and arms	☐	☐	☐	☒	☐	☐	☐	☒
Taste or smell	☐	☐	☒	☐	☐	☐	☒	☐
Push or pull	☐	☐	☒	☐	☐	☐	☒	☐
Lifting	☐	☐	☐	☒	☐	☐	☐	☒
Repetitive Motions	☐	☐	☐	☒	☐	☐	☐	☒

Employee (check all that apply)

Supervisor (verify job requirement)

3. The sensory requirements of the position are:

Visual Acuity

- ☒ Standard vision requirements ☒
- ☒ Close vision ☒
- ☒ Distance vision ☒
- ☒ Ability to adjust focus ☒
- ☒ Depth perception ☒
- ☒ Color perception ☒
- ☒ Night vision ☒

Employee (check all that apply)

Supervisor (verify job requirement)

☒ Peripheral vision ☒
Vocal Communication
☒ Expressing or exchanging ideas by means of the spoken word ☒
☒ Detailed or loud talking to convey detailed or important spoken instructions to others accurately, loudly, or quickly ☒
Hearing Perception
☒ Ability to recognize information at normal spoken word levels ☒
☒ Ability to receive detailed information through oral communications and/or to make fine distinctions in sound ☒
Sensory Utilization
☒ Preparing and analyzing written or computer data ☒
☒ Visual inspection involving small defects and/or small parts ☒
☒ Use of measuring devices ☒
☒ Assembly or fabrication of parts within arm's length ☒
☒ Operating machines (does NOT include office equipment) ☒
☒ Operating motor vehicles or equipment ☒
☒ Observing general surroundings and activities ☒
4. The environmental conditions the worker will be subject to in this position.

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Employee Amount of Time				Supervisor's Input			
	None	up to 1/3	1/3 to 2/3	2/3 & up	None	up to 1/3	1/3 to 2/3	2/3 & up
Wet, humid conditions (non-weather)	☐	☒	☐	☐	☐	☒	☐	☐
Work near moving mechanical parts	☐	☐	☒	☐	☐	☐	☒	☐
Work in high, precarious places	☐	☒	☐	☐	☐	☒	☐	☐
Fumes or airborne particles	☐	☒	☐	☐	☐	☒	☐	☐
Toxic or caustic chemicals	☐	☒	☐	☐	☐	☒	☐	☐
Outdoor weather conditions	☐	☐	☐	☒	☐	☐	☐	☒
Extreme cold (non-weather)	☐	☒	☐	☐	☐	☒	☐	☐
Extreme heat (non-weather)	☐	☒	☐	☐	☐	☒	☐	☐
Risk of electrical shock	☐	☒	☐	☐	☐	☒	☐	☐
Work with explosives	☒	☐	☐	☐	☒	☐	☐	☐
Vibration	☐	☒	☐	☐	☐	☒	☐	☐
Breathing apparatus	☐	☐	☒	☐	☐	☐	☒	☐
Exposure to blood borne pathogens	☐	☐	☒	☐	☐	☐	☒	☐
Other:	☐	☐	☐	☐	☐	☐	☐	☐
Other:	☐	☐	☐	☐	☐	☐	☐	☐
Other:	☐	☐	☐	☐	☐	☐	☐	☐

5. Typical Noise Level

Employee (check only one)

Supervisor (verify job requirement)

☐ Very Quiet (e.g. park trail, storage, or file room) ☐
☐ Quiet (e.g. library, private offices) ☐
☒ Moderate Noise (e.g. business office with typewriters and/or computer printers, light traffic) ☒
☐ Loud Noise (e.g. heavy traffic, large earth-moving equipment) ☐
☐ Very Loud Noise (e.g. jack hammer work, garbage recycle plant) ☐

City of Stevens Point

Job Description

Deputy Fire Marshal / Emergency Management Coordinator

JOB SUMMARY:

