City of Milwaukee

Fire Department

**Mark Rohlfing**
Chief
**Michael L. Jones**
Assistant Chief

October 27, 2010

To the Honorable
The Board of Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, Wisconsin 53202

Dear Commissioners:

Enclosed are job descriptions for three new positions of Assistant Fire Chief, which were created as part of my 2011 reorganization plan. I have enclosed a copy of my original correspondence on the reorganization for your reference. I respectfully request that these positions be classified.

Please contact me directly if you have any questions. Thank you for your assistance.

Respectfully,

MARK ROHLFING
Chief

MR/jlb
Enclosures
FPC\Budget\Classify Assistant Chiefs 1010

711 West Wells Street, Milwaukee, Wisconsin 53233 Phone (414) 286-8948 Fax (414) 286-8996

REV. 10/4/10

**F&P COMMISSION**

**ADMIN ASST IV**

**FIRE CHIEF**

**CHIEF MEDICAL OFFICER**

**ASSISTANT CHIEF SUPPORT BUREAU**

**BUDGET & FINANCE SECTION**

1 BUSINESS FINANCE MGR

1 MGMT ACCTG OFFICER
1 ACCOUNTING ASST III
1 PERS PAYROLL ASST II

**ASSISTANT CHIEF OPERATIONS BUREAU**

**1 HEALTH & SAFETY OFFICER**

**ASSISTANT CHIEF EMS/TRAINING/EDUCATION BUREAU**

**ADMINISTRATION DIVISION**
1 BATTALION CHIEF ( UASI )
1 FIRE CAPTAIN ( L215 )
1 FIRE PERS OFFICER
1 MICRO COMP SERV ASST
1 CUSTODIAL WORKER II
3 OFFICE ASSISTANT III
1 OFFICE ASSISTANT II

**CONSTRUCTION & MAINTENANCE DIVISION**
1 BATTALION CHIEF
1 FIRE EQUIP RPRS MGR
1 FIRE EQUIP RPRS SUPV
21 SHOP STAFF
1 OFFICE COORD

**TECHNICAL SERVICES DIVISION**
1 FIRE TECH SERVICES MGR
1 FIRE CAPTAIN
(currently filled with ACAPT)
1 FIRE LIEUTENANT
1 NETWORK COORD - SR
2 NETWORK COORD -ASSOC
1 DATABASE SPECIALIST
---
1 FIRE DISPATCH MGR
4 DISPATCH SUPVRS
21 DISPATCHERS
2 DISPATCHERS (1/2-TIME)

**FF DIVISION**
1 DEPUTY CHIEF
on each R/G/B SHIFT

**ISO**
1 FIRE CAPTAIN
on each R/G/B SHIFT

**FIU**
1 FIRE CAPTAIN
2 FIRE LIEUTENANTS

**SPECIAL OPERATIONS DIVISION**
1 BATTALON CHIEF

**HAZ MAT**
COMPRISED OF PRE-QUALIFIED FIELD PERSONNEL

**HURT**
COMPRISED OF PRE-QUALIFIED FIELD PERSONNEL

**MARINE**
COMPRISED OF PRE-QUALIFIED FIELD PERSONNEL

**EMS DIVISION**
1 BATTALION CHIEF
3 FIRE CAPTAINS
(currently filled with ADMIN-EMSCAPTs)
1 OFFICE ASST. IV

**TRAINING DIVISION**
1 BATTALION CHIEF
1 FIRE CAPTAIN
1 VEHICLE OPER TRNG COORD
1 VEHICLE OPER INSTR
3 FIRE LIEUTENANTS
1 INVENTORY CONTROL ASST III
1 A/V SPECIALIST II
1 OFFICE COORDINATOR II
1 OFFICE ASSISTANT II
plus----------
1 FIRE LIEUTNANT *(Proj Staying Alive)*
*Provided through a grant from the OJA, which expires 12/31/08 unless extended.*
**(currently Dave Anderson)**

**COMMUNITY RELATIONS SECTION**
1 FIRE LIEUTENANT
2 FIREFIGHTERS (FIRE ED SPECIALISTS)

**BN 1**

| | |
|---|---|
| BATTALION CHIEF | 1 |
| ENG CO | 8 |
| LAD CO | 4 |
| MED | 2 |
| STAFF TOTAL | 55 |

**BN 2**

| | |
|---|---|
| BATTALION CHIEF | 1 |
| ENG CO | 7 |
| LAD CO | 2 |
| MED | 2 |
| STAFF TOTAL | 41 |

**BN 3**

| | |
|---|---|
| BATTALION CHIEF | 1 |
| ENG CO | 7 |
| LAD CO | 2 |
| MED | 3 |
| STAFF TOTAL | 44 |

**BN 4**

| | |
|---|---|
| BATTALION CHIEF | 1 |
| ENG CO | 7 |
| LAD CO | 4 |
| MED | 2 |
| STAFF TOTAL | 50 |

**BN 5**

| | |
|---|---|
| BATTALION CHIEF | 1 |
| ENG CO | 7 |
| LAD CO | 3 |
| MED | 3 |
| STAFF TOTAL | 47 |

City of Milwaukee
CS-25, Rev. 1/06

# JOB DESCRIPTION

| FOR DER USE ONLY | |
|---|---|
| Vacancy No. _____ | |
| City Service Commission: _____ | Finance Committee: _____ |
| Fire & Police Commission: _____ | Common Council: _____ |

