

Mark Deaver  
Fire Chief

Kenneth Voss  
Deputy Fire Chief



Fire/EMS Department  
(Non Emergency)  
715-345-5310

(Emergency) **911**

**VILLAGE OF PLOVER**  
2400 POST ROAD, PO Box 37  
PLOVER, WISCONSIN 54467  
[www.ploverwi.gov](http://www.ploverwi.gov)

Dear Fire/EMS Department Applicant

On behalf of the Village of Plover Fire/EMS Department, I would like to thank you for your interest in our Department. The Village of Plover Fire/EMS Department is a combination department made up of a full-time Fire Chief position, full-time Deputy Fire Chief position, two (2) Full-time Building Inspectors and forty-nine (49) paid-on-call (POC) firefighter and emergency medical technician personnel.

As an applicant for the Village of Plover Fire/EMS Department, you will be required to complete the application form attached. You will be asked to **provide copies of all pertinent licenses and training certificates**. Upon submission, your application will be reviewed by the Department Personnel Committee. If successful, you will then be invited to participate in an oral interview process. If successful, you may then be offered employment with the Department, contingent upon your successfully completion of; pre-employment occupational health screening physical, physical ability testing, drug screening, and background investigation.

The Village of Plover Fire/EMS Department requires that all prospective candidates for employment meet the following minimum qualifications:

- possess a valid Wisconsin driver's license;
- no felony convictions;
- no theft convictions;
- no drug related convictions;
- not on probation

Any misleading representations on the application or during the interview process by the candidate will result in immediate elimination of the candidate from the hiring process.

Thank you for considering employment with the Village of Plover Fire/EMS Department. We look forward to the possibility of your becoming a part of our Team.

*Respectfully,*

*Mark Deaver, Fire Chief*  
*Village of Plover*



## **BUILDING INSPECTOR/FIRE DEPARTMENT POSITION**

The Village of Plover Fire Department (PFD) is taking applications for a fulltime Building Inspector/Firefighter position. PFD will be hiring one Building Inspector/Firefighter to fill a current vacant fulltime position. The PFD is seeking applicants that possess one or more of the following Wisconsin State Certifications;

### **UDC Building Inspection, Fire Inspector I, Firefighter II**

Plover is a growing community with over \$31 million of new commercial and residential development in 2015 and over 290 fire calls. The successful candidate will have a maximum of one year to obtain all UDC Building Inspection certifications and Fire Inspector I Certification.

Applicants must also have a minimum five (5) years experience with Building Inspection and/or fire service, knowledge of principles and practices of fire prevention, firefighting, and/or a combination of experience and education. Applicants must possess a valid Wisconsin Vehicle Operators License. Appointee shall be subject to completion of a one (1) year probationary period.

### **Salary dependent on qualifications**

**Applications are available at the Plover Fire/EMS Department 2400 Post Rd. or by visiting [www.ploverwi.gov](http://www.ploverwi.gov). 715-345-5310**

**All applicants shall submit the following information with application;**

**Village of Plover Application Form  
Cover Letter  
Formal Resume  
Copies of State Certifications**

### **SELECTION PROCESS**

**Application Submittal  
Oral Interview of selected candidates  
Background Check**

**Interested applicants should be highly motivated, energetic and community orientated individuals willing to participate in a combination department responsible for building inspection, fire inspection, exceptional communication skills and public education.**

All applications shall be marked **BUILDING INSPECTOR/FIRE DEPARTMENT POSITION** and returned to the department no later than: **3:00 p.m., Friday May 13, 2016.**

## POSITION DESCRIPTION

**Class Title:** Building Inspector/Firefighter  
**Department:** Village of Plover Fire/EMS  
**Date:** April 11, 2016

### **JOB SUMMARY:**

Building Inspector/Firefighter is responsible for providing required code enforcement functions (administrative, inspection and enforcement activity) to meet requirements of the Wisconsin Department of Safety & Professional Services for “Certified Municipality”, pursuant to § 101.12 (3)(b), Stats., for “public building and place of employment”, building construction/HVAC only, and § 101.65 (1), Stats., for “one and two-family dwellings.” Acquire and maintain, through continuing education/renewal, required building inspection certifications. The Building Inspector/Firefighter is additionally responsible for assisting the department with fire suppression, fire inspection, public education and other related duties as assigned.

