



## CITY OF ANTIGO

### FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

**MULTI-PURPOSE ROOM**

**Wednesday, March 16, 2022**

**CITY HALL, 700 EDISON STREET**

**6:00 PM**

#### **Call to Order**

#### **Discussion and Action May Occur on Any of the Following Agenda Items:**

1. Approval of the Minutes from the February 16, 2022 Meeting
2. Waiver of Event Permit Fee for Wild Ones Northwoods Gateway Chapter
3. Carry Over Request of up to 24 Hours of Unutilized Vacation Balance for 90 Days Beyond Hiring Anniversary Date of Police Captain Dan Duley
4. Recommended Hiring Agreement Policy for Commercial Driver's License (CDL) Required Positions in Public Works and Parks, Recreation and Cemetery Departments
5. Non Public Safety Employee Manual Revision Regarding Compensation Plan for Newly Hired Full-Time Non-Exempt Employees
6. Consideration to Extend the Employee 15 Mile Residential Emergency Response Criteria to a 30 Mile Radius Criteria Centered on City Hall's Location @ 700 Edison Street
7. Updates to the Building Inspector/Zoning Administrator Job Description in Conjunction with the Announced Retirement Date of June 11, 2022 for the Existing Department Head
8. Updates to the Assistant Building Inspector/Zoning Administrator Job Description in Conjunction with the Announced Department Head Retirement and the Recommend Promotion of the Assistant
9. Recommended Promotion by the Director of Administrative Services of the Assistant Building Inspector/Zoning Administrator to the Position of Building Inspector/Zoning Administrator Effective 6/5/22 based upon the Retirement Notification of the Current Department Head
10. Updates to the Fire Chief Job Description in Conjunction with the Announced Reorganization of the Police & Fire Creating Independent Departments
11. Creation of an Assistant Fire Chief Job Description in Conjunction with the Announced Reorganization of the Police & Fire Creating Independent Departments

#### **Any Other Matters Authorized by Law to be Considered**

#### **Adjournment**

*Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact Cheryl Barta, 700 Edison Street, Antigo, Wisconsin 54409. (715) 623-3633 extension 100. Members of and possibly a quorum of members of other governmental bodies may be in attendance to gather information. Any governmental body other than that specifically referred to above will take no action.*

DATE MAILED: March 10,2022

BILL BRANDT



**To:** Mayor and City Council  
**From:** Sarah Repp, Parks, Recreation, and Cemetery Supervisor  
**Date:** March 16, 2022  
**Re:** Waiver of Event Permit Fee for Wild Ones Northwoods Gateway Chapter

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The local Wild Ones Northwoods Gateway Chapter will be hosting an educational program for the public about safe gardening.

They are requesting a wavier of the event permit fee.

# Waiver Request Application Form

## Event, Parade, Insurance, Shelter or Street Use

### Recurring Annual Events

Any group holding a recurring annual event is required to have their waiver requests submitted 60 days in advance of the event.

**Please Note:** Submission requests not meeting the above requirement will not be considered for waiver of fees or insurance.

### New Events

Any groups requesting waivers, for first time events should request waivers 2 months in advance of the requested date to ensure review by the appropriate committees.

#### 1. Name of group/organization/individual requesting waiver(s):

Wild Ones Northwoods Gateway Chapter

#### 2. The following waivers are being requested and submitted for consideration (Please check all that apply):

- ☒ **Shelter / Concession Reservation Fee** (\$40.00 / \$50.00 Resident or \$60.00 / \$75.00 Non-Resident) – Please include completed Shelter Reservation Form with Waiver Application if you plan on reserving a City Shelter, Pavilion, or Park.
- ☒ **Special Event/Parade Fee** (\$25.00) – Please include completed permit with Waiver Application if you plan on hosting an event on City Property or you plan on inviting the public to your event.
- ☐ **Street Use** (\$25.00) – Please include completed permit with Waiver Application if you plan on closing or restricting access to any streets.
- ☐ **Insurance** – If you are not requesting an insurance waiver please include insurance with application
- o Insurance documentation must be on file with the City of Antigo prior to the event date
  - o The City of Antigo must be listed as additional insured
  - o \$1,000,000 general liability coverage is required
  - o The above insurance information may be found within Article XI. Special Event/Parade Ordinance Sec. 18-433. Insurance Required.

*\*Please note an approved waiver for insurance by the City of Antigo does not cover your event/group/organization or individuals under the City of Antigo's insurance policy.*

#### 3. Name of Event: Safety in the Garden -

#### 4. Description of Event (please attach an additional sheet if necessary):

(free)  
A lecture (an informal discussion) open to the general public, about gardening tips to stay safe while gardening. Proper techniques and equipment can keep a gardener safe from dangerous microbes, insects, chemicals, etc.

#### 5. How event is benefitting the community (are funds being reinvested into the community...etc):

We will be training people to stay safe in their yards + gardens at no cost to them as we are a non-profit organization. At the same time, we are introducing people to our organization whose mission is to teach the community about the benefits of planting native plants in our community and how vital a role these plants have in attracting and hosting important pollinators.

#### 6. City of Antigo services requested to assist with the event or preparation for the event (additional trash receptacles, barricades, picnic tables...etc; please note these services cannot be guaranteed):

none

Signature of applicant (I agree the above information is accurate and correct to the best of my knowledge):

Jennifer Ventura

Date: 2/25/22

For Office Use Only:

FPL: Submitted

PCR Submitted:

Council Submitted:



APPLICATION FEE  
\$25.00

### CITY OF ANTIGO

### APPLICATION FOR PARADE, SPECIAL EVENT, OR STREET USE PERMIT

DATE OF APPLICATION: 2/25/22 AGENT NAME: Jennifer Ventura  
MUST BE AUTHORIZED TO SIGN FOR SPONSORING ORGANIZATION

MAILING ADDRESS: W8405 Trillium Ln STATE: WI ZIP: 54409

EMAIL: jnvent@aol.com

PHONE#: 715-350-2994 WORK/CELL NUMBER#: 715-350-1148

SPONSORING ORGANIZATION: Wild Ones Northwoods Gateway Chapter

ORGANIZATION'S EXECUTIVE OFFICER: Christine Macklem PHONE: 715-627-2881

EVENT DATE(S): May 17, 2022 START TIME: 4 AM (PM) END TIME: 9 AM (PM)

NAME OF EVENT: Safety in the Garden - Lecture

REASON FOR EVENT: Fulfill mission of Wild Ones Chapter to educate

PERSON(S) RESPONSIBLE FOR DATE/SITE: Jennifer Ventura

Must be present at the event and on the premises for the reservation date for the duration of the event.

ANTICIPATED NUMBER OF PARTICIPANTS/ATTENDEES: 6-10 members / open to general public

TYPE: ☐ Parade/Walk/Run ☒ Special Event ☐ Street Use/Closure  
For each "TYPE" checked please complete the corresponding section (see below)

#### PARADE/WALK/RUN

ANTICIPATED NUMBER OF PARADE VEHICLES OR FLOATS: \_\_\_\_\_

ASSEMBLY POINT \_\_\_\_\_ DISBANDING POINT \_\_\_\_\_

PARADE/WALK/RUN ROUTE: \_\_\_\_\_

#### SPECIAL EVENT

LOCATION OR FACILITY OF EVENT: Heinzen Pavilion

#### STREET USE/CLOSURE

A PETITION FOR STREET USE MUST BE SIGNED BY AT LEAST 75% OF RESIDENTS OVER EIGHTEEN (18) YEARS OF AGE LIVING ALONG THE PORTION OF THE STREET IDENTIFIED AS THE DESIGNATED AREA FOR THE PROPOSED PERMIT AND RETURNED WITH THE COMPLETED APPLICATION AND FEE.

PURSUANT TO ARTICLE IX, ANTIGO MUNICIPAL CODE, I REQUEST A STREET USE PERMIT FOR:

THE \_\_\_\_\_ (NUMBER) HUNDRED BLOCK(S) OF \_\_\_\_\_ (STREET NAME).

REASON STREET CLOSURE IS NECESSARY: \_\_\_\_\_

Attachment: Wildones\_EventPermit (5412 : Waiver of Event Permit Fee for Wild Ones)

PLEASE ANSWER YES OR NO TO THE FOLLOWING:

1. ARE YOU SERVING OR SELLING ALCOHOLIC BEVERAGES? ☐ YES ☒ NO  
YOU MUST OBTAIN A SPECIAL CLASS B LICENSE AT THE CITY CLERK'S OFFICE TO SELL OR SERVE FERMENTED MALT BEVERAGES AT A PUBLIC EVENT
2. ARE YOU PLANNING ON PLAYING MUSIC OR USING AMPLIFICATION? ☒ YES ☐ NO  
EXCESSIVE VOLUME MAY BE DISRUPTIVE TO NEARBY NEIGHBORS. PLEASE LIMIT VOLUME TO A REASONABLE LEVEL
3. WILL YOU BE WORKING WITH OUTSIDE VENDORS (I.E., BOUNCY HOUSES/CATERERS) ☐ YES ☒ NO  
PLEASE CONSULT CITY STAFF FOR GUIDELINES IF YOU ARE HIRING OUTSIDE VENDORS

#### RULES & REGULATIONS

1. You are required by state law to provide sufficient containers to separate recyclable materials from trash at parade and special event locations.
2. Throwing candy, toys, souvenirs, etc., from moving parade vehicles is prohibited. Please distribute items by walking along parade route.
3. Operators of all parade units, regardless of power, shall be a minimum of 16 years of age.
4. Any damage to parking lots, streets, etc. will be billed to the applicant. (i.e. tent stakes in blacktop, etc.)

#### REQUESTED CITY SERVICES

- PLEASE NOTE THE REQUESTED CITY SERVICES ARE NOT GUARANTEED
- IT IS YOUR RESPONSIBILITY TO CONTACT THE APPROPRIATE DEPARTMENT

☐ TRAFFIC CONTROL

☐ BARRICADES

☐ TRASH BARRELS

☐ EMS SERVICES ON SITE

☐ OTHER; PLEASE LIST: \_\_\_\_\_

POLICE: 715.627.6411

FIRE / AMBULANCE DEPARTMENT: 715.623.3633 ext 142

PUBLIC WORKS: 715.623.4754

PARKS: 715.623.3633 ext 131

#### CITY OF ANTIGO INSURANCE REQUIREMENTS

1. CERTIFICATE TO BE ON FILE FOR \$1,000,000 IN GENERAL LIABILITY COVERAGE
2. THE CITY OF ANTIGO (WITH ADDRESS LISTED) MUST BE LISTED AS AN ADDITIONAL INSURED
3. A COPY OF THIS INSURANCE CERTIFICATE MUST BE INCLUDED WITH THIS APPLICATION

NAME OF YOUR LIABILITY INSURANCE CARRIER Ironbridge Insurance Agency

☐ We request the City of Antigo waive this insurance requirement. Only the City of Antigo Common Council is empowered to grant an insurance waiver request. AN INSURANCE WAIVER DOES NOT MEAN YOU ARE COVERED UNDER THE CITY'S INSURANCE POLICY.

