



Fire Department

Mark Rohlfing
Chief
Gerard Washington
Acting Assistant Chief

December 9, 2010

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

Dear Commissioners:

In my letter to you of August 23, 2010, I highlighted my justifications for the reorganization of the Milwaukee Fire Department to a three-bureau structure, each headed by an Assistant Chief. Your Honorable Board approved this request at your meeting of October 7, 2010. There are a few additional changes that I am requesting your Honorable Board to consider, which would make the reorganization complete.

As indicated in my previous letter, the reorganization would include the elimination of four positions of Deputy Chief, Fire. Two positions were eliminated in the report submitted to you on December 2, 2010. I request that the two remaining Deputy Chief, Fire positions be eliminated and two new positions be created, a Battalion Chief at the Bureau of Construction and Maintenance, and a Fire Captain in the Fire Investigation Unit (FIU).

Having a Battalion Chief at the Construction and Maintenance Division will ensure many of the same type duties are still accomplished, but under the supervision of the Assistant Chief of the Support Bureau, which will improve operational control and increase efficiency and accountability. The proposed job description is attached.

Having a Fire Captain in the Fire Investigation Unit will enable the Milwaukee Fire Department to follow-up and investigate arson cases. We currently cannot adequately staff this unit. We are not able analyze cause and origin and determine if fires are arson. The Milwaukee Police Department has its arson investigation unit also assigned to other tasks due to budget constraints.

Our own investigators, fully staffed, would be able to follow up on every scene, work with the MPD on all cases, and get a handle on arson fires in the City of Milwaukee. Without the fully functional FIU, the MFD cannot make arson a priority. A fully staffed FIU would entail three members (one Fire Captain and two Fire Lieutenants) working 24-hour shifts. The 2010 pilot program led to a greater arrest and conviction rate of individuals responsible for arson. Reports were written on incidents

involving fatalities, property loss greater than \$500, significant injury to the occupant or firefighter, and when requested by the MPD or the MFD Incident Commander. The MFD had also started to build good working relationships with the MPD Arson Team, State Fire Marshal's Office, Milwaukee County District Attorney, and the Federal Bureau of Alcohol, Tobacco, Firearms, and Explosives. The proposed job descriptions for the FIU members are attached.

I would also like to request two technical corrections to the Positions Ordinance be made. The first would reclassify one vacant position of Fire/Paramedic Field Lieutenant to Fire Lieutenant, working in the Fire Investigation Unit, and the second would reclassify the current Fire Lieutenant/Fire Investigator in the FIU to Fire Lieutenant, and delete the associated footnote (D). This would give the Milwaukee Fire Department management greater flexibility in transferring qualified Fire Lieutenants into the FIU as needed.

Also, as vacancies arise in the position of Administrative Fire Captain or Administrative Fire Captain – EMS, I request that the position be reclassified administratively to Fire Captain. The procedure would be similar to the current process for Fire/Paramedic Field Lieutenant to Fire Lieutenant.

Finally, I would like to reclassify the one remaining Administrative Fire Lieutenant in the Supporting Services Decision Unit to Fire Lieutenant. The incumbent is currently a Fire Lieutenant.

I look forward to discussing the final steps of the department's reorganization with you.

Respectfully,



MARK ROHLFING
Chief

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: 12/6/10	2. Present Incumbent:	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: Support Division: Construction & Maintenance	Unit: 2 Section:	
6. Work Location: 118 W. Virginia St.		Telephone: 286-8975 Email:	Work Schedule: Hours: 7:30 am – 4:00 pm Days: Monday - Friday	
7. Represented by a Union? No	8. Bargaining Unit: Chief Officers Assn. If in District Council 48, chose a Local: None		9. FLSA Status: EXEMPT	
10.	Official Title:	Pay Range	Job Code	EEO Code
	Underfill Title (if applicable):			
	Requested Title (if applicable): Battalion Chief	863	2426	102
	Recommended Title (DER Use Only):	Approved by: _____ Date: _____		

11. BASIC FUNCTION OF POSITION:

The primary duty of the Battalion Chief (Construction and Maintenance Division) is to oversee the maintenance and repairs to all MFD apparatus and facilities.