### **DISTINGUISHING FEATURES OF THE POSITION:**

This is responsible, technical work involving responsibility for review of plans, issuance of building permits and subsequent inspection. Provides information and oversees the enforcing of building codes and ordinances. Independent and discretionary decision-making is required. Difficult enforcement problems are referred to or reviewed with the Fire Chief, Community Development Manager, Police Chief or State Inspector. The work is performed outside of the office on many occasions as on-site inspections are required. The position involves contact with individuals and groups to provide advice and to enforce statutory and Village laws and regulations. The work is performed in accordance with accepted building inspection practices and procedures under the supervision of the Fire Chief.

### **CHARACTERISTIC WORK OF THE POSITION:**

- A) DEFINITION: This work is performed at a professional level in the fields of building inspection, firefighting, public safety and public education.
- B) NATURE: Under the supervision of the Fire Chief and/or Deputy Fire Chief, the Building/firefighter shall perform such duties and activities as may be required by Department rules and regulations, policies and procedures, State/Federal regulations and other directives.

### **DUTIES AND RESPONSIBILITIES:**

- A) Inspects buildings in the process of construction or renovation, starting with the location of excavation, pouring of footings and ending with the final approval of the building for compliance with applicable codes and ordinances
- B) Plans, supervises and coordinates all of the building functions of the Village;

- C) Reviews applications and issues building permits. Keeps records and makes reports of inspections
- D) Reviews building plans for compliance with regulations and zoning requirements
- E) Assists developers and property owners with the interpretation and application of the zoning ordinance and building code;
- F) Confers with personnel in the State Building Inspectors Office on State codes and policy
- G) Consults with and keeps builders, owners and members of the public informed, pertaining to Village codes and ordinances; Interprets zoning ordinances and reviews building and plot plans
- H) Insures compliance with the Village Building, Nuisances and Housing Ordinances through inspections following up on complaints, issuing orders and penalties;
- I) Respond to all assigned fire/rescue incidents.
- J) Operate firefighting apparatus, equipment and rescue equipment as assigned.
- K) Perform a variety of other duties as assigned by Fire Chief and/or Deputy Fire Chief.

## **QUALIFICATIONS:**

### **A) ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of principles and practices of building construction; good knowledge of zoning codes, laws, ordinances and regulations; ability to analyze architectural plans and compile information on zoning problems and violations; ability to evaluate and secure facts through on-site investigations and inspections; ability to prepare clear and detailed reports; ability to detect structural and other faults; ability to read and interpret plans and specifications accurately; ability to maintain an effective working relationship with builders, owners, developers and contractors; good judgment; thoroughness; good physical condition; able to use computer to perform basic word processing and spreadsheet functions and other basic computer functions for the position as they become available.
- Person(s) in this position must be able to walk, climb stairs and be physically capable of inspecting construction sites. Inspections can involve using ladders or stairs to inspect above or below grade locations. Sites will contain construction equipment, building materials and excavation debris which can result in injury if persons at the site do not take appropriate safety precautions.
- High School Graduate and/or GED;
- Possess a valid Wisconsin Vehicle Operator's License and maintain a good driving record.
- State of Wisconsin Firefighter II Certification;
- State of Wisconsin Fire Inspector I
- Knowledge and use of firefighting apparatus, equipment, rescue equipment and ability to demonstrate their use to others;
- Knowledge of the principles and practices of firefighting, with ability to apply them;
- Manual dexterity and physical coordination in carrying, lifting, extricating, climbing, hoisting, and other similar maneuvers in a manner not to pose a direct threat to fellow workers or self;

### **B) DESIRED QUALIFICATIONS & EXPERIENCE:**

- Certified by State of Wisconsin as Building Inspector in construction, HVAC, Electrical and Plumbing 1 under the Wisconsin Uniform Dwelling Code, and commercial building code; must have a valid Wisconsin drivers license as of the first day of employment, or obtain the license within 60 days of the first day of employment if holding an out of state license.
- Considerable building code enforcement experience in a responsible capacity, some experience in the enforcement of zoning laws and regulations; some responsible experience in building construction work, completion of a standard high school course, preferably supplemented with college courses or technical school training; any equivalent combination of experience and training which provides the required knowledge, skill and ability;

**SELECTION GUIDELINES:**

Formal application; Oral Interview before Department panel, Appointment and Confirmation by Police & Fire Commission.