The applicant shall defend, indemnify and hold harmless the City, its elected or appointed officials, officers, agents, employees and volunteers, from and against all claims, demands, suits, loss, bodily injury, personal injury, death and liability, direct or indirect (including any and all costs and expenses in connection therewith), incurred by any reasons of act or omission of the applicant, its officers, agents, employees or anyone, in any way connected with the applicant's services and obligations under this agreement. This indemnification obligation shall not be limited in any way by any limitation of the amount or type of insurance carried by the applicant. Applicant agrees at its own cost, expense and risk, to defend any and all claims, actions, suits or other legal proceedings brought or instituted against the City, its directors, officers, agents, employees and volunteers or any of them, arising out of the applicants service, omissions or acts in connection with this agreement, and to pay and satisfy any resulting judgments.

BY SIGNING THIS FORM, I ACKNOWLEDGE THAT ALL ANSWERS ARE TRUE AND CORRECT. I ALSO ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE PARADE AND SPECIAL EVENTS OR STREET USE ORDINANCE AS APPROVED BY THE ANTIGO CITY COUNCIL.

APPLICANT'S SIGNATURE

Jennifer Ventura

DATE

2/25/22



**To:** Mayor and City Council  
**From:** Mark Desotell, Director of Administrative Services  
**Date:** March 16, 2022  
**Re:** Carry Over Request of up to 24 Hours of Unutilized Vacation Balance for 90 Days  
Beyond Hiring Anniversary Date of Police Captain Dan Duley

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Captain Dan Duley of the Police Department has been tasked with additional duties subsequent to the announced retirement of the Public Safety Director. It is anticipated that Dan will have no more than 24 hours of remaining vacation balance on his hire date anniversary on March 16, 2022. Dan was unable to schedule this vacation time based upon his needed presence during this transitional period. It is my recommendation to extend up to 24 hours of his unutilized vacation time for a period of 90 days beyond his anniversary.

Your consideration of this recommendation is greatly appreciated; if you have any questions, please feel free to contact me accordingly.



**To:** Mayor and City Council  
**From:** Mark Desotell, Director of Administrative Services  
**Date:** March 16, 2022  
**Re:** Recommended Hiring Agreement Policy for Commercial Driver's License (CDL)  
 Required Positions in Public Works and Parks, Recreation and Cemetery  
 Departments

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On February 7, 2022 Federal mandates required that new hires seeking Commercial Driver's License (CDL) licensing must receive Entry Level Driver training through a certified instructor. Karl's Transport in Antigo offers a certified school and instructor providing the City of Antigo with a great opportunity to meet these new Federal regulations. The anticipated "hard-costs" (tuition, books and any other similar items) are expected to be in the neighborhood of \$5,000 for classroom and on-the-road training. "Soft-costs" consisting of paid time off from work to attend CDL training school are expected to reach approximately \$6,000.

While we encourage and seek qualified CDL applicants in our advertisement for new employees it is not always possible or desired to hire a candidate that currently holds such credentials. As such, we need to explore an updated policy for the hiring of candidates based upon their CDL status.

The following items represent some of our considerations:

- New candidates for hire currently holding the desired Class A CDL will be compensated at the current wage scale of existing full-time employees in the appropriate classification without the traditional \$1.00 reduced scale in their probationary year
- Those candidates not holding a CDL will be enrolled by the City into a qualified Entry Level Driver training program during their 12-month probationary period (at the time of their Department Heads choosing and based upon available enrollment capacity).
- The City of Antigo will pay for the required CDL training (including time away from regularly assigned duties in order to attend class) but will require that the employee enter into a Reimbursement Agreement for CDL Training that identifies a "sliding" scale of payments back to the City over a 5-year period should employment end with the City for any reason (see attached DRAFT copy of Agreement)

Should the Federal criteria change regarding CDL training or if other grant programs become available to reduce/eliminate the City's financial exposure for this effort materialize then this Agreement will be reviewed for addendum.

## City of Antigo – CDL Training Reimbursement Agreement

This agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2022 by and between the City of Antigo, a Wisconsin Municipal Corporation (hereinafter “City”) and \_\_\_\_\_ (hereinafter “Employee”). **Now, therefore**, for good and valuable considerations the receipt of which is hereby acknowledged, the parties agree as follows:

1. Employee is being hired by the City to serve as a \_\_\_\_ (Job Title) \_\_\_\_ for its \_\_\_\_\_ Department and Employee is committed to training to become a Class A CDL holder for the City. The parties agree that City will incur substantial amounts of money, resources and time in Employee during the training and certification process and probationary period in the form of Entry Level CDL Training including tuition, fees, books, testing, uniforms, clothing issuance, and an extensive training program. The parties agree that City will realize the benefit of these costs if Employee maintains employment with City’s Fire Department for at least five (5) years. However, if Employee does not maintain employment for at least five (5) years or fails, on Employee’s own accord, to become a Class A CDL holder by \_\_\_\_ (List Date) \_\_\_\_, then the City will not realize its substantial investment in Employee.
2. In consideration for the City considering Employee for employment and incurring substantial expenses for Employee, Employee agrees, covenants and warrants that in the event Employee is offered and accepts employment by the City and the employment ends with City for any reason within five (5) years of the first date of employment, then Employee will be responsible to reimburse City for the costs of the training and certification process in the form of Entry Level CDL Training including tuition, fees, books, testing and other training program costs which will likely and substantially exceed \$5,000, at the following rate:
  - a. 0 to 1 year of first date of employment 100% (Estimated and capped at \$3,000)
  - b. 1 to 2 years of first date of employment 80% of the costs capped at 80% of up to \$3,000
  - c. 2 to 3 years of first date of employment 60% of the costs capped at 60% of up to \$3,000
  - d. 3 to 4 years of first date of employment 40% of the costs capped at 40% of up to \$3,000
  - e. 4 to 5 years of first date of employment 20% of the costs capped at 20% of up to \$3,000
3. In consideration for the City considering Employee for employment and incurring substantial expenses for Employee, Employee agrees, covenants and warrants that in the event Employee fails to attain full, unrestricted Class A CDL certification by \_\_\_\_ (List Date) \_\_\_\_, then Employee will be terminated during the probationary period and any extension thereof, and shall, following termination or resignation in lieu of termination, be responsible to reimburse City for the costs of the training and certification process in the form of Entry Level CDL Training including tuition, fees, books, testing and other training program costs, which will likely and substantially exceed \$5,000, and capped at a total cost of \$3,000.
4. Notwithstanding anything to the contrary contained herein, an approved unpaid leave of absence caused by medical, military, or other approved reasons and any paid or unpaid worker’s compensation leave of absence shall not be deemed an end of employment for the purposes of this Agreement. However, if any such unpaid leave of absence or paid or unpaid worker’s compensation leave of absence occurs, then this Agreement shall be interpreted to automatically extend the timeframe to include the timeframe corresponding with the period of leave and the repayment timeframes in Section 2.a through 2.e and Section 3. shall thereby extend based on duration of time corresponding with the period of leave, as applicable.

## City of Antigo – CDL Training Reimbursement Agreement

5. Employee hereby agrees and authorizes that any amount which may be due and owing the City under the terms of this Agreement may be deducted from the Employee's final paychecks, provided Employee's paychecks shall include all minimum and overtime wages as required under applicable state and federal law. If Employee's final paycheck is insufficient to cover the residual amounts due and owing to the City, or if Employee is not otherwise entitled to a paycheck, then Employee shall be personally responsible for all amounts due and owing the City under this Agreement and shall remit such payment to the City within thirty days to the City following the termination date or the date identified in Section 3. In the event Employee breaches his or her obligations to reimburse the City under this Agreement, the City shall be entitled to institute legal proceedings in any court of competent jurisdiction for the collection of the amount due, and Employee stipulates that the City shall be owed such amount due plus interest at the rate twelve-percent ("12%") per annum, and Employee shall pay or reimburse the City's reasonable attorneys' fees and costs incurred in enforcing this Agreement.
6. That this agreement may not be waived or amended except by a written amendment signed by both parties. If for any reason a court of competent jurisdiction finds any provision of this Agreement to be illegal or unenforceable, the offending provision will be deemed amended or deleted to the extent necessary to conform to the applicable law and for the benefit of the City.

On behalf of  
City of Antigo

By: \_\_\_\_\_  
Authorized City Representative

By: \_\_\_\_\_  
Employee

700 Edison Street  
Antigo, Wisconsin 54409

715-623-3633  
[www.antigo-city.org](http://www.antigo-city.org)



**To:** Mayor and City Council  
**From:** Mark Desotell, Director of Administrative Services  
**Date:** March 16, 2022  
**Re:** Non Public Safety Employee Manual Revision Regarding Compensation Plan for Newly Hired Full-Time Non-Exempt Employees

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During consultations with Department Heads it had become increasingly clear that our existing Compensation Plan policy within the Employee Manual had become an obstacle in attracting and retaining new hires. We had already achieved improved hiring compensation plans during negotiations with the Police & Fire bargaining units and it became evident that we needed to do the same for our non-represented non-exempt categories as well.

The existing Employee Manual language read as follows:

- *For information regarding wages for represented personnel, please refer to the collective bargaining agreement.*
- *All newly hired full-time non-exempt employees may be paid \$2.00/hour less than the stated wage. The newly hired employee will receive \$0.50 hourly increases every six months, as approved by the Department Manager, until the employee's wage rate reaches the current stated wage.*
- Department of Public Works (DPW) general laborer employees completing three (3) years of successful service may be granted a class increase from class 4 to class 3.

A number of recently hired positions were advertised and compensated at a rate of \$1.00 below scale as the result of my conversations with the Mayor and with the input of Department Heads. Those positions included Administrative Assistants in both the Clerk's and Department of Public Works (DPW) offices and a mechanic within the Street Shop. Several months prior to these positions being filled at the revised rate two General Laborer positions in the Parks, Recreation and Cemetery (PRC) Department were filled utilizing the \$2.00 amount below scale.

We are ready to hire another full-time PRC General Laborer (created by a retirement) and intend to follow the recent starting wage adjustment of \$1.00 below scale rate. By doing so, this would create an inequity with the two previously hired PRC General Laborers so I have instructed staff to adjust their rate to the \$1.00 below scale amount effective with our March 13, 2022 pay period.

This change was implemented to keep the City of Antigo in a better position to attract new hires in this rapidly changing employment climate. Your concurrence to adjust the Employee Manual's Compensation Plan from a starting wage of \$2.00 below scale to that of \$1.00 below scale is being sought in order to clarify this recommendation. Please feel free to reach out to me with any questions.



