



Fire Department

Mark Rohlfing
Chief

Gerard Washington
Assistant Chief
Daniel Lipski
Assistant Chief
Daniel Berendt
Assistant Chief

February 11, 2016

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

Dear Commissioners:

There are nineteen positions of Battalion Chief, Fire, in the department, fifteen of which supervise one battalion of fire personnel on one shift in our Firefighting Division, and four of which are responsible for an entire division in our Support Bureau, Operations Bureau, or EMS, Training, and Education Bureau. It is these latter four Battalion Chiefs' positions to which I confine the following reorganization request.

Because the Battalion Chiefs in the EMS Division, the Training Division, the Special Operations Division, and the Construction and Maintenance Division are responsible for overseeing very large and significant areas of the department, working without a great deal of direct supervision, making high-level decisions, having significant budget responsibilities, and writing and implementing department-wide policies and procedures, I believe that they should get paid at a level commensurate with those duties. Their work loads and responsibilities are more in line with the job responsibilities of the Deputy Chiefs, and far above the rest of the Battalion Chiefs. These Battalion Chiefs also work hand-in-hand with our three current Firefighting Division Deputy Chiefs to manage department resources and personnel.

Benefits of this reorganization would include guaranteeing that our Deputy Chiefs have spent time managing a division on a 40-hour schedule, thereby diversifying our senior staff, allowing lateral transfers between the Firefighting Division and the other divisions, and would also potentially incentivize the Battalion Chief position to Fire Captains, as all new Battalion Chiefs would be assigned to the Firefighting Division.

I respectfully request that the four Division Head Battalion Chiefs' positions become four positions of Deputy Chief, Fire. I have included job descriptions for each position for your review. I look forward to answering any questions you may have at the next meeting of your Honorable Board.

Respectfully,


MARK ROHLFING
Chief

MR/jlb
Enclosures
FPC\Budget Positions\Division BCs to DCs Req 0216



JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 1/22/16		2. Present Incumbent: John T. Litchford		Is incumbent underfilling position?	
3. Date Filled: 6/7/15		4. Previous Incumbent: Dale A. Schwark		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
5. Department: Fire Department		Bureau: Support Division: Construction & Maintenance		Unit: Section:	
6. Work Location: 118 W. Virginia St.		Telephone: 286-8975 Email: jlitch@milwaukee.gov		Work Schedule: Hours: 7:30 am-4:00 pm / Days: M-F	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Chief Officers Assn. If in District Council 48, which local?		9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10.	Official Title: Battalion Chief, Fire			Pay Range	Job Code
	Underfill Title (if applicable):			4MX	2425
	Requested Title (if applicable): Deputy Chief, Fire			40X	2427
Recommended Title (DER Use Only):			Approved by: Date:		

11. BASIC FUNCTION OF POSITION:

This position is part of the senior management team, with responsibility for helping to manage and change our departmental vision, for developing both our short-term and long-range strategic plans, policy and procedure creation, and yearly and long-range budget development and management.

Primary duty is to oversee the planning and coordination of all maintenance and repairs to the department fleet, which includes specialized fire apparatus and other vehicles, and 38 buildings, including budgeting, capital improvement plans, procurement planning, establishment and monitoring of department policies, tracking procedures, and research and development.

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
20	• Oversees the maintenance and operational readiness of the department's fleet and facility buildings. Ensures equipment and apparatus meet the needs of the department.
15	• Creates capital improvement plans for apparatus purchases. Creates capital improvement plans for replacement of facilities.
10	• Works with vendors and other City agencies in procuring services and equipment.
10	• Creates and oversees budgets for operating and equipment accounts.
5	• Creates tracking procedures for commodity and labor usages, as well as loss prevention.
5	• Works with Fire Personnel Officer on hiring for positions; including interviewing of candidates and formulation of assessment components.
5	• Researches and explores cost-saving procedures and products related to apparatus and facilities.
5	• Supervises fire station design, remodeling, repairs, and upgrades.
5	• Supervises apparatus specifications and design.
5	• Promotes positive public relations through community involvement, private/public relationship building, and superior customer service.

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
5	<ul style="list-style-type: none"> Serves on committees and boards deemed appropriate by the Chief. Acts as the Chief's designee to represent the department through public functions, meetings, media, etc.
5	<ul style="list-style-type: none"> May prefer charges and take disciplinary action in cases of specific and direct violation of rules and regulations.
5	<ul style="list-style-type: none"> Counsels, motivates, and maintains subordinate performance.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Gerard Washington, 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.)

Performs most duties independently with direction as necessary from the Assistant Chief, Support Bureau.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 25.

