

July 3, 2012

Milwaukee Fire Department
Promotional Opportunity/Job Posting
DEPUTY CHIEF, FIRE

Current Salary Range (4OX); \$2,831.79 to \$3,964.49 biweekly, with recruitment being at \$3,573.69.

Deputy Chiefs function in leadership capacities supporting the department's mission, values, customer service, and fiscal responsibilities. They are responsible for identifying and implementing operational efficiencies, developing and implementing operational policies for our suppression forces and developing and adhering to sound fiscal management practices. Deputy Chiefs are responsible for managing their respective shift and working as a team with the Assistant Chiefs and the Fire Chief to manage the department as a whole. A non-civil-service process will be used to fill vacant positions in the exempt rank of Deputy Chief.

Deputy Chief – Oversees one of the three 24-hour shifts in the Firefighting Division. The Deputy Chief has direct supervision over five Battalion Chiefs, the incident safety office, the Fire Investigation Unit and all sworn field-assigned personnel on their respective shift. Deputy Chiefs also have administration responsibility for specific department-wide assignments.

MINIMUM REQUIREMENTS

One year of experience at the Battalion Chief level or higher with the Milwaukee Fire Department as of July 1, 2012.

A Bachelor's Degree in Fire Science, Emergency Management, Public or Business Administration, or related fields is preferred.

Equivalent combinations of education and experience may be considered.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

- Demonstrates operational, fiscal management, and supervisory competence. Shows commitment to the values of the department as set forth by mission, vision and policy. Has the ability to positively lead employees toward success through the development of skills and competencies.
- Presents proven leadership and supervisory skills including the ability to effectively plan and organize activities, allocate resources, establish priorities, and effectively delegate and motivate subordinates to accomplish goals.
- Possesses the ability to reach logical, reasonable, acceptable conclusions and develop appropriate recommendations based on the evidence at hand.
- Possesses the ability to identify, implement and evaluate policies and procedures in compliance with the strategic needs of the department and the priorities established by the Fire Chief.

- Demonstrates initiative-taking, problem-solving, critical thinking, and decision-making.
- Possesses the ability to develop and enhance the management skills of chief officers while fostering cooperation among the department's Battalion Chiefs and operational personnel.
- Must have excellent communication skills, including the ability to organize and present complex material in a clear, concise, and accurate manner both orally and in written format.
- Possesses the ability to establish and maintain collaborative working relationships with other City agencies, public officials, governmental entities, policymakers, elected officials and community stakeholders.
- Possesses the ability to understand and adequately respond to different perspectives and points of view while maintaining appropriate management and control.
- Possesses the ability to assume and retain command at large emergency scenes including the skills and knowledge to size-up incidents to determine the most effective, efficient and safe use of personnel, equipment and apparatus to control fire, EMS, and other emergency situations.

SELECTION PROCESS AND APPLICATION PROCEDURE

The Deputy Chief selection process will be job-related consisting of three parts:

1. An evaluation of résumé and responses to a written assignment. Résumés and written assignment responses of qualified applicants will be reviewed by a panel consisting of the Fire Chief and subject matter experts from outside the department.
2. An incident command scenario(s) rated by the Fire Chief and subject matter experts from outside the department. (Each applicant will be asked to handle the same pre-determined incident command scenario(s) for the panel.)
3. An interview by a panel consisting of the Fire Chief and subject matter experts from outside the department. (Each applicant will answer the same set of pre-determined questions.)

Résumés must include the following sections: *formal education, MFD work history, job-related training and/or certifications, and community service.*

For the written assignment, candidates will be provided with a set of questions and will be asked to prepare written responses to those questions. The final selection process ranking will be based upon the results of the written material assessment, the incident command scenario(s), and the oral interview.

Letters of interest and résumés must be received in the office of the Fire Chief no later than **1600 hours on Monday, July 16, 2012** to be considered. Letters and résumés may be hand-delivered to the Fire Chief's office or emailed to cheryl.finger@milwaukee.gov.

Qualified applicants will be provided with the written assignment on **Friday, July 20, 2012** via their personal milwaukee.gov email account unless they direct Cheryl otherwise. Written responses must be emailed to cheryl.finger@milwaukee.gov and received no later than **0700 hours on Monday, August 6.**

Emails will be replied to indicating receipt.

The incident command scenario(s) and interviews will be conducted during the months of August and/or September.


MARK ROHLFING
Chief