Under the direction of the Division Chief of Fire Prevention, the Deputy Fire Marshal assists the Division Chief of Fire Prevention in the disciplines of inspection, investigation, and public education. The Deputy Fire Marshal performs fire safety inspections of existing structures and properties, occupancy, fire protection, and exposures to achieve compliance with applicable state statutes and Stevens Point Municipal Code. This work also involves issuance of follow through on violation notices and citations. The Deputy Fire Marshal will research adopted fire code and other administrative law to determine compliance and update a computer-based inspection records management system. The Deputy Fire Marshal will perform fire investigations cooperatively with law enforcement agencies using the scientific method to conduct investigations of fire and explosions for origin and cause to classify fire events as accidental, natural, incendiary, or undetermined. The Deputy Fire Marshal will update a computer-based investigation management system. The Deputy Fire Marshal will promote and take part in public education programs. This work includes the development, implementation, and evaluation of education curriculum to maintain a current and relevant educational offering to the public. The Deputy Fire Marshal will assist the fire operations division, participate in emergency services activities, and instruct other departments' personnel in fire inspection, fire investigation, and public education duties. The employee who performs the duties of Deputy Fire Marshal shall work a 40-hour flexible work week. For Emergency Management Coordinator job summary, please see **Emergency Management Coordinator**.

TASKS:

- Inspect existing structures and properties for compliance with applicable codes. Determine the operational readiness of existing fixed fire suppression, fire detection, and alarm systems. Determine the operational readiness of existing portable fire extinguishers. Recognize hazardous conditions involving equipment, processes, and operations. Identify deficiencies and notify appropriate parties while working with the city building department.

- Report and record violations observed during inspections, identify, and notify those responsible for corrective measures and conduct follow-up inspections. Prepare inspection reports for submission to various authorities in accordance with departmental and City policies and procedures.
- Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases for compliance with applicable code. Identify deficiencies and notify appropriate party.
- Inspect emergency access for an existing site to ensure accessibility for emergency responders.
- Identify the need for permits, communicate requirements to the public. Receive complaints from the public, investigate, and produce rationale for findings.
- Conduct fire investigations to determine origin and cause. Work cooperatively with or assist law enforcement agencies in fire investigations.
- Consult for planning of fire drills in schools, hospitals, nursing homes, public buildings, etc. Verify emergency planning and preparedness measures are in place.
- Models the Stevens Point Fire Department core values and adheres to all Department and City policies, standard operating procedures, and directives.
- Inspects properties to ensure compliance with codes relative to safe storage and handling of flammable and combustible liquids and hazardous materials. Use detection devices to measure presence of flammable and combustible gases.
- Evaluates target risks in the community using level of protection and occupancy types and assists in development of community risk profile.
- Creates and prepares fire safety and preparedness education curriculum.
- Receives, investigates, and determines disposition to citizen complaints against the Fire Bureau.

- Receives complaints, investigates, and determines if fire hazards exist in occupancies per municipal code.
- Maintain adequate supplies for the Fire Bureau.
- Participate in EMS and fire training needed to maintain licensure.
- Perform related duties as assigned.

Emergency Management Coordinator

JOB SUMMARY:

Under the supervision of the Fire Chief and Police and Fire Commission, the Emergency Management Coordinator is responsible for technical and administrative duties that help with the Emergency Management programs for the City of Stevens Point. This position is designed to help build local readiness by maintaining and updating local emergency response plans.

TASKS:

- This employee is required to be present at all City related disaster relief efforts as the EOC Manager
- Ensures all phases of emergency management (preparedness, mitigation, response and recover) are supported through training and exercise activities in compliance with federal and state mandates
- Supports all emergency response agencies with National Incident Management System (NIMS) compliance, training, and proper documentation
- Plans for and ensures continuity of government capability during a disaster or emergency
- Assists damage assessment and other field operations as needed, and files all needed reports after a disaster with the City Comptroller Office
- Works cooperatively with UWSP and Portage County Emergency Management
- Directs development and annual maintenance of the Emergency Operations Plan (EOP) for the City, ensuring program compliance with local, state and federal laws
- Directs the development and annual maintenance of the Emergency Planning Community Right to Know (EPCRA) plans in compliance with state and federal requirements
- Ensures compliance with the Wisconsin Emergency Management (WEM) annual Plan of Work (POW) requirements

MINIMUM QUALIFICATIONS:

This position requires at least five (5) years firefighting experience supplemented by an Associate degree in Fire Science, Supervisory Management, or related field or a combination of experience and training, which provides the knowledge, skills and abilities to perform the job.

Individual must demonstrate ability to communicate effectively, orally, and in writing.