Appointee will be subject to completion of one (1) year probationary period.

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 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.

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Supervisor Signature

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Employee Signature

Effective Date: **May 1, 2016**

2400 Post Road  
PO Box 37  
Plover, WI 54467

**VILLAGE OF PLOVER**  
**EMPLOYMENT APPLICATION**

Affirmative Action  
Equal Opportunity Employer

**PLEASE TYPE OR PRINT IN INK ONLY! ATTACH ADDITIONAL SHEET(S) IF NECESSARY**

TITLE OF POSITION APPLIED FOR:

NAME (LAST, FIRST, MI)

SOCIAL SECURITY #

MAY WE CALL YOU AT WORK?

YES  NO

COMPLETE MAILING ADDRESS (STREET, CITY, STATE, ZIP CODE)

VALID WISCONSIN DRIVER'S  
LICENSE?  YES  NO

HOME PHONE

WORK PHONE

CELL PHONE

CLASS B CDL LICENSE W/AIR BRAKE  
ENDORSEMENT  YES  NO

DATE YOU COULD START

ON OR AFTER

EMAIL ADDRESS

LIST RELATIVES SERVING ON VILLAGE COMMISSIONS, COMMITTEES, BOARDS OR EMPLOYED BY VILLAGE:

**EDUCATION**

CIRCLE HIGHEST GRADE COMPLETED

1 2 3 4 5 6 7 8 9 10 12/GED Technical 1 2 3 4 College 1 2 3 4 5 6

HIGH SCHOOL NAME

LOCATION (CITY/STATE)

COLLEGE/UNIVERSITY NAME

TYPE OF DEGREE

MAJOR

TECHNICAL/BUSINESS SCHOOL NAME

TYPE OF DEGREE

MAJOR

ADDITIONAL COLLEGE/TECHNICAL  
SCHOOL NAME

TYPE OF DEGREE

MAJOR

LIST SPECIALIZED TRAINING

LIST CURRENT PROFESSIONAL CERTIFICATION(S)

**SPECIAL SKILLS OR QUALIFICATIONS**

**OFFICE WORK:** THE FOLLOWING INFORMATION MUST BE  
PROVIDED IF YOU ARE APPLYING FOR POSITIONS REQUIRING  
TYPING ABILITY OR COMPUTER SKILLS.

NUMBER OF WORDS PER MINUTE: \_\_\_\_\_

EXPERIENCE WITH PERSONAL COMPUTER  YES  NO

LIST SOFTWARE YOU ARE FAMILIAR WITH: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LIST OFFICE MACHINES, SPECIALIZED  
EQUIPMENT WHICH YOU CAN OPERATE  
SKILLFULLY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXPERIENCE IN TRANSCRIBING MECHANICALLY  
RECORDED MATERIAL  YES  NO

ARE YOU ABLE TO PERFORM ALL THE ESSENTIAL FUNCTIONS/DUTIES OF THE JOB YOU ARE APPLYING FOR?  
(PLEASE REFER TO JOB DESCRIPTION)  YES  NO IF NO, PLEASE IDENTIFY WHICH ESSENTIAL  
FUNCTIONS YOU COULD PERFORM WITH REASONABLE ACCOMODATIONS.

DO YOU HAVE ANY CRIMINAL CHARGES PENDING OTHER THAN MINOR TRAFFIC VIOLATIONS? (PENDING  
CRIMINAL CHARGES ARE NOT AN AUTOMATIC BAR TO EMPLOYMENT. EACH CASE IS CONSIDERED ON ITS OWN  
MERITS)  YES  NO IF YES, PLEASE EXPLAIN:

IMPORTANT: WE NEED THE INFORMATION REQUESTED BELOW TO AID US IN DETERMINING YOUR QUALIFICATIONS FOR THE POSITION. IT IS IMPORTANT THAT THIS DATA BE AS COMPLETE AS POSSIBLE IN ORDER THAT YOU RECEIVE MAXIMUM CONSIDERATION. PLEASE LIST YOUR PRESENT AND PAST FULL AND PART-TIME EMPLOYMENT. GIVE SPECIAL ATTENTION TO EXPERIENCE RELATING TO THE JOB FOR WHICH YOU ARE APPLYING. BE SURE TO GIVE VOLUNTEER WORK AND ANY RELATED SELF-EMPLOYMENT AND MILITARY SERVICE. YOU NEED NOT GO BACK BEYOND 10 YEARS UNLESS YOU FEEL PRIOR EXPERIENCE IS REASONABLY RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING. USE ADDITIONAL SHEET(S) IF NECESSARY. YOU MAY ALSO ATTACH A BRIEF RESUME TO FURTHER EXPLAIN YOUR QUALIFICATIONS, HOWEVER, YOU MUST PROVIDE ALL THE INFORMATION REQUESTED BELOW TO BE CONSIDERED FOR THE POSITION.

FROM (MO. & YEAR)	TITLE OF YOUR <u>PRESENT</u> POSITION	EMPLOYER'S NAME	PHONE
TO (MO. & YEAR)	PRIMARY DUTIES	ADDRESS	
HOURS EACH WEEK	STARTING HOURLY SALARY	PRESENT HOURLY SALARY	
MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	YOUR REASON FOR LEAVING OR CONSIDERING CHANGE		
FROM (MO. & YEAR)	TITLE OF YOUR <u>PRESENT</u> POSITION	EMPLOYER'S NAME	PHONE
TO (MO. & YEAR)	PRIMARY DUTIES	ADDRESS	
HOURS EACH WEEK	STARTING HOURLY SALARY	PRESENT HOURLY SALARY	
MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	YOUR REASON FOR LEAVING OR CONSIDERING CHANGE		
FROM (MO. & YEAR)	TITLE OF YOUR <u>PRESENT</u> POSITION	EMPLOYER'S NAME	PHONE
TO (MO. & YEAR)	PRIMARY DUTIES	ADDRESS	
HOURS EACH WEEK	STARTING HOURLY SALARY	PRESENT HOURLY SALARY	
MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	YOUR REASON FOR LEAVING OR CONSIDERING CHANGE		

**PERSONAL REFERENCES** (Excluding relatives)

NAME AND OCCUPATION	ADDRESS	TELEPHONE

I CERTIFY THAT THE INFORMATION PROVIDED BY ME IN THIS APPLICATION IS TRUE AND COMPLETE. I UNDERSTAND IF I AM EMPLOYED, ANY FALSE STATEMENTS OR OMISSIONS MAY LEAD TO IMMEDIATE DISMISSAL AND I AGREE THAT THE VILLAGE SHALL NOT BE HELD LIABLE IN ANY RESPECT IF MY EMPLOYMENT IS TERMINATED FOR SUCH REASON. YOU ARE HEREBY AUTHORIZED TO VERIFY THE INFORMATION I HAVE SUPPLIED AND TO CONDUCT ANY INVESTIGATION TO THE INFORMATION PROVIDED AND MY PERSONAL HISTORY. I AUTHORIZE THE COMPANIES, SCHOOLS AND PERSONS NAMED ABOVE TO GIVE ANY INFORMATION REQUESTED REGARDING MY EMPLOYMENT, CHARACTER AND QUALIFICATIONS, AND RELEASE AND HOLD HARMLESS THE VILLAGE OF PLOVER AND THE COMPANIES, SCHOOLS AND PERSONS SEEKING OR PROVIDING SUCH INFORMATION FROM ANY AND ALL LIABILITY. I FURTHER UNDERSTAND THAT ANY OFFER OF EMPLOYMENT MAY BE CONDITIONED UPON THE RESULTS OF A PHYSICAL EXAMINATION AND/OR SUBSTANCE ABUSE SCREENING.

I FURTHER UNDERSTAND THAT MY CLASSIFICATION AS AN EMPLOYEE DEPENDS UPON SUCCESSFULLY PERFORMING ASSIGNED WORK DURING THE ORIENTATION PERIOD. I UNDERSTAND MY APPLICATION WILL BE PROCESSED IN A CONFIDENTIAL MANNER. I AUTHORIZE A RELEASE OF ANY RECORDS PERTAINING TO MY EDUCATION, EMPLOYMENT, AND POLICE AND/OR PERSONAL REFERENCE TO THE VILLAGE OF PLOVER.

SIGNATURE OF APPLICANT

DATE