**To:** Mayor and City Council  
**From:** Mark Desotell, Director of Administrative Services  
**Date:** March 16, 2022  
**Re:** Consideration to Extend the Employee 15 Mile Residential Emergency Response Criteria to a 30 Mile Radius Criteria Centered on City Hall's Location @ 700 Edison Street

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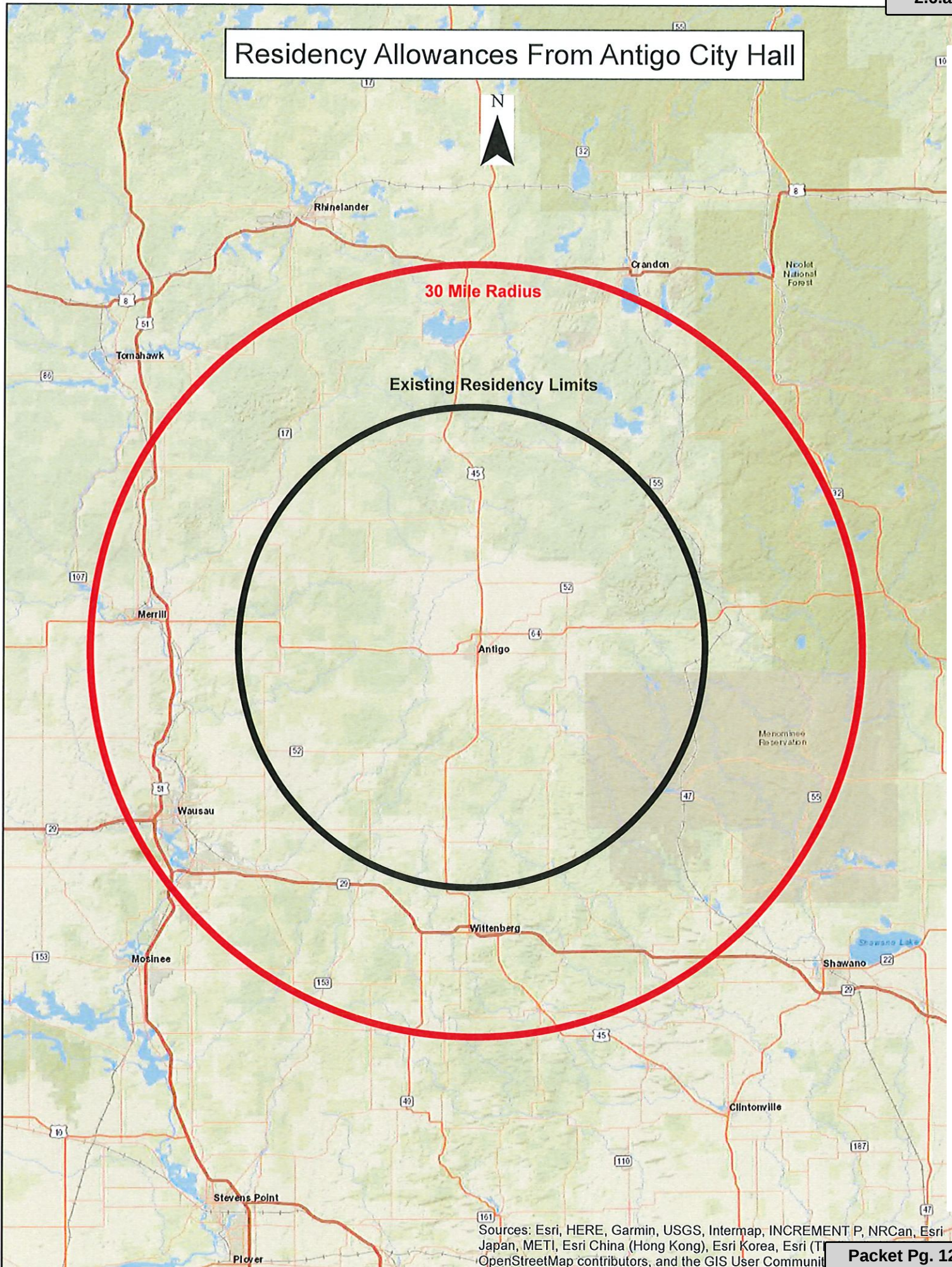
As the challenges in today's workforce hiring availability shrinks and we find ourselves challenged to find qualified employees within our existing 15 mile limit from the City limits for emergency response times we need to explore changes to how we traditionally restrict residential response times of new hires.

A map showing both a 15 mile radius and a proposed 30 mile radius centered on City Hall's address of 700 Edison Street is included for your review. You will see that the proposed 30-mile radius will extend outward from Antigo incorporating all of Langlade County as well as communities outside of Langlade County such as Wausau & Merrill.

Currently, we are meeting the need to fill vacancies in some Departments by granting Letters of Understanding (LOU's) allowing those living outside the current 15-mile restriction to do so. This recommendation of a 30-mile radius should resolve any existing agreements with employees while expanding our potential workforce development pool. I suggest that we remain firm with the new radius parameter of 30-miles and resist entering into LOU's to accommodate those wishing to live any further away from the City as responses to emergency and other operational needs would likely be adversely impacted beyond reasonable tolerances.

Upon your concurrence along with Council Resolution, the City's Employee Manual, job descriptions or other documents would be updated accordingly.

# Residency Allowances From Antigo City Hall



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Taiwan), Esri India, Swire, Swire, OpenStreetMap contributors, and the GIS User Community



**To:** Mayor and City Council  
**From:** Mark Desotell, Director of Administrative Services  
**Date:** March 16, 2022  
**Re:** Updates to the Building Inspector/Zoning Administrator Job Description in  
Conjunction with the Announced Retirement Date of June 11, 2022 for the Existing  
Department Head

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With the announced retirement of the Building Inspector/Zoning Administrator scheduled for June 11, 2022 it was an opportunity to ask staff to review the existing job description and to recommend any appropriate updates. Those updates are shown in "red" on the attached document followed by a "clean" version of the document with the proposed changes being accepted. The majority of the proposed changes did not present any significant changes to the document and consisted mostly of additional items.

## POSITION DESCRIPTION

|              |                                                               |                                    |
|--------------|---------------------------------------------------------------|------------------------------------|
| Class Title: | Building Inspector/Zoning Administrator                       | Pay Grade: 10                      |
| Department:  | Building <del>&amp; Zoning</del> Inspection/Zoning/Assessment | FLSA Status: Exempt                |
| Location:    | City Hall                                                     | Position Status: Regular Full Time |
| Date:        | <u>4/22/214/13/22</u>                                         |                                    |

### GENERAL PURPOSE

Provides building inspection services and necessary documentation; assures code compliance; performs the duties of Zoning administration and enforcement; oversees the maintenance & repairs to City-owned facilities and properties.

### SUPERVISION RECEIVED

Works under the broad policy guidance of the Mayor and City Council; under the direct supervision of the Director of Administrative Services.

### SUPERVISION EXERCISED

Directly supervises the work of the Assistant Building Inspector/Zoning Administrator and occasionally oversees the work of those assigned to specialized project teams

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee all aspects of the day-to-day operations of the Building Inspection/Zoning Department
- Prepares department budget and assures effective use of funds, materials, facilities and time
- Review building drawings, site plans, specifications and relevant documentation received from permit applicants to determine compliance with City/State/Federal codes
- Reviews applications and issues permits for building, electrical, plumbing, HVAC, signs, fences, structure relocation/moving, demolition and occupancy permits
- Conducts code enforcement inspections under various municipal codes relating to public peace and good order and miscellaneous nuisances;
- Conduct on-site inspections of building and structures during and after construction to assure compliance with City/State/Federal codes
- Works with other Departments to manage and administer efforts and responds to their inquiries in a timely manner
- Conduct periodic inspections of existing buildings and coordinates efforts with the ~~Public Safety Director and Fire Chief~~ Police & Fire Departments to assure compliance with City/State/Federal standards
- Inspects commercial building projects as necessary for compliance with approved plans, codes and standards; completes state inspection reports and makes follow up inspections for compliance
- Receives, investigates, and acts to resolve code compliance complaints received from tenants, landlords, property owners and the general public
- Confers with architects, engineers, designers and contractors; interprets and explains code requirements; answers inquiries regarding code purpose, department policies and procedures
- Reviews proposed subdivisions for code compliance
- Investigates zoning problems and complaints, and conducts on-site inspections regarding structural problems and building alterations
- Notifies permit holders, contractors, landlords and property owners of code violations and potential problem areas; takes necessary steps to obtain code compliance
- Responds to citizen complaints by telephone, e-mail, in- person or in writing; maintains records and documentation of customer service issues and resolutions
- Recommends ordinance changes when necessary, develops new forms, initiates new procedures and modifies existing department policies to adapt to changing conditions
- Keep up-to-date on City/State/Federal codes regulating building construction, zoning, fire prevention, property maintenance, demolition, mobile homes and other related construction fields
- Represents the City at hearings, conferences and meetings as assigned; participates in professional groups as required; attends all full Council meetings unless excused.
- Maintains necessary inspector certifications from the State of Wisconsin; attends required recertification training sessions, seminars and workshops; and renews all certifications

- Works in conjunction with the City Council, City Plan Commission, Antigo Housing Authority, Wisconsin Department of Safety and Professional Services, Historical Preservation Committee, Zoning Board of Appeals and various agencies
- Initiates building condemnation procedures and works with Langlade County staff regarding the acquisition of tax reverted properties of significance to the City; coordinate actions with the assistance of the City Attorney
- Administration of floodplain, wetland and shore land efforts required by WDNR & other agencies
- Conducts inspections of licensed businesses
- Responsible for the inspection of rental housing to assure compliance; completes records of the inspections and action taken
- Coordinate facility and property maintenance; work with Departments to prioritize/schedule projects; meet with Departments to develop multi-year CIP plan and budget
- Provide oversight of the City's private assessing firm to assure compliance with services outlined in the Request for Proposals; coordinate efforts with the Clerk-Treasurer's office as needed

### PERIPHERAL DUTIES

- Develop multi-year RFP's for agricultural land-lease agreements and monitor for compliance
- Prepare RFP's for the sale or demolition of City-owned properties as directed
- Oversight and issuance of natural lawn permits
- Performs other related duties as assigned.