- Must be at least 18 years of age
- High School Diploma, GED, or HSED. Associate Degree or a minimum of 60 college-level credits (Fire Protection, Fire Science, Paramedic, or related fields preferred).
- Valid Driver's License
- State of Wisconsin Fire Fighter II Certification (WTCS Board or IFSAC Accredited)
- National Incident Management Systems 700 & 800
- ICS-100, 200, with the ability to attain (within 1 year of hire) 300 & 400
- Hazardous Materials Operations Certificate
- State of Wisconsin Fire Inspector I
- State of Wisconsin Fire and Emergency Services Instructor I
- NFPA Pro Board-Certified Fire Inspector I (within 1 year of hire)
- IAAI Fire Investigation Technician Certification (within 1 year of hire)
- State of Wisconsin Fire Officer I (within 1 year of hire)
- Ability to wear respirators to include Self-Contained Breathing Apparatus

PREFERRED QUALIFICATIONS

- Pro Board-Certified Incident Safety Officer
- National Registered EMT-Paramedic / State of Wisconsin licensed EMT-Paramedic
- State of Wisconsin Fire Officer II
- Pro Board-Certified Incident Safety Officer
- Pro Board-Certified Public Information Officer
- Bachelor's Degree

TOOLS AND EQUIPMENT USED:

EMS apparatus, EMS equipment, fire apparatus, fire pumps, hoses, ladders, and other standard firefighting equipment, radio, pager, personal computer, Image Trends, and have a knowledge base of the Electric Fire Inspection Program.

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.

The employee will be required to do heavy work for varying lengths of time. He/she will be

expected to do heavy lifting, pulling, climbing, and running. The employee will respond to emergency situations and must respond at a moment's notice. The employee will be expected to make a transition from a full sleep state to a high work/stress state. The employee will encounter life-threatening situations that will put him/her under extreme stress. He/she will be driving emergency vehicles. The employee is required to wear self-contained breathing apparatus (respirators) at times.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands, to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, talk or hear, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 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.

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 all outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

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.

ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

Revision History

- 4/14/2021
- 1/10/2022
- 3/01/2023

Department. Such employee shall be restored to the position which he/she vacated or to a comparable position with full rights and without loss of seniority or benefits accrued and not taken while serving in the position he/she occupied at the time the military leave was granted, provided he/she makes application to the Personnel Department within ninety (90) days after the date of his/her honorable or general discharge. Failure of an employee to notify the City within ninety (90) days of his/her intention to return to work shall be considered a resignation of employment. Upon return to City employment, the employee must be able to perform all the essential functions of their position. Employees falling into this category will be eligible for continuation of health, life and disability insurance coverage by continuing to pay their portion of the premiums. This provision is only for those employees who have been given written order to report and will continue only for the duration of their orders. As it relates to these benefits notwithstanding any union agreement to the contrary, this provision will cease on December 31, 2009.

Calculation of time in City Service

The time a City employee is on short term or long term Military Leave without pay is included in the calculation of his/her total length of time in City service.

Leave of Absence

Upon the recommendation of the department head, the Mayor and City Personnel Committee may grant a regular employee a leave of absence subject to the conditions set forth below.

1. Leave without pay shall be granted only when it is in the best interests of the City to return the employee to service at a future date. Requests for leave of absence shall be approved prior to the taking of such leave. If the leave is requested as an extension of sick leave, it must be accompanied by a physician's statement indicating the need for such leave.
2. At the end of a leave of absence, the employee shall be reinstated in the position he/she vacated, or in an equivalent vacant position, if the employee meets the stated qualifications. If there is not a suitable vacancy available, the employee's name shall be placed on a waiting list.

3. Credit toward vacation and sick leave shall not be earned while an employee is on leave of absence, but insurance benefits may be retained if the premium is paid in full by the employee.
4. If an employee is on leave of absence for more than ten (10) consecutive work days during a calendar year, it shall change the employee's anniversary date correspondingly.
5. A return to work earlier than the scheduled date may be arranged between the department head and the employee.
6. Employees on leave of absence will be subject to termination if actively employed elsewhere during the term of their leave.
7. If an employee is unable to return to work on the date stipulated, he/she may submit a written request to extend a leave of absence, to the Personnel Committee. If, on the date following the expiration of the leave of absence, an extension has not been requested and granted and the employee has not returned to his/her position, the employee shall be considered to have resigned from City employment.

An employee must exhaust all accrued vacation benefits before requesting a leave of absence.

Unauthorized Absence

An employee who is absent from duty without prior approval shall receive no pay for the duration of the absence, and shall be subject to disciplinary action which may include dismissal. It is recognized there may be extenuating circumstances for an unauthorized absence.