



The Village of Harrison

Position Posting



Position Title: Community Risk Reduction Officer	
FLSA Classification: Full-Time Exempt	
Department: Public Safety	Location: Harrison, WI
Reports To: Fire Chief	Opening Date: 1/15/2025
Pay Grade: Pay Grade J - \$74,734	Closing Date: Until Filled

Village Information

Harrison is located on the scenic northeast shores of Lake Winnebago, incorporating a satisfying blend of urban and rural settings. It is located east of the City of Appleton and 28 miles southwest of the City of Green Bay. The Village of Harrison encompasses approximately 32 sq. miles and has a population of 15,090.

The Village is governed by a board consisting of a President and six Trustees elected for two-year terms. The Village Manager is appointed by the Village Board (by Charter Ordinance) for an indefinite term to serve as the Chief Administrative Officer of the Village.

The Village is seeking an experienced leader in emergency services, with the ability to lead and promote positive relations with other fire departments, agencies, and the public.

Position Summary

Under general supervision of the Fire Chief, the Community Risk Reduction Officer provides strategic, command level administration for the preparedness of community risk reduction activities. These activities include but are not limited to code enforcement, fire inspections, pre-plan review, along with the scheduling and delivery of public fire and life-safety education programs. Work involves interpreting and enforcing applicable state regulations with a focus on new and existing occupancy inspections, ensuring fire code compliance.

The Community Risk Reduction Officer performs a variety of technical, administrative, and supervisory duties in the planning, organizing, directing, and implementation of fire department services. Such work includes but is not limited to maintaining department policies while ensuring required recordkeeping is done accurately/efficiently to help prevent the loss of life and property.

In addition to primary responsibilities, the position requires an individual to act and respond in a manner consistent with front-line firefighters. This is not an office position. In addition to the

primary focus, the position requires a hands-on approach with daily checks, station duties, and response to both fire and EMS calls.

Required Knowledge, Skills, Expectations, and Attributes for Fire Officers

Fire officers are required to demonstrate higher knowledge and understanding of firefighting while maintaining those same responsibilities in their capacity as a leader. Officers are expected to assist with incident reporting, training, department policy, and supervision. Additionally, officers are expected to continue professional development through training and coursework.

The primary responsibility of an officer is to protect the public while maintaining the safety of the members they lead. When arriving on-scene, officers are expected to take charge of the situation, assess the dangers, and offer plans for scene management.

Employees designated as officers shall hold such positions based on:

- Ability to lead
- Mutual respect
- Experience in the discipline of emergency services
- Technical training
- Personal maturity
- Professionalism

Essential Duties and Responsibilities

Administrative

- Through the chain of command, the Community Risk Reduction Officer is responsible for the general direction, supervision, and coordination of fire inspections, code enforcement, pre-plans, and the delivery of public fire and life safety education programs.
- Manage resources to ensure compliance with local, state, and federal statutes, regulations, ordinances, laws, and standards.
- Ensure the annual fire inspection reports are completed and submitted in a timely manner.
- Manage compliance with the Wisconsin Department of Safety & Professional Services Chapter 330, Fire Department Safety and Health Standards.
- Prepares and submits monthly inspection reports to the Fire Chief.
- Attend department meetings.
- Coordinate and attend community functions.
- Assess and respond to citizen inquiries in a timely, courteous, and effective manner.
- Burning permit oversight.

Emergency Operations

- Respond to alarms, administer initial emergency care when necessary, and direct activities on emergency scenes.
- Use the National Incident Management System (NIMS), Emergency Operations planning and command standards.
- Inspect property for fire dangers and damage.
- Oversee all firefighting operations and fire prevention procedures including, but not limited to, disaster relief and prevention, hazardous materials, safety and risk management.
- Supervise the development and enforcement of regulatory ordinances and codes regarding fire prevention and community safety.

Ancillary Duties

- Promote positive relations with other fire departments, associated agencies, and the public.
- Attend professional, trade, and community meetings, training, and events to keep abreast of current events within the fire service and within the communities.
- Recommend training topics and conduct department staff training in areas of safety, health, wellness, community risk reduction.
- Mentor staff to promote career and personnel development.
- Perform related duties, as needed, to meet the needs of the fire department.
- Ensure apparatus is always in good working order.

Duties as Required by Wisconsin State Statutes

- Coordination/implantation of annual fire inspections.
- Annual state fire inspection reports.
- 2% dues compliance certification.
- Violation enforcement.
- Public education.
- NFIRS/NERIS reporting.

Minimum Job Qualifications

- High school graduate.
- 18 years of age.
- Valid state driver's license.
- WI Firefighter I state certification.
- WI Firefighter II state certification.
- WI Driver/Operator state certification.

- WI Fire Officer state certification.
- Minimum five (5) years of firefighting, safety, and risk management experience.
- Have a working knowledge of federal, state, and local laws and ordinances pertaining to fire and EMS services.
- Ability to operate emergency apparatus and equipment, with knowledge of safety policies, regulations, as well as applicable federal, state, and local laws.
- Knowledge of fire prevention, suppression, investigation methods, practices and procedures with the ability to apply such knowledge and procedures to specific situations in a calm manner.
- Able to pass physical, psychological, and medical testing, including drug and alcohol testing, as requested.
- Ability to communicate effectively orally and in writing.
- Knowledgeable in the use of computers and department software applications.

Ideal Candidate Qualifications

- Fire Inspector I certification
- EMT National Registry Certification
- Fire Officer experience
- The Village is willing to work with candidates who demonstrate the ability to obtain advanced certifications within 1 year of hire.

Physical Requirements and Working Conditions

Due to the nature of firefighting and emergency services work, an employee in this position will be exposed to potential hazards such as extreme heat, smoke, unstable structures, live electrical lines, toxic gases, and bloodborne pathogens. Therefore, the employee is required to use protective clothing and equipment and must have the ability to pass a medical examination. The physical demands of this job also call for above average endurance and conditioning. Duties may include strenuous activities under adverse environmental conditions over extended periods of time. Requirements include running, climbing stairs with a heavy load, jumping, twisting, bending, and lifting more than 50 lbs. The pace of the work is determined by the emergency incident.

In conjunction with physical requirements, the Community Risk Reduction Officer will be expected to work a diversified time schedule, including extended hour shifts. Flexibility is key to the nature of working in a successful paid-on-call department. Most meetings/trainings occur during the evening hours, while emergency calls are random in nature. For genuine connections and leadership to occur, officers are expected to be a visible example of active participation.

Application Submittal

Submit your resume and cover letter highlighting experience to:

Human Resources

Village of Harrison

W5298 State Road 114

Menasha, WI 54952

Or email to: Humanresources@harrison-wi.org

Position open until filled.