



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

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

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

SPECIAL OPERATIONS DIVISION
 1 BATTALON CHIEF

EMS DIVISION
 1 BATTALION CHIEF
 3 FIRE CAPTAINS
 (currently filled with
 ADMIN-EMSCAPT's)
 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)

**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)

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

FIU
 1 FIRE CAPTAIN
 2 FIRE LIEUTENANTS

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

HAZ MAT
 COMPRISED OF
 PRE-QUALIFIED
 FIELD
 PERSONNEL

HURT
 COMPRISED OF
 PRE-QUALIFIED
 FIELD
 PERSONNEL

MARINE
 COMPRISED OF
 PRE-QUALIFIED
 FIELD
 PERSONNEL

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

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 <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
3. Date Filled:	4. Previous Incumbent: N/A	If YES, indicate underfill title in box 10.		
5. Department: Fire Department		Bureau: EMS/TRNG/EDUC 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.	Official Title:	Pay Range	Job Code	EEO Code
	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 (EMS/Training/Education Bureau) is to oversee the Emergency Medical Services (EMS) Division, which includes coordinating licensing, training, writing EMS procedures, and assigning of the department's paramedics, and the Training Division, which includes coordinating all new recruit training and ongoing in-service training for all sworn members, as well as 21 community education programs. Oversees the department's health and safety office which studies injuries, recommending new procedures or adjusting current ones to alleviate recurring, preventable injuries.

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
10%	Oversees Training Division including the training of new recruits and ongoing training of all sworn members.
8%	Oversees the Officers' Professional Development Program and all other mentoring and succession programs.
5%	Responsible for the review and updating of all departmental educational programs.
10%	Oversees EMS Division which includes all EMT and paramedic training.
4%	Manages the assignment of personnel on MED units.
5%	Acts as a liaison to the Milwaukee County EMS organization.
4%	Acts as the department liaison to local hospitals.
8%	Oversees all EMS activities, Paramedic Bike Responders, Tactical EMS program, EMS training, paramedic program, MMRS program, and grants.
6%	Oversees the department's EMS quality control program.
5%	Responsible for the long- and short-term goals of both the Training and EMS Divisions.
2%	Reviews and recommends discipline.
5%	Reviews and writes department policy, programs, procedures, and standard operating guidelines.
5%	Leads strategic planning; reviews plans and goals for the department.
5%	Oversees the department's Health and Safety Office.

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.
4%	• 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 = **20 staff + 892 sworn, field-assigned for training purposes.**

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	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	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)
2	Battalion Chief a, b, c, d, e, f, g, h
1	Health and Safety Officer a, b, c, d, e, f, g, h

F. MINIMUM 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:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet 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.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling 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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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.
<input type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	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:

<input type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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:

<input checked="" type="checkbox"/>	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 devices, assembly or fabrication of parts).
<input type="checkbox"/>	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.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	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:

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input checked="" type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	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.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	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:

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (<i>please list</i>):	
<input type="checkbox"/> Office Machines (<i>check all that apply</i>): <input type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (<i>please list</i>):	

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