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)
1	Fire Equipment Repairs Manager	a - h
1	Fire Equipment Repairs Supervisor	a - h

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

i. **Education and Experience:**

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.

Possesses rank of Battalion Chief.

ii. **Knowledge, Skills and Abilities:**

Must have an excellent working knowledge of the National Incident Management System. Must further have the ability to use the Incident Command System professionally, assuming and retaining command at large emergency scenes, sizing-up incidents to determine the most effective, efficient and safe use of personnel, equipment, and apparatus to control fire, EMS, and other emergency situations.

Must demonstrate appropriate operational and fiscal management exhibiting commitment to the values of the department as set forth by mission, vision, and policy.

Must have the ability to positively lead employees toward success through the development of skills and competencies, effectively planning and organizing activities, allocating resources, establishing priorities, and effectively delegating and motivating subordinates while fostering cooperation to accomplish goals.

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.

Must possess the ability to reach logical, reasonable, acceptable conclusions and develop appropriate recommendations based on the evidence at hand; openly hearing different perspectives yet maintaining appropriate management and control. Must be able to take initiative to identify, implement and evaluate policies and procedures with excellent problem-solving, critical thinking, and decision-making skills in compliance with the strategic needs of the department and the priorities established by the Fire Chief.

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 to a variety of audiences including the media.

Must possess the ability to establish and maintain collaborative working relationships with other City agencies, public officials, governmental entities, policymakers, elected officials and community stakeholders, while open-mindedly understanding and adequately responding to different perspectives and points of view.

Must possess knowledge of fire prevention codes and ordinances, as well as the application of fire prevention principles.

Must have a working knowledge of computer programs applicable to job duties.

iii. Certifications, Licenses, Registrations:

Required to possess a valid Wisconsin Driver's License.

Required to possess National Fire Academy Incident Safety Officer Certification.

Must be licensed by the State of Wisconsin as an Emergency Medical Technician-Basic (EMT-B) at time of application. (Those already possessing the rank of Battalion Chief hired by the MFD prior to January 1, 1986 are not required to maintain an EMT-B license.)

iv. Other Requirements:

During their one-year probation, members promoted to Deputy Chief will be expected to complete all Professional Development Program (PDP) offerings for the rank of Battalion Chief, if not previously completed.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 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.

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.

<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 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.

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.

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 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 checked="" 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 checked="" type="checkbox"/>	Hand tools (please list): firefighting		
<input checked="" type="checkbox"/>	Office Machines (check all that apply):	<input checked="" type="checkbox"/>	Copier
		<input checked="" type="checkbox"/>	Facsimile
		<input checked="" type="checkbox"/>	Calculator
		<input type="checkbox"/>	Cash register
<input checked="" type="checkbox"/>	Other (please list): medical equipment		

F. 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.)

Sworn and uniformed member of the department, a quasi-military organization. Subject to recall to duty from off-duty, at any hour. Subject to attendance at alarms at any hour, while on duty, and under extreme conditions of danger, stress, weather, extended periods of physical activity, etc.

Required to perform as Firefighting Deputy Chief when assigned.

Appointed by the Chief, subject to approval by the Fire and Police Commission.

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



Signature of Department Head or Designated Representative

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.

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 1/22/16		2. Present Incumbent: David C. Votsis		Is incumbent underfilling position?	
3. Date Filled: 9/15/14		4. Previous Incumbent: Brian L. Smith		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
5. Department: Fire Department		Bureau: Operations Division: Special Operations		Unit: Section:	
6. Work Location: 711 W. Wells St.		Telephone: 286-8943 Email: dvotsi@milwaukee.gov		Work Schedule: Hours: 7:30 am-4:00 pm / Days: M-F	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Chief Officers Assn. If in District Council 48, which local?		9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10.	Official Title: Battalion Chief, Fire			Pay Range	Job Code
	Underfill Title (if applicable):			4MX	2425
	Requested Title (if applicable): Deputy Chief, Fire			40X	2427
Recommended Title (DER Use Only):			Approved by: Date:		

11. BASIC FUNCTION OF POSITION:

This position is part of the senior management team, with responsibility for helping to manage and change our departmental vision, for developing both our short-term and long-range strategic plans, policy and procedure creation, and yearly and long-range budget development and management.

Primary duty is to directly manage the planning, training, budget, staffing, administration, and operations for the department's special teams, ensuring adequate preparation for specialty incident and event response related to hazardous materials, structural collapse rescue, tunnel rescue, trench rescue, high and low angle rope rescue, tactical emergency medical services, fire origin and cause investigations, incident management, and all emergencies in or on the water or ice.