**Instructions:** Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

| | | |
|---|---|---|
| **1. Date Prepared/ Revised:** 10/27/10 | **2. Present Incumbent:** N/A | **Is incumbent underfilling position?** **YES** ☐ **NO** ☒ If YES, indicate underfill title in box 10. |
| **3. Date Filled:** | **4. Previous Incumbent:** N/A | |
| **5. Department:** Fire Department | **Bureau:** Operations **Division:** | **Unit:** 2 **Section:** |
| **6. Work Location:** 711 W. Wells St. | **Telephone:** **Email:** | **Work Schedule:** Hours: 7:30am-4:00pm / Days: M-F |
| **7. Represented by a Union? NO** | **8. Bargaining Unit:** **If in District Council 48, chose a Local:** | **9. FLSA Status:** **EXEMPT** |

| **10.** | | | Pay Range | Job Code | EEO Code |
|---|---|---|---|---|---|
| | **Official Title:** | | | | |
| | **Underfill Title (if applicable):** | | | | |
| | **Requested Title (if applicable):** Assistant Fire Chief | | ??? | ??? | 101 |
| | **Recommended Title (DER Use Only):** | Approved by: _____ Date: | | | |

**11. BASIC FUNCTION OF POSITION:**

Primary duty of the Assistant Chief (Operations Bureau) is to oversee the Firefighting Division, which includes all sworn field-assigned personnel in five battalions, the Incident Safety Office, the Fire Investigation Unit, and the Special Operations Division, which includes Marine Operations, Heavy Urban Rescue and Hazardous Materials teams.

**12. DESCRIPTION OF JOB** (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

**A. ESSENTIAL FUNCTIONS/Duties and Responsibilities:** (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

| % of Time | ESSENTIAL FUNCTION |
|---|---|
| 6% | • Oversees assignment of fire companies. |
| 6% | • Oversees assignment of response patterns/protocols. |
| 7% | • Oversees assignment of sworn, field-assigned personnel including Special Team members. |
| 7% | • Oversees assignment of firefighting and EMS apparatus and equipment. |
| 8% | • Develops and helps administer policies in relation to sworn, field-assigned personnel. |
| 6% | • Mentors/monitors Operations Battalion and Deputy Chiefs. |
| 5% | • Conducts risk analysis. |
| 7% | • Responds to fire and EMS emergencies. |
| 8% | • Oversees the field safety and accountability programs. |
| 5% | • Oversees the department's Special Operations Division, including training of special team members. |
| 5% | • Oversees MFD building familiarization and pre-planning programs. |
| 2% | • Reviews and recommends discipline. |
| 4% | • Reviews and writes department policy, programs, procedures, and standard operating guidelines. |
| 5% | • Leads strategic planning; reviews plans and goals for the department. |
| 4% | • Reviews and investigates all disciplinary matters for field-assigned personnel. |

## B. PERIPHERAL DUTIES:

| % of Time | PERIPHERAL DUTY |
|---|---|
| **1%** | • May act as Fire Chief in the Fire Chief's absence. |
| **2%** | • Serves as the Incident Commander (IC) or in a senior management position in the IC system at emergency scenes. |
| **1%** | • Performs public speaking. |
| **3%** | • Participates in budget hearings and budget decisions. |
| **2%** | • Works with, and acts as liaison with other departments and labor unions. |
| **1%** | • Works with Fire Chief to promote chief officers. |
| **1%** | • Monitors personnel performance evaluations. |
| **2%** | • Mentors junior officers. |
| **2%** | • Oversees grant writing and the administration of grants. |

## C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Fire Chief Mark Rohlfing

## D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Functions independently with minimal guidance and recommendations from the Fire Chief.