### DESIRED MINIMUM QUALIFICATIONS

#### *Education and Experience:*

- Two (2) year Associates Degree in architecture, civil/structural engineering, construction management or in a closely related curriculum
- Three (3) or more years' experience as a State-certified commercial/residential building inspector; or progressively responsible professional work experience in the building trades with five (5) years' of which have been supervisory experience in commercial/residential type building construction activity
- An equivalent combination of education and experience

#### *Mandatory Special Requirements:*

- Must Possess, or be able to obtain by the time of hire, a Valid Wisconsin Driver's License ~~and good driving without record of suspension or revocation in any state~~
- Wisconsin Department of Safety & Professional Services certification in at least three (3) of the following:
  - UDC Construction, UDC Plumbing, UDC Electric or UDC HVAC Inspector
- Certification by the State of Wisconsin in at least one (1) of the following:
  - Commercial Building, Plumbing or Electrical Inspector
- Any certification not possessed at time of hire must be obtained within one (1) year of employment

#### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of building construction technology, engineering practices, mechanical design and structural evaluation
- Ability to utilize a variety of advisory data and information such as building plans/blueprints, permits, inspection reports, plan review applications, Wisconsin building and administrative codes, ordinances, tavern license applications, construction manuals, manufacturer's specifications, State statutes, procedures, guidelines and non-routine correspondence
- Thorough knowledge of zoning, land use and subdivision platting identified within local ordinances; ability and skill to apply knowledge to situations as they arise
- Ability to perform duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information

- (G) Ability to perform basic functions of MS Office suite products; Operate Springbrook Building Permit & Code/Contact Modules; Ability to utilize computer technology to access, retrieve, or input information
- (H) Ability to work safely, independently or as assigned to complete all necessary tasks
- (I) Ability to interpret engineering plans, specifications and as-built drawings
- (J) Ability to effectively meet and deal with the public in a courteous manner utilizing diplomacy and tact.
- (K) Ability to communicate effectively and function calmly with staff and the public.
- (L) Ability to work with frequent interruptions.
- (M) Ability to maintain accurate, complete records and prepare clear and detailed reports in a timely manner.
- (N) Maintain strict confidentiality at all times.
- (O) Some knowledge of local ordinances; and departmental rules and regulations.
- (P) Ability to organize and prioritize effectively and independently to complete tasks as assigned.
- (Q) Ability to be a self-starter by initiating and completing projects and programs after discussion with the appropriate department head
- (R) Ability to communicate effectively both verbally and in writing.
- (S) Skill in operation of listed tools, equipment, and software

### TOOLS AND EQUIPMENT USED

GIS software, personal computer, surveying equipment, phone, scanner, copy machine, fax machine, 10-key calculator, measuring device and mobile/portable radio and other job-related technology.

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

Work is performed in both office and outdoor settings as required in the inspection of construction sites or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, climb, balance, stoop, kneel, crouch, talk, hear, smell, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee may be frequently required to walk over rough terrain, use hands to finger, handle or operate tools such as an 8-pound hammer or a shovel, and to handle objects or controls; and reach with hands and arms. The employee must occasionally lift and/or move/carry up to 50 pounds. The work may be strenuous and repetitive.

The work may also require sitting and operating a keyboard. 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 may work indoors or outdoors and while outdoors is exposed to weather conditions which may become extreme. The employee regularly works near construction equipment, moving parts and can be exposed to wet and/or humid conditions, and vibrations. The employee occasionally works in high precarious places and can be exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment may vary from quiet to loud.

**SELECTION GUIDELINES**

Formal application, rating of education, experience, interview process, references and background check; drug testing and job related tests may be required.

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.

This 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.

## POSITION DESCRIPTION

|              |                                         |                                    |
|--------------|-----------------------------------------|------------------------------------|
| Class Title: | Building Inspector/Zoning Administrator | Pay Grade: 10                      |
| Department:  | Building & Zoning                       | FLSA Status: Exempt                |
| Location:    | City Hall                               | Position Status: Regular Full Time |
| Date:        | 4/13/22                                 |                                    |

### GENERAL PURPOSE

Provides building inspection services and necessary documentation; assures code compliance; performs the duties of Zoning administration and enforcement; oversees the maintenance & repairs to City-owned facilities and properties.

### SUPERVISION RECEIVED

Works under the broad policy guidance of the Mayor and City Council; under the direct supervision of the Director of Administrative Services.

### SUPERVISION EXERCISED

Directly supervises the work of the Assistant Building Inspector/Zoning Administrator and occasionally oversees the work of those assigned to specialized project teams

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee all aspects of the day-to-day operations of the Building Inspection/Zoning Department
- Prepares department budget and assures effective use of funds, materials, facilities and time
- Review building drawings, site plans, specifications and relevant documentation received from permit applicants to determine compliance with City/State/Federal codes
- Reviews applications and issues permits for building, electrical, plumbing, HVAC, signs, fences, structure relocation/moving, demolition and occupancy permits
- Conducts code enforcement inspections under various municipal codes relating to public peace and good order and miscellaneous nuisances;
- Conduct on-site inspections of building and structures during and after construction to assure compliance with City/State/Federal codes
- Works with other Departments to manage and administer efforts and responds to their inquiries in a timely manner
- Conduct periodic inspections of existing buildings and coordinates efforts with the Police & Fire Departments to assure compliance with City/State/Federal standards
- Inspects commercial building projects as necessary for compliance with approved plans, codes and standards; completes state inspection reports and makes follow up inspections for compliance
- Receives, investigates, and acts to resolve code compliance complaints received from tenants, landlords, property owners and the general public
- Confers with architects, engineers, designers and contractors; interprets and explains code requirements; answers inquiries regarding code purpose, department policies and procedures
- Reviews proposed subdivisions for code compliance
- Investigates zoning problems and complaints, and conducts on-site inspections regarding structural problems and building alterations
- Notifies permit holders, contractors, landlords and property owners of code violations and potential problem areas; takes necessary steps to obtain code compliance
- Responds to citizen complaints by telephone, e-mail, in- person or in writing; maintains records and documentation of customer service issues and resolutions
- Recommends ordinance changes when necessary, develops new forms, initiates new procedures and modifies existing department policies to adapt to changing conditions
- Keep up-to-date on City/State/Federal codes regulating building construction, zoning, fire prevention, property maintenance, demolition, mobile homes and other related construction fields
- Represents the City at hearings, conferences and meetings as assigned; participates in professional groups as required; attends all full Council meetings unless excused.
- Maintains necessary inspector certifications from the State of Wisconsin; attends required recertification training sessions, seminars and workshops; and renews all certifications

- Works in conjunction with the City Council, City Plan Commission, Antigo Housing Authority, Wisconsin Department of Safety and Professional Services, Historical Preservation Committee, Zoning Board of Appeals and various agencies
- Initiates building condemnation procedures and works with Langlade County staff regarding the acquisition of tax reverted properties of significance to the City; coordinate actions with the assistance of the City Attorney
- Administration of floodplain, wetland and shore land efforts required by WDNR & other agencies
- Conducts inspections of licensed businesses
- Responsible for the inspection of rental housing to assure compliance; completes records of the inspections and action taken
- Coordinate facility and property maintenance; work with Departments to prioritize/schedule projects; meet with Departments to develop multi-year CIP plan and budget
- Provide oversight of the Cities private assessing firm to assure compliance with services outlined in the Request for Proposals; coordinate efforts with the Clerk-Treasurer's office as needed

#### **PERIPHERAL DUTIES**

- Develop multi-year RFP's for agricultural land-lease agreements and monitor for compliance
- Prepare RFP's for the sale or demolition of City-owned properties as directed
- Oversight and issuance of natural lawn-permits
- Performs other related duties as assigned

#### **DESIRED MINIMUM QUALIFICATIONS**

##### ***Education and Experience:***

- (A) Two (2) year Associates Degree in architecture, civil/structural engineering, construction management or in a closely related curriculum
- (B) Three (3) or more years' experience as a State-certified commercial/residential building inspector; or progressively responsible professional work experience in the building trades with five (5) years' of which have been supervisory experience in commercial/residential type building construction activity
- (C) An equivalent combination of education and experience

##### ***Mandatory Special Requirements:***

- (A) Must Possess, or be able to obtain by the time of hire, a Valid Wisconsin Driver's License without record of suspension or revocation in any state
- (B) Wisconsin Department of Safety & Professional Services certification in at least three (3) of the following:
  - UDC Construction, UDC Plumbing, UDC Electric or UDC HVAC Inspector
- (C) Certification by the State of Wisconsin in at least one (1) of the following:
  - Commercial Building, Plumbing or Electrical Inspector
- (D) Any certification not possessed at time of hire must be obtained within one (1) year of employment

##### **Necessary Knowledge, Skills and Abilities:**

- (A) Knowledge of building construction technology, engineering practices, mechanical design and structural evaluation
- (B) Ability to utilize a variety of advisory data and information such as building plans/blueprints, permits, inspection reports, plan review applications, Wisconsin building and administrative codes, ordinances, tavern license applications, construction manuals, manufacturer's specifications, State statutes, procedures, guidelines and non-routine correspondence
- (C) Thorough knowledge of zoning, land use and subdivision platting identified within local ordinances; ability and skill to apply knowledge to situations as they arise
- (D) Ability to perform duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
- (E) Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports
- (F) Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information

- (G) Ability to perform basic functions of MS Office suite products; Operate Springbrook Building Permit & Code/Contact Modules; Ability to utilize computer technology to access, retrieve, or input information
- (H) Ability to work safely, independently or as assigned to complete all necessary tasks
- (I) Ability to interpret engineering plans, specifications and as-built drawings
- (J) Ability to effectively meet and deal with the public in a courteous manner utilizing diplomacy and tact.
- (K) Ability to communicate effectively and function calmly with staff and the public.
- (L) Ability to work with frequent interruptions.
- (M) Ability to maintain accurate, complete records and prepare clear and detailed reports in a timely manner.
- (N) Maintain strict confidentiality at all times.
- (O) Some knowledge of local ordinances; and departmental rules and regulations.
- (P) Ability to organize and prioritize effectively and independently to complete tasks as assigned.
- (Q) Ability to be a self-starter by initiating and completing projects and programs after discussion with the appropriate department head
- (R) Ability to communicate effectively both verbally and in writing.
- (S) Skill in operation of listed tools, equipment, and software

### **TOOLS AND EQUIPMENT USED**

GIS software, personal computer, surveying equipment, phone, scanner, copy machine, fax machine, 10-key calculator, measuring device and mobile/portable radio and other job-related technology.

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

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The work may also require sitting and operating a keyboard. 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**

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The noise level in the work environment may vary from quiet to loud.

**SELECTION GUIDELINES**

Formal application, rating of education, experience, interview process, references and background check; drug testing and job related tests may be required.

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.

This 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.



**To:** Mayor and City Council  
**From:** Mark Desotell, Director of Administrative Services  
**Date:** March 16, 2022  
**Re:** Updates to the Assistant Building Inspector/Zoning Administrator Job Description in  
Conjunction with the Announced Department Head Retirement and the Recommend  
Promotion of the Assistant

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With the announced retirement of the Building Inspector/Zoning Administrator (BI/ZA) scheduled for June 11, 2022 along with the recommended promotion of the Assistant BI/ZA it was an opportunity to ask staff to review the existing job description and to recommend any appropriate updates. Those updates are shown in "red" on the attached document followed by a "clean" version of the document with the proposed changes being accepted. The majority of the proposed changes focused on the Desired Minimum Qualifications section of the document allowing for a more reasonable time-frame to accomplish desired qualification parameters.

