City of Milwaukee

Fire Department

Mark Rohlfing
Chief

Gerard Washington
Assistant Chief
Michael Payne
Assistant Chief
Paul Conway
Assistant Chief

October 10, 2011

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

Dear Commissioners:

Enclosed is a job description for the position of Chief Medical Officer, which has been added to the fire department's requested 2012 budget. The Chief Medical Officer is currently paid under a contract which expires on December 31, 2011.

I respectfully request that this position be classified. Please contact me directly if you have any questions. Thank you for your assistance.

Respectfully,

MARK ROHLFING
Chief

MR/jlb
Enclosure
FPC\Budget\Classify Chief Medical Officer 1011

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

City of Milwaukee
CS-25, Rev. *12/09*

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: 5/16/11	**2. Present Incumbent:** Robert T. Adlam	**Is incumbent underfilling position?** **YES** ☐ **NO** ☒ If YES, indicate underfill title in box 10.
3. Date Filled:	**4. Previous Incumbent:**	
5. Department: Fire Department	**Bureau:** **Division:**	**Unit:** 2 **Section:**
6. Work Location: 711 W. Wells St.	**Telephone:** 286-8968 **Email:** radlam@milwaukee.gov	**Work Schedule:** Hours: Generally every Tuesday + on an as-needed basis
7. Represented by a Union? NO	**8. Bargaining Unit:** Non-Mgmt//Non-Rep **If in District Council 48, chose a Local:** N/A	**9. FLSA Status: EXEMPT**

10.			Pay Range	Job Code	EEO Code
	Official Title:				
	Underfill Title (if applicable):				
	Requested Title (if applicable): Chief Medical Officer				
	Recommended Title (DER Use Only):	Approved by: _____ Date:			

11. BASIC FUNCTION OF POSITION:

The primary function of the Chief Medical Officer is to guide, direct, and advise employees with regard to their health, fitness, and suitability for firefighting duties as outlined in NFPA 1500. Secondary duties include being an advisor/liaison to various committees and organizations in relation to firefighter health and safety.

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
55%	• Provides mandatory medical consultation and observations at Tuesday morning "sick call" for MFD employees, identifying members who may be eligible for the MFD's Return to Work program, or are medically certified to safely perform essential job tasks. Advises employees regarding concerns on subjects of care and/or possible disability.
10%	• Reviews individual medical evaluations and aggregate data, working in tandem with the MFD Health and Safety Officer to identify possible occupational exposures or clusters of occupational disease or injury. Aids in developing programs and educational presentations to address areas of concern.
10%	• Consults with employees' physicians regarding duty-related illnesses/injuries.
5%	• Consults with medical groups conducting special team physical examinations and SCBA fit test medical questionnaires as outlined in NFPA 1404; identifying conditions that need to be brought to the attention of employees.
5%	• Acts as an advisor and or provides support to the following MFD committees/programs: Occupational Safety and Health Committee, Stress Team, infectious control. Attends critical incident debriefings.
5%	• Provides on-scene medical support for third or greater alarms.
5%	• Participates in planning, activation, response, and resources for mutual aid for natural and made-made disasters, hazardous materials, and weapons of mass destruction. Attends CME and other government-sponsored courses on disaster/terrorism medicine.
5%	• Acts as a liaison between the Fire Chief and the clinical department of the Medical College of Wisconsin and community hospitals, developing a teaching experience for medical, physician assistant, and nursing students in the medical aspects of the firefighting profession.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Mark A. Rohlfing, Fire Chief

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

Works primarily independently with minimal supervision.

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:

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)

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

i. Education and Experience:

Must be a Doctor of Medicine (M.D.)

ii. Knowledge, Skills and Abilities:

Knowledge and experience in the firefighting duties as outlined in NFPA 1500.

iii. Certifications, Licenses, Registrations:

Must possess a Doctor of Medicine License for the State of Wisconsin

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.

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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	☒ Office Equipment (desk, chair, telephone, etc.)
☐ Cleaning supplies	☒ Office supplies (pens, staplers, pencils, etc.)
☐ Commercial vehicle	☐ Packing materials (boxes, shrink wrap, etc.)
☐ Data processing equipment	☒ PC equipment (monitor, keyboard, printer, etc.)
☐ Handcart	☐ PC software
☐ Hand tools ***(please list):***	
☐ Office Machines ***(check all that apply):*** ☐ Copier ☐ Facsimile ☐ Calculator ☐ Cash register	
☐ Other ***(please list):*** medical diagnostic equipment, medical treatment equipment for advanced life support	

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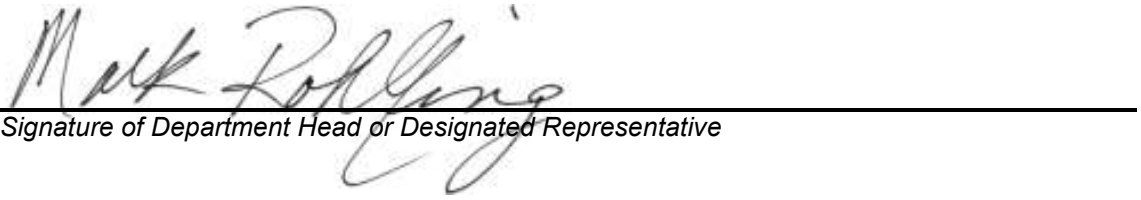
L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that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

Must be available 24 hours a day, 7 days a week, unless the Chief is made aware of unavailability in advance.

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



Signature of Department Head or Designated Representative

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