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%	• Maintains all apparatus in a state of readiness in order to handle emergency responses, including all repairs and maintenance. Designs, specifies, and purchases equipment and apparatus that meet the needs of the department.
10%	• Works with vendors and other City agencies in procuring services and equipment.
10%	• Creates capital improvement plans for apparatus purchases.
10%	• Creates capital improvement plans for facilities replacements.
10%	• Creates and oversees budgets for operating and equipment accounts.
10%	• Creates tracking procedures for commodity and labor usages as well as loss prevention.
5%	• Ensures all facilities used by the MFD are maintained properly.
5%	• Researches and explores cost-saving procedures/products as related to apparatus and facilities.
5%	• Works with City Labor Negotiators in regards to contracts of shop personnel.
5%	• Supervises fire station remodeling and design.
5%	• Supervises apparatus specifications and design.
5%	• Researches, documents, and presents arguments to various City committees.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5%	<ul style="list-style-type: none"> • Works as a Battalion Chief in the firefighting division.
5%	<ul style="list-style-type: none"> • Works as a member of the incident command team at major incidents.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Assistant Chief (Support Bureau)

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, recommendations from the Assistant Chief.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **24**.

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:

<ul style="list-style-type: none"> a. Assign duties b. Outline methods c. Direct work in progress d. Check or inspect completed work 	<ul style="list-style-type: none"> e. Sign or approve work f. Make hiring recommendations g. Prepare performance appraisals 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)
1	Fire Equipment Repairs Manager	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:

Minimum of two years at the rank of Fire Captain, or already possessing the rank of Battalion Chief.

ii. Knowledge, Skills and Abilities:

Must exhibit a high degree of professionalism, and possess organizational and management skills. Requires good communication skills and the ability to work effectively with other people. Requires the ability to function independently and solve problems. Working knowledge of various computer programs.

iii. Certifications, Licenses, Registrations:

Valid Wisconsin Drivers License. Licensed EMT.

iv. Other Requirements:

Sworn and uniformed member of the Milwaukee Fire Department.

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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input checked="" type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" 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 type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" 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 checked="" 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 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input 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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" 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:**

A handwritten signature in cursive script that reads "Mark Rohlfing". The signature is written in black ink and is positioned above a horizontal line.

Signature of Department Head or Designated Representative

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: 12/10/10	2. Present Incumbent: N/A	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
3. Date Filled:	4. Previous Incumbent:	If YES, indicate underfill title in box 10.		
5. Department: Fire Department		Bureau: Operations Division: Firefighting	Unit: 1 Section: Fire Investigation Unit	
6. Work Location: 755 N. James Lovell St.		Telephone: 286-5200 Email:	Work Schedule: Hours: Firefighting 24 hours on / 48 hours off	
7. Represented by a Union? YES	8. Bargaining Unit: Local 215, Firefighters If in District Council 48, chose a Local: None		9. FLSA Status: NON-EXEMPT	
10.	Official Title: Fire Captain	Pay Range 857	Job Code 2424	EEO Code 213
	Underfill Title (if applicable):			
	Requested Title (if applicable):			
	Recommended Title (DER Use Only):	Approved by: _____ Date: _____		

11. BASIC FUNCTION OF POSITION:

Primary duty of the Fire Captain [of the Fire Investigation Unit (FIU)] is to respond to first alarms, greater alarms, incidents where there is a significant injury to a firefighter or civilian or when a fire involves a fatality. Performs as an investigator to determine fire origin and cause. Responsible for the final review of investigation and reports, plus the development and writing of policies and procedures for the FIU.