## POSITION DESCRIPTION

|                 |                                                   |                                    |
|-----------------|---------------------------------------------------|------------------------------------|
| Position Title: | Assistant Building Inspector/Zoning Administrator | Pay Grade: 8                       |
| Department:     | Building <del>&amp;Inspections</del> /Zoning      | FLSA Status: Exempt                |
| Date:           | <del>October 14, 2020</del> 4/13/22               | Position Status: Regular Full Time |

### GENERAL PURPOSE

Assists in building inspection services and necessary documentation; assures of compliance with National, State and City building codes; Exercises technical judgement and discretion in enforcement of applicable codes and regulations; Assist in the duties of Zoning administration and enforcement. Aids in overseeing the maintenance and repair to City-owned facilities and properties. Support aspects of project management within Public Works on an as-needed basis.

### SUPERVISION RECEIVED

An employee in this position works under the broad guidance of the Director of Administrative Services and under the direct supervision of the Building Inspector/Zoning Administrator.

### SUPERVISION EXERCISED

Assigned as necessary to oversee specialized project teams consisting of both public and private participants as warranted; works in cooperation with other staff and Departments.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain prompt, predictable, and regular physical attendance
- Maintain the ability to lawfully operate designated motor vehicles and equipment at all times
- Maintain the ability to travel throughout and enter all different properties in the jurisdiction
- Provide truthful, accurate written and verbal communications
- Abide and assist in the implementation of safety rules and procedures
- Ability to maintain a schedule by making and keeping appointments is critical
- Record field notes and perform complex calculations; ability to perform duties accurately
- Perform site related and building construction inspections
- Duties include providing inspection and record keeping for a variety of building projects
- Reviews applications; building drawings, site plans, specifications and relevant documentation; issues permits for building, electrical, plumbing, HVAC, signs, fences, structure relocation/moving, demolition, ROW work and occupancy permits.
- Maintains necessary inspector certifications, including from the State of Wisconsin, and attends required recertification training sessions, seminars and workshops; renews all certifications
- Responds to complaints or questions, communicates resolution process and refers matters requiring administrative attention to appropriate Department Head
- Conduct on-site inspections of building and structures to assure compliance with City/State/Federal codes
- Works with other Departments to facilitate goals and responds to their inquiries in a timely manner
- Coordinates efforts with the ~~Public Safety Director~~Police & Fire Chiefs to assure compliance with standards
- Inspects commercial building projects as necessary for compliance with approved plans, codes and standards; completes state inspection reports and makes follow up inspections for compliance
- Investigates and acts to resolve code compliance complaints received from tenants, landlords, property owners and the general public; initiates enforcement action
- Confers with architects, engineers, designers and contractors; interprets and explains code requirements; answers inquiries regarding code purpose, department policies and procedures
- Works with realtors, developers and the public regarding zoning inquiries and complaints,
- Notifies permit holders, contractors, landlords and property owners of code violations and potential problem areas; takes necessary steps to obtain code compliance

- Responds to citizen complaints by telephone, e-mail, in- person or in writing; maintains records and documentation of customer service issues and resolutions
- Recommends ordinance changes when necessary, develops new forms, initiates new procedures and modifies existing department policies to adapt to changing conditions
- Keep up-to-date on City/State/Federal codes regulating building construction, zoning, fire prevention, property maintenance, demolition, mobile homes and other related construction fields
- Works with various groups including the City Plan Commission, Antigo Housing Authority, Wisconsin Department of Safety and Professional Services, Historical Preservation and the Zoning Board of Appeals
- Conducts inspections of licensed businesses
- Responsible for the inspection of rental housing; completes records of the inspections and action taken
- Coordinate facility and property maintenance; work with Departments to prioritize/schedule projects.

#### PERIPHERAL DUTIES

- Attends various City committee meetings, hearings and conferences as assigned
- Administration of the sidewalk replacement program
- Oversee and assist in the Asset Management program
- Assist in the GIS mapping program as assigned
- Performs all other duties as assigned

#### DESIRED MINIMUM QUALIFICATIONS

##### *Education and Experience:*

- (A) High School diploma or GED equivalent with a Technical Degree in the trades or a closely related field
- (B) Minimum five (5) years of experience in building inspection or a related field
- (C) An equivalent combination of education and experience

##### *Mandatory Special Requirements:*

- (A) Must Possess, or be able to obtain by the time of hire, a Valid Wisconsin Driver's License and good driving without record of suspension or revocation in any state
- (B) Obtain within one year of hire a UDC Construction Inspection Certification, UDC Plumbing, UDC Electrical and UDC HVAC Inspector certification
- (C) Obtain within three years of hire (at a rate of at least one per year): UDC HVAC, UDC Plumbing and UDC Electrical Inspection Certifications
- (D) Obtain one or more of the following within 4 years of hire: Certification by the State of Wisconsin in at least one (1) of the following: Commercial Building, Plumbing or Electrical Inspection Certifications Inspector within two years

##### *Necessary Knowledge, Skills and Abilities:*

- (A) Must have a working knowledge or ability and willingness to obtain a working knowledge of the following:
  - a. Windows operating systems and programs with an emphasis on Microsoft office
  - b. ESRI, Auto CAD and Springbrook permit module
  - c. Ability to navigate web applications, and have an understanding of other emergent technologies
- (B) Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations and work with frequent interruptions
- (C) Considerable knowledge of building construction methods
- (D) Flexibility within the established work schedule and environment must be achieved
- (E) Ability to work safely, independently or as assigned to complete all necessary tasks
- (F) Ability to interpret engineering plans, specifications and as-built drawings
- (G) Ability to effectively meet and deal with the public in a courteous manner utilizing diplomacy and tact.
- (H) Ability to communicate effectively and function calmly with staff and the public.
- (I) Ability to work with frequent interruptions.

(J) Ability to maintain accurate, complete records and prepare clear and detailed reports in a timely manner.

(K) Maintain strict confidentiality at all times.

(L) Some knowledge of local ordinances; and departmental rules and regulations.

(M) Ability to organize and prioritize effectively and independently to complete tasks as assigned.

(N) Ability to be a self-starter by initiating and completing projects and programs after discussion with the appropriate department head

(O) Ability to communicate effectively both verbally and in writing.

~~(G)~~(P) Skill in operation of listed tools, equipment, and software

### **TOOLS AND EQUIPMENT USED**

GIS software, personal computer, surveying equipment, phone, scanner, copy machine, fax machine, 10-key calculator, measuring device and mobile/portable radio and other job-related technology.

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

Work is performed in both office and outdoor settings as required in the inspection of construction sites or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, climb, balance, stoop, kneel, crouch, talk, hear, smell, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee may be frequently required to walk over rough terrain, use hands to finger, handle or operate tools such as an 8-pound hammer or a shovel, and to handle objects or controls; and reach with hands and arms. The employee must occasionally lift and/or move/carry up to 50 pounds. The work may be strenuous and repetitive.

The work may also require sitting and operating a keyboard. 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 may work indoors or outdoors and while outdoors is exposed to weather conditions which may become extreme. The employee regularly works near construction equipment, moving parts and can be exposed to wet and/or humid conditions, and vibrations. The employee occasionally works in high precarious places and can be exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment may vary from quiet to loud.

### **SELECTION GUIDELINES**

Formal application, rating of education, experience, interview process, references and background check; drug testing and job related tests may be required.

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.

This 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.

DRAFT

## POSITION DESCRIPTION

|                 |                                                   |                                    |
|-----------------|---------------------------------------------------|------------------------------------|
| Position Title: | Assistant Building Inspector/Zoning Administrator | Pay Grade: 8                       |
| Department:     | Building & Zoning                                 | FLSA Status: Exempt                |
| Date:           | 4/13/22                                           | Position Status: Regular Full Time |

### GENERAL PURPOSE

Assists in building inspection services and necessary documentation; assures of compliance with National, State and City building codes; Exercises technical judgement and discretion in enforcement of applicable codes and regulations; Assist in the duties of Zoning administration and enforcement. Aids in overseeing the maintenance and repair to City-owned facilities and properties. Support aspects of project management within Public Works on an as-needed basis.

### SUPERVISION RECEIVED

An employee in this position works under the broad guidance of the Director of Administrative Services and under the direct supervision of the Building Inspector/Zoning Administrator.

### SUPERVISION EXERCISED

Assigned as necessary to oversee specialized project teams consisting of both public and private participants as warranted; works in cooperation with other staff and Departments.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain prompt, predictable, and regular physical attendance
- Maintain the ability to lawfully operate designated motor vehicles and equipment at all times
- Maintain the ability to travel throughout and enter all different properties in the jurisdiction
- Provide truthful, accurate written and verbal communications
- Abide and assist in the implementation of safety rules and procedures
- Ability to maintain a schedule by making and keeping appointments is critical
- Record field notes and perform complex calculations; ability to perform duties accurately
- Perform site related and building construction inspections
- Duties include providing inspection and record keeping for a variety of building projects
- Reviews applications; building drawings, site plans, specifications and relevant documentation; issues permits for building, electrical, plumbing, HVAC, signs, fences, structure relocation/moving, demolition, ROW work and occupancy permits.
- Maintains necessary inspector certifications, including from the State of Wisconsin, and attends required recertification training sessions, seminars and workshops; renews all certifications
- Responds to complaints or questions, communicates resolution process and refers matters requiring administrative attention to appropriate Department Head
- Conduct on-site inspections of building and structures to assure compliance with City/State/Federal codes
- Works with other Departments to facilitate goals and responds to their inquiries in a timely manner
- Coordinates efforts with the Police & Fire Chiefs to assure compliance with standards
- Inspects commercial building projects as necessary for compliance with approved plans, codes and standards; completes state inspection reports and makes follow up inspections for compliance
- Investigates and acts to resolve code compliance complaints received from tenants, landlords, property owners and the general public; initiates enforcement action
- Confers with architects, engineers, designers and contractors; interprets and explains code requirements; answers inquiries regarding code purpose, department policies and procedures
- Works with realtors, developers and the public regarding zoning inquiries and complaints,
- Notifies permit holders, contractors, landlords and property owners of code violations and potential problem areas; takes necessary steps to obtain code compliance

- Responds to citizen complaints by telephone, e-mail, in- person or in writing; maintains records and documentation of customer service issues and resolutions
- Recommends ordinance changes when necessary, develops new forms, initiates new procedures and modifies existing department policies to adapt to changing conditions
- Keep up-to-date on City/State/Federal codes regulating building construction, zoning, fire prevention, property maintenance, demolition, mobile homes and other related construction fields
- Works with various groups including the City Plan Commission, Antigo Housing Authority, Wisconsin Department of Safety and Professional Services, Historical Preservation and the Zoning Board of Appeals
- Conducts inspections of licensed businesses
- Responsible for the inspection of rental housing; completes records of the inspections and action taken
- Coordinate facility and property maintenance; work with Departments to prioritize/schedule projects.