## E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **721**.

**Direct Supervision:** List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

| | |
|---|---|
| a. Assign duties<br>b. Outline methods<br>c. Direct work in progress<br>d. Check or inspect completed work | e. Sign or approve work<br>f. Make hiring recommendations<br>g. Prepare performance appraisals<br>h. Take disciplinary action or effectively recommend such |

| Number Supervised | Job Title | Extent of Supervision Exercised (Select those that apply from list above, a - h) |
|---|---|---|
| 3 | Deputy Chief | a, b, c, d, e, f, g, h |
| 1 | Battalion Chief | a, b, c, d, e, f, g, h |
| | | |

## F. MINIMIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

Must be a current Battalion Chief, with a minimum of one year's experience, or a current Deputy Chief. Must possess a Bachelor's Degree. Equivalent combinations of education and experience may be considered.

ii. Knowledge, Skills and Abilities:

Must possess the ability to work independently at a high level of performance. Must be able to treat all employees fairly and without prejudice or preference, adhering to the department policies. Must possess the ability to manage a diverse workload effectively and efficiently. Must have excellent communication skills to work closely with many varied agencies.

iii. Certifications, Licenses, Registrations:

Valid Wisconsin Drivers License. Licensed EMT.

iv. Other Requirements:

## 13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

**G. PHYSICAL ACTIVITY OF THE POSITION:** (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

***CHECK ALL THAT APPLY:***

| | |
|---|---|
| ☐ | **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using fees and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion. |
| ☐ | **Balancing:** Maintaining body equilibrium to prevent failing when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. |
| ☐ | **Stooping:** Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles. |
| ☐ | **Kneeling:** Bending legs at knee to come to a rest on knee or knees. |
| ☐ | **Crouching:** Bending the body downward and forward by bending leg and spine. |
| ☐ | **Crawling:** Moving about on hands and knees or hands and feet. |
| ☐ | **Reaching:** Extending Hand(s) and arm(s) in any direction. |
| ☒ | **Standing:** Particularly for sustained periods of time. |
| ☒ | **Walking:** Moving about on foot to accomplish tasks, particularly for long distances. |
| ☐ | **Pushing:** Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward. |
| ☐ | **Pulling:** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. |
| ☐ | **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles. |
| ☒ | **Fingering:** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling. |
| ☐ | **Grasping:** Applying pressure to an object with fingers and palm. |
| ☐ | **Feeling:** Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips. |
| ☒ | **Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly. |
| ☒ | **Hearing:** Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound. |
| ☐ | **Repetitive Motions:** Substantial movements (motions) of the wrist, hands, and/or fingers. |
| ☒ | **Driving:** Minimum standards required by State Law (including license). |

**H. PHYSICAL REQUIREMENTS OF THE POSITION:** (List the physical requirements that are essential functions of the job.)

***CHECK ONE:***

| | |
|---|---|
| ☐ | **Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. |
| ☒ | **Light Work:** Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work. |
| ☐ | **Medium Work:** Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. |
| ☐ | **Heavy Work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. |
| ☐ | **Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. |

**I. VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

***CHECK ONE:***

| | |
|---|---|
| ☒ | **Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:** This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devises, assembly or fabrication of parts). |
| ☐ | **Machine Operators, Mechanics, Skilled Tradespeople:** This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.) |
| ☐ | **Mobile Equipment Operators:** This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment. |
| ☐ | **Other:** This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc. |

**J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:**
List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 5%**

***CHECK ALL THAT APPLY:***

| | |
|---|---|
| ☐ | **None:** The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work). |
| ☐ | **The worker is subject to inside environmental conditions**: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.) |
| ☒ | **The worker is subject to outside environmental conditions:** No effective protection from weather. |
| ☒ | **The worker is subject to extreme cold:** Temperatures below 32 degrees for period of more than one hour. |
| ☒ | **The worker is subject to extreme heat:** Temperatures above 100 degrees for periods of more than one hour. |
| ☒ | **The worker is subject to noise:** There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level. |
| ☐ | **The worker is subject to vibration**: Exposure to oscillating movements of the extremities or whole body. |
| ☒ | **The worker is subject to hazards**: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals. |
| ☒ | **The worker is subject to atmospheric conditions:** One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation. |
| ☐ | **The worker is subject to oil:** There is air and/or skin exposure to oils and other cutting fluids. |
| ☐ | **The worker is required to wear a respirator.** |

**K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:** List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

***CHECK ALL THAT APPLY:***

| | |
|---|---|
| ☐ Camera and photographic equipment<br>☐ Cleaning supplies<br>☐ Commercial vehicle<br>☐ Data processing equipment<br>☐ Handcart | ☒ Office Equipment (desk, chair, telephone, etc.)<br>☒ Office supplies (pens, staplers, pencils, etc.)<br>☐ Packing materials (boxes, shrink wrap, etc.)<br>☒ PC equipment (monitor, keyboard, printer, etc.)<br>☒ PC software |
| ☐ Hand tools ***(please list):*** | |
| ☐ Office Machines ***(check all that apply):*** ☐ Copier ☐ Facsimile ☐ Calculator ☐ Cash register | |
| ☐ Other ***(please list):*** | |

**L. SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Quasi-military organization. Sworn and uniformed member of the department.

Regulation of conduct, etc., under the rules and regulations of the Milwaukee Fire Department and the City of Milwaukee Fire and Police Commission.

Subject to recall. Subject to attendance at alarms at any hour and under extreme conditions of danger, stress, weather, extended periods of physical activity, etc.

**M. I believe that the statements made above in describing this job are complete and accurate:**

*Signature of Department Head or Designated Representative*