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
5	• Supervises, coordinates, and assists assigned company personnel in fire and emergency incidents. Coordinates MFD and MPD onscene communications.
20	• Investigates fire origin and cause with MPD arson detectives.
5	• Observes fire scene operations and documents fire patterns/damage. Examines fire scene smoke/heat patterns to determine direction of fire travel.
5	• Supervises two Fire Lieutenants (FIU).
10	• Interviews first-in firefighters to obtain initial observations/firefighting tactics.
10	• Interviews occupants/victims of the incident.
1	• Secures and protects potential evidence.
2	• Photographs scene; sketches diagram of building and interior rooms and maintains these records.
5	• Completes and maintains FIU database, reports, and performs EIS-related functions.
2	• Provides courtroom testimony and works with District Attorney's Office in the prosecution of cases.
2	• Assists MPD with evacuation and reconstruction of fire damaged areas.
10	• Reviews reporting of Fire Lieutenants (FIU)
5	• Develops and writes policy and procedures

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
4	<ul style="list-style-type: none"> Represents MFD in fire prevention programs.
4	<ul style="list-style-type: none"> Performs fire inspections.
4	<ul style="list-style-type: none"> Performs pre-incident fire planning.
3	<ul style="list-style-type: none"> Attends various meetings including: Juvenile Firesetter, Neighborhood Services in relation to vacant/abandoned building issues, and various community meetings.
1	<ul style="list-style-type: none"> Reviews fires occurring in surrounding communities/state-wide.
2	<ul style="list-style-type: none"> Provides arson detection training to new firefighters during their recruit training.
	<ul style="list-style-type: none">

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

On-duty Firefighting Deputy Chief.

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

Supervised by the Firefighting Deputy Chief. Work assignments based on dispatch protocols for emergency incidents based on position, duties, and responsibilities. At the scene of an alarm, under the direct supervision of the on-scene Incident Commander.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **2**.

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 b. Outline methods c. Direct work in progress d. Check or inspect completed work		e. Sign or approve work f. Make hiring recommendations g. Prepare performance appraisals 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	Fire Lieutenants (FIU)	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 Fire Captain.

Attend a minimum of 20 hours of basic fire origin and cause investigation course offered through the Wisconsin Department of Justice.

ii. Knowledge, Skills and Abilities:

Greater than general knowledge regarding fire behavior, fire chemistry, and fire suppression. Be familiar with National Fire Protection Association guidebooks 1033 and 921. Above average computer, writing, and analytical skills. Ability to communicate effectively with professionalism with co-workers and with outside agencies. Ability to work independently and perform with a high level of trust and dependability.

iii. Certifications, Licenses, Registrations:

Attain and maintain accredited fire investigative training, NFA, IAAI Chapter 25, CFI – Trainer. Valid Wisconsin Drivers' License and EMT license.

iv. Other Requirements:

Also meets qualifications for eligibility established by the City of Milwaukee Fire and Police Commission for the position of Fire Lieutenant.

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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input checked="" type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" 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 checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" 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 checked="" 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 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 checked="" 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: 55%**

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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input checked="" 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 checked="" 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 type="checkbox"/> PC software
<input checked="" type="checkbox"/> Hand tools (<i>please list</i>): Firefighting hand and impact tools	
<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 checked="" type="checkbox"/> Other (<i>please list</i>): Firefighting equipment	

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

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: 12/10/10	2. Present Incumbent: Michael Heinowski and N/A	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
3. Date Filled:	4. Previous Incumbent:	If YES, indicate underfill title in box 10.		
5. Department: Fire Department		Bureau: Operations Division: Firefighting	Unit: 1 Section: Fire Investigation Unit	
6. Work Location: 755 N. James Lovell St.		Telephone: 286-5200 Email:	Work Schedule: Hours: Firefighting 24 hours on / 48 hours off	
7. Represented by a Union? YES	8. Bargaining Unit: Local 215, Firefighters If in District Council 48, chose a Local: None		9. FLSA Status: NON-EXEMPT	
10.	Official Title: Fire Lieutenant	Pay Range 856	Job Code 2421	EEO Code 213
	Underfill Title (if applicable):			
	Requested Title (if applicable):			
	Recommended Title (DER Use Only):	Approved by: _____ Date: _____		