#### **PERIPHERAL DUTIES**

- Attends various City committee meetings, hearings and conferences as assigned
- Administration of the sidewalk replacement program
- Oversee and assist in the Asset Management program
- Assist in the GIS mapping program as assigned
- Performs all other duties as assigned

#### **DESIRED MINIMUM QUALIFICATIONS**

##### ***Education and Experience:***

- (A) High School diploma or GED equivalent with a Technical Degree in the trades or a closely related field
- (B) Minimum five (5) years of experience in building inspection or a related field
- (C) An equivalent combination of education and experience

##### ***Mandatory Special Requirements:***

- (A) Must Possess, or be able to obtain by the time of hire, a Valid Wisconsin Driver's License without record of suspension or revocation in any state
- (B) Obtain within one year of hire a UDC Construction Inspection Certification
- (C) Obtain within three years of hire (at a rate of at least one per year): UDC HVAC, UDC Plumbing and UDC Electrical Inspection Certifications
- (D) Obtain one or more of the following within 4 years of hire: Commercial Building, Plumbing or Electrical Inspection Certifications

##### ***Necessary Knowledge, Skills and Abilities:***

- (A) Must have a working knowledge or ability and willingness to obtain a working knowledge of the following:
  - a. Windows operating systems and programs with an emphasis on Microsoft office
  - b. ESRI, Auto CAD and Springbrook permit module
  - c. Ability to navigate web applications, and have an understanding of other emergent technologies
- (B) Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations and work with frequent interruptions
- (C) Considerable knowledge of building construction methods
- (D) Flexibility within the established work schedule and environment must be achieved
- (E) Ability to work safely, independently or as assigned to complete all necessary tasks
- (F) Ability to interpret engineering plans, specifications and as-built drawings
- (G) Ability to effectively meet and deal with the public in a courteous manner utilizing diplomacy and tact.
- (H) Ability to communicate effectively and function calmly with staff and the public.
- (I) Ability to work with frequent interruptions.
- (J) Ability to maintain accurate, complete records and prepare clear and detailed reports in a timely manner.
- (K) Maintain strict confidentiality at all times.

- (L) Some knowledge of local ordinances; and departmental rules and regulations.
- (M) Ability to organize and prioritize effectively and independently to complete tasks as assigned.
- (N) Ability to be a self-starter by initiating and completing projects and programs after discussion with the appropriate department head
- (O) Ability to communicate effectively both verbally and in writing.
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### **TOOLS AND EQUIPMENT USED**

GIS software, personal computer, surveying equipment, phone, scanner, copy machine, fax machine, 10-key calculator, measuring device and mobile/portable radio and other job-related technology.

### **PHYSICAL DEMANDS**

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The noise level in the work environment may vary from quiet to loud.

### **SELECTION GUIDELINES**

Formal application, rating of education, experience, interview process, references and background check; drug testing and job related tests may be required.

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**To:** Mayor and City Council  
**From:** Mark Desotell, Director of Administrative Services  
**Date:** March 16, 2022  
**Re:** Recommended Promotion by the Director of Administrative Services of the Assistant Building Inspector/Zoning Administrator to the Position of Building Inspector/Zoning Administrator Effective 6/5/22 based upon the Retirement Notification of the Current Department Head

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Roger Musolff, Building Inspector/Zoning Administrator (BI/ZA), provided his retirement notification to become effective on 6/11/22. Succession planning for this retirement has been an ongoing internal effort and consisted of the training of Beth McCarthy, Assistant Building Inspector/Zoning Administrator, in the appropriate UDC codes and inspections.

It is my recommendation to promote Beth McCarthy as the City's next BI/ZA at a Pay Grade 10 effective with the payroll beginning June 12, 2022 as based upon the following parameters:

- Effective June 12, 2022
  - Pay Grade 10/6-month Step      \$62,263.29 annually
- Effective the 1<sup>st</sup> payroll of 2023
  - Pay Grade 10/Step 1                      \$63,942.79 annually

Thereafter, future pay steps would proceed according to the City's exempt employee Pay Matrix compensation table and would include any annual COLA adjustments unless otherwise altered by Committee/Council action.

Your consideration of this recommendation is appreciated and if confirmed will allow for an internal posting for the resulting open position of Assistant BI/ZA. If an internal candidate is found then additional postings for the next vacated position would occur or outside candidates would eventually be sought as needed.



**To:** Mayor and City Council  
**From:** Mark Desotell, Director of Administrative Services  
**Date:** March 16, 2022  
**Re:** Updates to the Fire Chief Job Description in Conjunction with the Announced Reorganization of the Police & Fire Creating Independent Departments

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With the announced retirement of the Public Safety Director scheduled for May 10, 2022 it was an opportunity to reorganize each Department providing independent operations. We asked staff to review the existing job description and to recommend any appropriate updates. Those updates are shown in “red” on the attached document followed by a “clean” version of the document with the proposed changes being accepted.

It is my recommendation to adjust Fire Chief Petroskey’s Pay Grade/Step as soon as possible to coincide with Council’s approval of the proposed changes in the job description but no later than the nearest pay period for the anticipated May 10<sup>th</sup> retirement date of the Public Safety Director.

## POSITION DESCRIPTION

Position Title: Fire Chief  
 Department: Fire Department  
 Date: 10/10/2011 3/9/22

Pay Grade: 4213  
 FLSA Status: Exempt  
 Position Status: Regular Full Time

### **GENERAL PURPOSE**

The Fire Chief performs a variety of complex administrative, supervisory and professional safety assistance work while planning, coordinating and directing the activities of the Fire Department.

This position is responsible for the administration of the Fire Department and Ambulance operations including a variety of technical work for the planning, staffing, budgeting, organizing and implementation of services. Duties and responsibilities shall include directing, coordinating and expediting the effective performance of all employees in the Fire Department.

### **SUPERVISION RECEIVED**

This position reports directly to the Director of Administrative Services and is subject to the statutory authority reserved to the Mayor, City Council and Police & Fire Commission.

~~The Fire Chief works under the general guidance and direction of the Police and Fire Commission, and/or Common Council Committee.~~

### **SUPERVISION EXERCISED**

Exercises command over the Fire Department including the direct supervision of the Assistant Fire Chief  
~~Supervises subordinate Fire Department staff directly, and through subordinate officers is responsible for the day-to-day operations and related work.~~

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Direct the planning, coordination, supervision and evaluation of Fire, Rescue, and EMS operations, and makes decisions regarding major changes in procedures and organization.
- Establishes guidelines and procedures for Fire and EMS in order to implement directives
- Creates internal guidelines, develops organizational protocols and implements changes
- Approves and implements recommendations of subordinate officers
- Implements Fire and EMS programs in order to better carry out policies and goals including those set forth in the City's Affirmative Action Plan
- Reviews departmental performance and effectiveness; formulates programs or guidelines to alleviate deficiencies, and administers Post Incident Reviews (PIR).
- Coordinates the preparation and presentation of an annual budget for Fire and EMS; directs the implementation of the budget
- Develops specifications for new/replaced equipment, supplies and station improvements
- Responds to alarms as needed and directs activities at the scene of major emergencies or delegates responsibility
- Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances; approves variance to code authorizations
- Directs in-service training activities, develops and improves methods and techniques of firefighting, fire prevention and emergency medical services.
- ~~Manages physical facilities and equipment.~~

- ~~Provides staff supervision for the Police and Fire Commission, and participates in~~Initiates employee recruitment, testing and hiring practices in conjunction with the City's Human Resource Department; ~~develops promotional guidelines; participates in City wide recruitments.~~
- Assures growth and development training for the Command Staff and provides employee counseling in the areas of professional and personal growth/problem solving.
- Tracks, controls and documents the expenditure of departmental appropriations.
- Participates in labor negotiations, handles grievances and maintains departmental discipline
- Prepares and submits monthly reports to the City Council regarding the departments' activities and prepares a variety of other reports as appropriate
- Plans department operational practices with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
- ~~Determines~~ Recommends staffing service levels and budgetary ~~impacts needs~~ for future considerations. ~~Plans, approves, and implements new programs and service levels.~~
- ~~Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.~~
- Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the departments' activities.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge and experience in administering a Fire Department, including the ability to budget, a knowledge of finance, planning, labor relations, human resources management and program and policy formation
- Thorough knowledge of modern fire administration and management, suppression and prevention, emergency medical services principles, procedures, techniques, and equipment; working knowledge of emergency medical care and techniques; considerable knowledge of applicable laws, ordinances, departmental standard operating guidelines and regulations
- Ability to perform critical functions and supervise fire administrators and subordinates
- Ability to counsel, mediate and provide supervision; ability to persuade, convince, and train others; ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations
- Ability to plan, layout and delegate work, develop proper training and instructional procedures for all employees, and to maintain a high level of discipline and morals
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria and standards; ability to compare, count, differentiate, measure and sort data, as well as assemble, copy and record and transcribe data and information; ability to classify, compute, tabulate and interpret data/statistical reports
- Ability to utilize, retain and oversee a variety of advisory data and information such as incident reports, employee performance evaluations, photos, technical operating manuals, computer software operating manuals, municipal code, equipment service manuals, statutes, procedures, guidelines and non-routine correspondence

- Ability to analyze operational and administrative procedures and problems, to evaluate and balance community needs and expectations as to Fire Department activities and to modify organizational procedures to meet changing conditions
- Ability to establish and maintain effective working relationships with other municipal officials, state and federal authorities, civic leaders and the general public
- Ability to provide effective leadership for and maintain harmonious relationships
- Ability to prepare and present effectively oral and written informative material related to the activities of the Fire Department
- Considerable knowledge and experience in administering a Fire Department, including the ability to budget, a knowledge of finance, planning, labor relations, human resources management and program and policy formation
- Ability to plan, layout and delegate work, develop proper training and instructional procedures for all employees, and to maintain a high level of discipline and morals
- Ability to analyze operational and administrative procedures and problems, to evaluate and balance community needs and expectations as to Fire Department activities and to modify organizational procedures to meet changing conditions
- Ability to establish and maintain effective working relationships with other municipal officials, state and federal authorities, civic leaders and the general public
- Ability to provide effective leadership for and maintain harmonious relationships with supervisors, peers, subordinates and the general public
- Ability to prepare and present effectively oral and written informative material related to the activities of the Fire Department
- Knowledge of modern Fire & EMS principles, procedures, techniques, and equipment
- Considerable knowledge of applicable laws, ordinances and department rules/regulations
- Extensive knowledge of the city's geography
- Ability to perform work requiring good physical condition
- Ability to exercise sound judgment in evaluating situations and in making decisions and to react appropriately in emergency situations
- Ability to comprehend/interpret a variety of technical and industry-specific documents
- Ability to use and interpret legal terminology, statutes, codes, ordinances, rules, regulations, policy and procedure manuals, labor contracts and employee handbooks
- Ability to communicate orally and in writing with Department personnel, other agency personnel, employees, civic groups, students, attorneys, doctors, consultants, training personnel, physicians, news media representatives and the general public, and the ability to clearly convey assignments, orders and instructions both orally and in writing
- Ability to prepare a variety of documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style
- Ability to exercise judgment, decisiveness and creativity required in stressful, life threatening and dangerous situations involving evaluation of information against sensory and judgmental criteria
- Ability to use functional reasoning to perform diversified Fire/EMS work and effect functions such as supervising/managing, leading/teaching & directing/controlling
- Ability to handle complex oral and written instructions to create desired end result

