

FIRE PROTECTION ENGINEER SUPERVISOR

Recruitment #1812-4046-001

List Type	Original
Requesting Department	DEPT OF NEIGHBORHOOD SRVCS
Open Date	12/19/2018 5:00:00 PM
Filing Deadline	1/11/2019 11:59:00 PM
HR Analyst	Marti Cargile

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INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

PURPOSE

Under the direction of the Building Construction Inspection Division Manager, the Fire Protection Engineer Supervisor develops, plans, and coordinates inspection and plan review services provided under the Fire Protection Section of the Department of Neighborhood Services (DNS) Construction Trades Division, including inspection of fire sprinkler systems, fire suppression systems, fire standpipe systems, and fire alarm systems (proposed), as well as plan review of fire protection and fire alarm systems.

ESSENTIAL FUNCTIONS

- Coordinate and supervise inspectional services for the DNS Fire Protection Section to ensure accurate and timely service delivery.
- Coordinate and supervise plan reviews performed by the Fire Protection Engineer to ensure timeliness and compliance with codes and standards.

- Make assignments, direct work in progress, and adjust inspection and plan review workloads as necessary. Monitor the workload of the Fire Protection Engineer, and provide assistance to lessen backlogs.
- Meet with staff periodically to review plans and projects to provide code interpretation and direction.
- Perform periodic performance reviews, and offer training and development opportunities for staff.
- Review permits, records, and other section documents for completeness, accuracy, and compliance with DNS policy.
- Identify improvements and changes needed in ordinances, policies, and code provisions, and draft suggested changes for review.
- Provide in-person and telephone assistance to customers.
- Represent DNS at governmental forums, community meetings, the Board of Standards and Appeals, and Municipal Court

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- The Fire Protection Engineer Supervisor must have the ability to lift and move up to 10 lbs. occasionally as well as work outdoors in variable weather and environmental conditions.

MINIMUM REQUIREMENTS

1. Bachelor's degree in fire protection engineering or a closely-related field from an accredited college or university.
2. Three years of experience in the fire protection engineering field.

Equivalent combinations of education and experience may be considered.

At time of application and throughout employment:

* One of the following:

- State of Wisconsin Department of Safety and Professional Services (DSPS) Designer of Engineering Systems-Fire Protection Credential, **OR**
- DSPS Designer of Engineering Systems-Electrical Credential, **OR**
- Wisconsin Registered Architect, **OR**
- Wisconsin Registered Professional Engineer, **OR**

- DSPS Automatic Fire Sprinkler Contractor License

* DSPS Commercial Building Inspector License.

* National Institute for Certification in Engineering Technologies (NICET)-Fire Alarm Systems, Level II **AND** NICET-Water-Based Systems Layout, Level II.

At the time of appointment and throughout employment:

* Valid driver's license and availability of a properly registered and insured vehicle for use on the job (*mileage reimbursement provided*).

Within one year of appointment and throughout employment:

* International Code Council (ICC)-Fire Plans Examiner.

* National Fire Protection Association (NFPA)-Certified Fire Plan Examiner (CFPE), **OR** NFPA-Certified Fire Protection Specialist (CFPS).

NOTE: License and credential type(s) and number(s) must be listed on the application.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- General knowledge of building and construction principles, techniques, and materials.
- Thorough knowledge of fire protection systems and life safety design.
- Ability to read and interpret work-related documents and blueprints.
- Knowledge of and ability to interpret the current City Code of Ordinances, the State of Wisconsin Commercial Building Code, the International Building Code, the International Fire Code, and the National Fire Protection Association (NFPA) standards.
- Knowledge of fundamentals of mathematics, geometry, algebra, physics, chemistry, hydraulics, fluid mechanics, heat transfer, and thermodynamics; knowledge of ethics and environmental psychology.
- Technical writing skills to be able to prepare well-crafted reports, correspondence, and presentations.
- Proficiency using various computer applications to conduct research, update databases, and issue orders.
- Supervisory skills, including the ability to plan and direct work, conduct performance reviews, and provide training in the area of fire protection and alarm systems.

- Oral communication and customer service skills to be able to clearly, accurately, and diplomatically convey the results of fire protection risk assessments to customers such as designers, architects, engineers, property owners, and tenants.
- Presentation skills to be able to represent the department positively before audiences large and small.
- Ability to establish and maintain effective working relationships with multilevel, multicultural City staff, elected officials, construction professionals, and the public.
- Analytical and problem-solving skills and the ability to make sound decisions independently.
- Ability to plan and organize work to meet project deadlines and maintain accurate, detailed records.
- Ability to be flexible, open to change, attentive to detail, and calm under pressure.
- Commitment to continuous improvement and professional development in the field of fire protection engineering.

CURRENT SALARY

The current salary range (Pay Range 1GX) for City of Milwaukee residents is \$66,435-\$93,010 annually, and the non-resident salary range is \$64,805-\$90,728. *Appointment will be made in accordance with the provisions of the salary ordinance.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/Benefits2019#.XBrIQE2ot6A>.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations and the Department of Neighborhood Services reserve the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **Friday, January 11, 2019**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

- Applications and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO 104

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.