11. BASIC FUNCTION OF POSITION:

Primary duty of the Fire Lieutenant [of the Fire Investigation Unit (FIU)] is to respond to first alarms, greater alarms, incidents where there is a significant injury to a firefighter or civilian, or when a fire involves a fatality. Performs as an investigator to determine fire origin and cause.

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
5	• Supervises, coordinates, and assists assigned company personnel in fire and emergency incidents. Coordinates MFD and MPD onscene communications.
20	• Investigates fire origin and cause with MPD arson detectives.
5	• Observes fire scene operations and documents fire patterns/damage. Examines fire scene smoke/heat patterns to determine direction of fire travel.
10	• Interviews first-in firefighters to obtain initial observations/firefighting tactics.
10	• Interviews occupants/victims of the incident.
1	• Secures and protects potential evidence.
2	• Photographs scene; sketches diagram of building and interior rooms and maintains these records.
5	• Completes and maintains FIU database, reports, and performs EIS-related functions.
2	• Provides courtroom testimony and works with District Attorney's Office in the prosecution of cases.
2	• Assists MPD with evacuation and reconstruction of fire damaged areas.
	•

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
10	<ul style="list-style-type: none"> Represents MFD in fire prevention programs.
10	<ul style="list-style-type: none"> Performs fire inspections.
7	<ul style="list-style-type: none"> Performs pre-incident fire planning.
4	<ul style="list-style-type: none"> Attends various meetings including: Juvenile Firesetter, Neighborhood Services in relation to vacant/abandoned building issues, and various community meetings.
2	<ul style="list-style-type: none"> Reviews fires occurring in surrounding communities/state-wide.
5	<ul style="list-style-type: none"> Provides arson detection training to new firefighters during their recruit training.
	<ul style="list-style-type: none">

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Fire Captain (FIU)

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

Supervised by the Fire Captain (FIU). Work assignments based on dispatch protocols for emergency incidents based on position, duties, and responsibilities. At the scene of an alarm, under the direct supervision of the on-scene Incident Commander.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

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:

<ul style="list-style-type: none"> a. Assign duties b. Outline methods c. Direct work in progress d. Check or inspect completed work 	<ul style="list-style-type: none"> e. Sign or approve work f. Make hiring recommendations g. Prepare performance appraisals h. Take disciplinary action or effectively recommend such 	
<p>Number Supervised</p>	<p>Job Title</p>	<p>Extent of Supervision Exercised (Select those that apply from list above, a - h)</p>

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

i. Education and Experience:

Must be a current Fire Lieutenant.

Attend a minimum of 20 hours of basic fire origin and cause investigation course offered through the Wisconsin Department of Justice.

ii. Knowledge, Skills and Abilities:

Greater than general knowledge regarding fire behavior, fire chemistry, and fire suppression. Be familiar with National Fire Protection Association guidebooks 1033 and 921. Above average computer, writing, and analytical skills. Ability to communicate effectively with professionalism with co-workers and with outside agencies. Ability to work independently and perform with a high level of trust and dependability.

iii. Certifications, Licenses, Registrations:

Attain and maintain accredited fire investigative training, NFA, IAAI Chapter 25, CFI – Trainer. Valid Wisconsin Drivers' License and EMT license.

iv. Other Requirements:

Also meets qualifications for eligibility established by the City of Milwaukee Fire and Police Commission for the position of Fire Lieutenant.

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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input checked="" type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" 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 checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" 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 checked="" 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 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 checked="" 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: 55%**

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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input checked="" type="checkbox"/>	The worker is required to wear a respirator.

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