- Ability to analyze the effectiveness of the department

### **PERIPHERAL DUTIES**

- Attends City Council and Department Head meetings; serves on various staff meetings
- Attends conferences and meetings to keep abreast of current trends in the field; represents the Department in a variety of local, county, state and other meetings
- Participates in International, State of Wisconsin, and local fire service organizations
- Performs the duties of command personnel as needed
- Performs other duties as assigned

### **DESIRED MINIMUM QUALIFICATIONS REQUIRED EXPERIENCE, CERTIFICATIONS, LICENSES AND TRAINING:**

#### **Education & Experience**

- High School diploma or equivalent with a Bachelor's degree in fire protection, fire administration, public administration or a closely related field.
- Ten (10) ~~Six (6)~~ years of progressively increasing responsibility for a recognized full-time fire and or emergency medical response department and a demonstrated ability to effectively supervise subordinate employees and administration of a department.
- Completion of the Wisconsin Firefighter I, II certification programs and a minimum of an EMT certification (Critical Care Paramedic preferred)
- Advanced management training or certifications preferred as well as experience in instruction or teaching.
- An equivalent combination of education and experience

#### **Mandatory Special Requirements**

- Must possess, or be able to obtain by the time of hire, a valid Wisconsin Driver's License without record of suspension or revocation in any state
- Ability to meet the department's physical standards

### **TOOLS AND EQUIPMENT USED**

Cardiac monitor/defibrillator, IV pump, chest compression system, video laryngoscope, ventilator, power cot, stair chair suction devices, ambulance, platform truck, fire engine, rescue truck, SCBA and any other tools and equipment available for use by the Antigo Fire Department. Personal computer (Microsoft Word and Excel software), 10-key calculator, telephone, copy and fax machines

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

#### **Physical Demands**

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. Hand-eye coordination is necessary to operate computers and various types of equipment. The employee is occasionally required to stand; walk; run; use hands to find, handle, feel, or operate objects, tools, or controls; reach with hands and arms; climb, balance, stoop, kneel, crouch or

crawl; taste or smell. The employee may occasionally be required to run or walk over rough terrain while fighting fires or treating patients at the scene.

The employee must occasionally lift and/or move more than 100 pounds and frequently lift and/or move up to 50 pounds including the maneuvering of patients. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Ability to maintain mental and physical condition appropriate to the performance of assigned duties and responsibilities which may include maneuvering of patients, moving equipment and injured or deceased persons, climbing stairs and ladders while performing life-saving rescue procedures for extended periods of time.

### **Work Environment**

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with medicines. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration

The noise level in the work environment is usually moderate

Universal precautions are used with all blood and body fluid

- ~~Ability to maintain mental and physical condition appropriate to the performance of assigned duties and responsibilities which may include effecting arrests, subduing resisting individuals, chasing fleeing subjects, running, jumping, walking, crouching or crawling during emergency operations, moving equipment and injured or deceased persons, climbing stairs and ladders, performing life-saving and rescue procedures, and walking, standing or sitting for extended periods of time.~~
- ~~Ability to operate a variety of equipment such as, but not limited to, emergency medical services unit and equipment, fire suppression equipment, and communication equipment including personal computer.~~
- ~~Ability to attend and react appropriately in emergency situations.~~
- ~~Ability to perceive and discriminate colors and sounds.~~

### **Environment Adaptability**

- ~~Work is performed outdoors in all forms of weather and in an office environment.~~
- ~~Requires the ability to perform in dangerous situations under high levels of stress.~~

~~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.~~

~~The City of Antigo is an Equal Opportunity Employer. In compliance with state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. 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. This work environment has a moderate noise level.~~

~~Prepared by: Office of the Director of Administrative Services, October \_\_, 2011~~

~~Approved by City Council: November \_\_, 2011~~

~~Date received by employee performing duties of the Fire Chief \_\_\_\_, 20\_\_.~~

## POSITION DESCRIPTION

Position Title: Fire Chief  
 Department: Fire Department  
 Date: 3/9/22

Pay Grade: 13  
 FLSA Status: Exempt  
 Position Status: Regular Full Time

### **GENERAL PURPOSE**

The Fire Chief performs a variety of complex administrative, supervisory and professional safety assistance work while planning, coordinating and directing the activities of the Fire Department

This position is responsible for the administration of the Fire Department and Ambulance operations including a variety of technical work for the planning, staffing, budgeting, organizing and implementation of services. Duties and responsibilities shall include directing, coordinating and expediting the effective performance of all employees in the Fire Department

### **SUPERVISION RECEIVED**

This position reports directly to the Director of Administrative Services and is subject to the statutory authority reserved to the Mayor, City Council and Police & Fire Commission

### **SUPERVISION EXERCISED**

Exercises command over the Fire Department including the direct supervision of the Assistant Fire Chief

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Direct the planning, coordination, supervision and evaluation of Fire, Rescue, and EMS operations and makes decisions regarding major changes in procedures and organization
- Establishes guidelines and procedures for Fire and EMS in order to implement directives
- Creates internal guidelines, develops organizational protocols and implements changes
- Approves and implements recommendations of subordinate officers
- Implements Fire and EMS programs in order to better carry out policies and goals
- Reviews departmental performance and effectiveness; formulates programs or guidelines to alleviate deficiencies, and administers Post Incident Reviews (PIR).
- Coordinates the preparation and presentation of an annual budget for Fire and EMS; directs the implementation of the budget
- Develops specifications for new/replaced equipment, supplies and station improvements
- Responds to alarms as needed and directs activities at the scene of major emergencies or delegates responsibility
- Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances; approves variance to code authorizations
- Directs in-service training activities, develops and improves methods and techniques of firefighting, fire prevention and emergency medical services
- Initiates employee recruitment/testing/hiring practices with the Human Resource Department
- Assures growth and development training for the Command Staff and provides employee counseling in the areas of professional and personal growth/problem solving.
- Tracks, controls and documents the expenditure of departmental appropriations.
- Participates in labor negotiations, handles grievances and maintains departmental discipline
- Prepares and submits monthly reports to the City Council regarding the departments' activities and prepares a variety of other reports as appropriate
- Plans department operational practices with respect to equipment, apparatus, and personnel; supervises the implementation of such plans
- Recommends staffing service levels and budgetary impacts for future considerations
- Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the departments' activities

**PERIPHERAL DUTIES**

- Attends City Council and Department Head meetings; serves on various staff meetings
- Attends conferences and meetings to keep abreast of current trends in the field; represents the Department in a variety of local, county, state and other meetings
- Participates in International, State of Wisconsin, and local fire service organizations
- Performs the duties of command personnel as needed
- Performs other duties as assigned

**DESIRED MINIMUM QUALIFICATIONS:*****Education & Experience***

- A. High School diploma or equivalent with a Bachelor's degree in fire protection, fire administration, public administration or a closely related field.
- B. Ten (10) years of progressively increasing responsibility for a recognized full-time fire and or emergency medical response department and a demonstrated ability to effectively supervise subordinate employees and administration of a department.
- C. Completion of the Wisconsin Firefighter I, II certification programs and a minimum of an EMT certification (Critical Care Paramedic preferred)
- D. Advanced management training or certifications preferred as well as experience in instruction or teaching.
- E. An equivalent combination of education and experience

***Mandatory Special Requirements***

- A. Must possess, or be able to obtain by the time of hire, a valid Wisconsin Driver's License without record of suspension or revocation in any state
- B. Ability to meet the department's physical standards

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge and experience in administering a Fire Department, including the ability to budget, a knowledge of finance, planning, labor relations, human resources management and program and policy formation
- Thorough knowledge of modern fire administration and management, suppression and prevention, emergency medical services principles, procedures, techniques, and equipment; working knowledge of emergency medical care and techniques; considerable knowledge of applicable laws, ordinances, departmental standard operating guidelines and regulations
- Ability to perform critical functions and supervise fire administrators and subordinates
- Ability to counsel/mediate/provide supervision; ability to persuade/convince/train others; ability to advise/provide interpretation regarding the application of policies/procedures/standards
- Ability to plan, layout and delegate work, develop proper training and instructional procedures for all employees, and to maintain a high level of discipline and morals
- Ability to provide effective leadership for and maintain harmonious relationships
- Ability to analyze/categorize data/ in order to determine the relationship to established criteria; able to compare/count/differentiate/measure/sort data, as well as assemble/copy/record/transcribe data and information; ability to classify, compute, tabulate and interpret data/statistical reports
- Ability to utilize, retain and oversee a variety of advisory data and information such as incident reports, employee performance evaluations, photos, technical operating manuals, computer software operating manuals, municipal code, equipment service manuals, statutes, procedures, guidelines and non-routine correspondence
- Ability to analyze operational and administrative procedures and problems, to evaluate and balance community needs and expectations as to Fire Department activities and to modify organizational procedures to meet changing conditions

- Ability to establish and maintain effective working relationships with other municipal officials, state and federal authorities, civic leaders and the general public
- Ability to prepare and present effectively oral and written informative material
- Considerable knowledge and experience in administering a Fire Department, including the ability to budget, a knowledge of finance, planning, labor relations, human resources management and program and policy formation
- Ability to plan, layout and delegate work, develop proper training and instructional procedures for all employees, and to maintain a high level of discipline and morals
- Ability to analyze operational and administrative procedures and problems, to evaluate and balance community needs and expectations as to Fire Department activities and to modify organizational procedures to meet changing conditions
- Ability to establish and maintain effective working relationships with other municipal officials, state and federal authorities, civic leaders and the general public
- Ability to provide effective leadership for and maintain harmonious relationships with supervisors, peers, subordinates and the general public
- Ability to prepare and present effectively oral and written informative material
- Knowledge of modern Fire & EMS principles, procedures, techniques, and equipment
- Considerable knowledge of applicable laws, ordinances and department rules/regulations
- Extensive knowledge of the city's geography
- Ability to perform work requiring good physical condition
- Ability to exercise sound judgment in evaluating situations and in making decisions and to react appropriately in emergency situations
- Ability to comprehend/interpret a variety of technical and industry-specific documents
- Ability to use and interpret legal terminology, statutes, codes, ordinances, rules, regulations, policy and procedure manuals, labor contracts and employee handbooks
- Ability to communicate orally and in writing with Department personnel, other agency personnel, employees, civic groups, students, attorneys, doctors, consultants, training personnel, physicians, news media representatives and the general public, and the ability to clearly convey assignments, orders and instructions both orally and in writing
- Ability to prepare a variety of documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style
- Ability to exercise judgment, decisiveness and creativity required in stressful, life threatening and dangerous situations involving evaluation of information against sensory and judgmental criteria
- Ability to use functional reasoning to perform diversified Fire/EMS work and effect functions such as supervising/managing, leading/teaching & directing/controlling
- Ability to handle complex oral and written instructions to create desired end result
- Ability to analyze the effectiveness of the department

### **TOOLS AND EQUIPMENT USED**

Cardiac monitor/defibrillator, IV pump, chest compression system, video laryngoscope, ventilator, power cot, stair chair suction devices, ambulance, platform truck, fire engine, rescue truck, SCBA and any other tools and equipment available for use by the Antigo Fire Department. Personal computer (Microsoft Word and Excel software), 10-key calculator, telephone, copy and fax machines

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

### ***Physical Demands***

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. Hand-eye coordination is necessary to operate computers and various types of equipment. The employee is occasionally required to stand; walk; run; use hands to find, handle, feel, or operate objects, tools, or controls; reach with hands and arms; climb, balance, stoop, kneel, crouch or crawl; taste or smell. The employee may occasionally be required to run or walk over rough terrain while fighting fires or treating patients at the scene.

The employee must occasionally lift and/or move more than 100 pounds and frequently lift and/or move up to 50 pounds including the maneuvering of patients. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Ability to maintain mental and physical condition appropriate to the performance of assigned duties and responsibilities which may include maneuvering of patients, moving equipment and injured or deceased persons, climbing stairs and ladders while performing life-saving rescue procedures for extended periods of time.

### ***Work Environment***

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with medicines. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration

The noise level in the work environment is usually moderate

Universal precautions are used with all blood and body fluid

## **SELECTION GUIDELINES**

Selection is through the Fire Chief with the approval of the Police and Fire Commission. Determination of hire includes rating of education and experience; may include written test, oral interview, reference checks, psychological examination and other job related tests.

Formal application, rating of education, experience, interview process, references and background check; drug testing and job related tests may be required.

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.

This 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.



**To:** Mayor and City Council  
**From:** Mark Desotell, Director of Administrative Services  
**Date:** March 16, 2022  
**Re:** Creation of an Assistant Fire Chief Job Description in Conjunction with the  
Announced Reorganization of the Police & Fire Creating Independent Departments

---

With the announced retirement of the Public Safety Director scheduled for May 10, 2022 it was an opportunity to reorganize each Department providing independent operations. We asked staff to create an Assistant Fire Chief job description; that newly developed document is attached for your consideration.

Once the new job description is adopted by Council, I expect that the Fire Chief will solicit interested internal candidates, conduct interviews and prepare a recommendation for the Police & Fire Commission's approval to coincide with the pay period transition nearest the May 10<sup>th</sup> retirement date of the Public Safety Director.

## Position Description

Class Title: Assistant Fire Chief  
 Department: Fire Department  
 Date: 4/13/22

Pay Grade: 11  
 FLSA Status: Exempt  
 Position Status: Regular Full-Time

### **GENERAL PURPOSE**

This position performs a variety of complex administrative, supervisory and professional assistance work in planning, coordinating and directing the activities of the Fire and Ambulance operations; normally assigned to a forty (40) hour weekday work schedule.

Directs a variety of technical work in the implementation of fire suppression, rescue, emergency medical care, hazardous materials, and fire prevention activities. Develops, recommends and enforces department rules/regulations, standard operating guidelines (SOG's), policies/procedures and EMS protocols. Participates in the formulation, determination and implementation of management policy, and possesses effective authority to commit Fire Department/EMS resources.

### **SUPERVISION RECEIVED**

Works under the guidance and supervision of the Fire Chief; receives broad policy guidance from the Director of Administrative Services, Mayor, Common Council and the Police & Fire Commission.

### **SUPERVISION EXERCISED**

Supervises the position of Fire Lieutenant directly and indirectly supervises all Fire Fighter and EMS staff through subordinate officers. Shall undertake the duties of the Fire Chief during absences or as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Sets goals, objectives and guidelines for various aspects of Emergency Medical Services (EMS), Fire Suppression, Fire Prevention, and other related department programs
- Develops, coordinates and supervises the EMS program, fire suppression, fire investigation, fire prevention and other related department training programs
- Prepares procedures, directives, and evaluation of program, interprets data generated from EMS, fire suppression, fire investigation, fire prevention and other related department programs
- Develops reports for the Department of Health EMS Division, Medical Director, Department of Safety and Professional Services, State of Wisconsin, Fire Chief, Police and Fire Commission, Mayor, City Council and Director of Administrative Services
- Assists the Fire Chief in the development of and monitoring of the EMS, fire suppression, fire investigation, fire prevention, hazardous materials, maintenance, and training budgets
- Responds to major emergencies and multi-alarm operations to provide direction and/or support as required under the incident command system
- Requires working knowledge of NFPA codes, DSPS 330 & 332, ISO audits and 2% Dues audits.
- Maintain working knowledge of various types of apparatus and equipment used
- Investigates and answers complaints concerning; EMS, fire suppression, fire investigation, fire prevention, hazardous materials and maintenance
- Attends conferences and meetings to keep abreast of current trends in the field
- Represents the Fire/EMS department in a variety of local, county, regional, state, and other meetings.
- Reviews department reports for content and completion
- In-depth knowledge of software programs to include EMS, fire, inspection, training & pre-planning
- Coordinates the scheduling of department personnel to ensure adequate staffing levels are maintained; approves vacation and compensation time-off requests
- Conducts periodic meetings with Committees as needed or assigned
- Interacts with staff in a manner that promotes effective working relationships and enhances

- effectiveness of the Department service delivery system
- Complies with safety requirements and actively promotes safe work practices
- Assures compliance with bargaining agreement, department rules/regulations, policies/procedures, standard operating guidelines (SOG's) and EMS Protocols
- Administers department discipline procedures and recommends promotions and shift transfers.
- Oversees the record maintenance of the EMS, fire suppression, fire investigation, fire prevention, hazardous materials and training programs. This includes, but is not limited to; EMS billing, EMS supplies, EMS State Inspection of Ambulances, State of Wisconsin NIFRS Reports, Fire Investigation Reports, Fire Prevention Reports, Hazardous Material Reports, Maintenance and Training Reports
- Works with the Fire Chief, State Fire Marshal, Building Inspectors, Public Works Director and other related agencies on issues involving the fire department mission
- Works with the various committees within the department to develop and deploy weekly/monthly trainings consistently across all three crews/shifts
- Assists Fire Chief to develop short/long-term goal planning as part of strategic planning process
- Assists with large event planning/coverage in our response area
- Works with other city/county departments to review existing emergency management (disaster) procedures. Works with city departments to create risk management policies and procedures
- Works with Langlade County MABAS Division 147 to keep all box cards up-to-date

### **PERIPHERAL DUTIES**

- Performs the duties of subordinate personnel as required
- Exchanges information with officers in other fire departments.
- Maintains contact with the general public, department officers and other City officials in the performance of fire department activities
- Performs other duties as assigned

### **DESIRED MINIMUM QUALIFICATIONS**

#### ***Education & Experience***

- High School diploma or equivalent with an Associate's degree in fire protection, fire administration, public administration or a closely related field
- Minimum seven (7) years' experience as a full-time firefighter
- An equivalent combination of education and experience

#### ***Mandatory Special Requirements***

- Must possess, or be able to obtain by the time of hire, a valid Wisconsin Driver's License without record of suspension or revocation in any state
- Ability to meet the department's physical standards
- Wisconsin Certification in:
  - Fire Fighter I & II
  - Fire Inspector
  - Driver Operator Pumper & Aerial
  - Fire Officer I & II
  - Emergency Services Instructor I (or ability to obtain within 1 year of employment)
- ICS 400
- National Fire Academy Incident Safety Officer
- ACLS, PALS & BLS instructor status (or ability to obtain within 1 year of employment)
- Certification in EMS to the highest level of licensure of the Antigo Fire Department from the State of Wisconsin Division of Health (or ability to obtain within 1 year of employment)

#### ***Other Recommended Training***

- National Fire Academy, Executive Fire Officer Program
- Wisconsin Certification in:
  - Emergency Services Instructor II (or ability to obtain within 1 year of employment)
- CVMIC Certificate in Supervision

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Extensive knowledge of modern EMS, fire suppression, hazardous materials, fire prevention,

- fire investigation, fire inspection, training principles, procedures, techniques, and equipment
- Considerable knowledge of applicable laws, ordinances, departmental standard operating guidelines, regulations, policies and procedures, labor contracts
- Ability to exercise sound judgment in evaluating situations and in making decisions and to react appropriately in emergency situations
- Knowledge of community relations and public education
- Good oral and written communications skills and advanced knowledge of supervisory skills utilized in planning, organization, staffing and controlling
- Ability to counsel/mediate/provide supervision; ability to persuade/convince/train others; ability to advise/provide interpretation regarding the application of policies/procedures/standards to situations
- Ability to perform critical functions and supervise subordinates
- Ability to plan, layout and delegate work, develop proper training and instructional procedures for all employees, and to maintain a high level of discipline and morals
- Ability to comprehend/interpret a variety of technical and industry-specific documents
- Ability to perform work requiring good physical condition
- Ability to communicate effectively in written and oral form
- Ability to motivate personnel to work in a safe manner
- Ability to effectively direct fire ground operations as an Incident Commander (IC)
- Ability to exercise good judgement in evaluating situations and in making decisions
- Ability to effectively give and receive verbal and written instructions
- Ability to establish and maintain effective working relationships with other employees, supervisors, and the public
- Extensive knowledge of City & County geography
- Knowledgeable with the Tactical Emergency Medical Support (TEMS) protocols & guidelines
- Knowledgeable with the Wisconsin Taskforce 1 (WI TF-1) agreement to assist with decisions on staffing for deployments and required trainings

### **TOOLS & EQUIPMENT USED**

Cardiac monitor/defibrillator, IV pump, chest compression system, video laryngoscope, ventilator, power cot, stair chair, suction devices, ambulance, platform truck, fire engine, rescue truck, SCBA, extraction devices, hoses, nozzles, ladders, generators, radios and any other tools/equipment available for use by the Antigo Fire Department. Personal computer (Microsoft Word and Excel software), 10-key calculator, telephone, copy and fax machines

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

#### ***Physical Demands***

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. Hand-eye coordination is necessary to operate computers and various types of equipment. The employee is occasionally required to stand; walk; run; use hands to find, handle, feel, or operate objects, tools, or controls; reach with hands and arms; climb, balance, stoop, kneel, crouch or crawl; taste or smell. The employee may occasionally be required to run or walk over rough terrain while fighting fires or treating patients at the scene.

The employee must occasionally lift and/or move more than 100 pounds and frequently lift and/or move up to 50 pounds including the maneuvering of patients. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Ability to maintain mental and physical condition appropriate to the performance of assigned duties and responsibilities which may include maneuvering of patients, moving equipment and injured or deceased persons, climbing stairs and ladders while performing life-saving rescue procedures for extended periods of time.

#### ***Work Environment***

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with medicines. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration

The noise level in the work environment is usually moderate

Universal precautions are used with all blood and body fluid

### **SELECTION GUIDELINES**

Selection is through the Fire Chief with the approval of the Police and Fire Commission. Determination of hire includes rating of education and experience; may include written test, oral interview, reference checks, psychological examination and other job related tests.

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.

This 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.