Secondary duties include coordinating the department's Mutual Aid Box Alarm System (MABAS), Honor Guard deployment, homeland safety and security, interagency and inter-jurisdiction liaison, special event planning and response coordination, and federal and state dignitary visit planning and response coordination.

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
25	• Acts as preparedness coordinator for special teams and specialty units including the Fire Investigation Unit, Hazardous Materials Team, Heavy Urban Rescue Team, Marine Operations (Dive and Fireboat Teams), Tactical Emergency Medical Services Team, Incident Command Post Team, and the Honor Guard; managing supervisory personnel and directing incident command. Performs as a command liaison/advisor between special teams and incident commanders during specialty response.
10	• Coordinates and is responsible for disaster management planning, research, and exercise development.
10	• Acts as a liaison with other agencies involved in emergency management. Serves on committees and boards deemed appropriate by the Chief. Acts as the Chief's designee to represent the department through public functions, meetings, media, etc.
10	• Manages special event and dignitary visit planning and coordinates department resources, gaining reimbursement for personnel and equipment as appropriate.

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.

5	<ul style="list-style-type: none"> Responds to alarms as specified by the Chief as warranted. Coordinates and manages incidents to determine the most effective, efficient and safe use of personnel, equipment, and apparatus to control emergency situations, in accordance with department policies and procedures.
5	<ul style="list-style-type: none"> Coordinates multi-agency training sessions and exterior training/preparedness opportunities.
5	<ul style="list-style-type: none"> Develops and maintains emergency response plans.
5	<ul style="list-style-type: none"> Researches, reviews, recommends, and procures specialty preparedness equipment and supplies.
5	<ul style="list-style-type: none"> Promotes positive public relations through community involvement, private/public relationship building, and superior customer service.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	<ul style="list-style-type: none"> May function as a safety officer or RIT Officer at greater alarms and/or multi-agency responses.
5	<ul style="list-style-type: none"> May prefer charges and take disciplinary action in cases of specific and direct violation of rules and regulations.
5	<ul style="list-style-type: none"> Counsels, motivates, and maintains subordinate performance.
5	<ul style="list-style-type: none"> Provides direct and actionable oversight and direction to special team personnel.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Daniel C. Lipski, Assistant Chief, Operations Bureau

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

Performs most duties independently with direction as necessary from the Assistant Chief, Operations Bureau.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 355*.

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)
6	Heavy Urban Rescue Team (HURT) Officers	a - h
3	Hazardous Materials Team Officers	a - h
6	Marine Operations Officers	a - h
3	Fire Investigation Unit (Captain and Lieutenants)	a - h
3	Tactical Emergency Medical Services (TEMS) Officers	a - h
3	Incident Command Post (ICP) Officers	a - h
2	Honor Guard Commanders	a - e
	<i>*Indirectly supervises all sworn personnel assigned to a special team.</i>	

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

i. **Education and Experience:**

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.

Possesses rank of Battalion Chief.

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.

ii. Knowledge, Skills and Abilities:

Must have an excellent working knowledge of the National Incident Management System. Must further have the ability to use the Incident Command System professionally, assuming and retaining command at large emergency scenes, sizing-up incidents to determine the most effective, efficient and safe use of personnel, equipment, and apparatus to control fire, EMS, and other emergency situations.

Must demonstrate appropriate operational and fiscal management exhibiting commitment to the values of the department as set forth by mission, vision, and policy.

Must have the ability to positively lead employees toward success through the development of skills and competencies, effectively planning and organizing activities, allocating resources, establishing priorities, and effectively delegating and motivating subordinates while fostering cooperation to accomplish goals.

Must possess the ability to reach logical, reasonable, acceptable conclusions and develop appropriate recommendations based on the evidence at hand; openly hearing different perspectives yet maintaining appropriate management and control. Must be able to take initiative to identify, implement and evaluate policies and procedures with excellent problem-solving, critical thinking, and decision-making skills in compliance with the strategic needs of the department and the priorities established by the Fire Chief.

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 to a variety of audiences including the media.

Must possess the ability to establish and maintain collaborative working relationships with other City agencies, public officials, governmental entities, policymakers, elected officials and community stakeholders, while open-mindedly understanding and adequately responding to different perspectives and points of view.

Must possess knowledge of fire prevention codes and ordinances, as well as the application of fire prevention principles.

Must have a working knowledge of computer programs applicable to job duties.

iii. Certifications, Licenses, Registrations:

Required to possess a valid Wisconsin Driver's License.

Required to possess National Fire Academy Incident Safety Officer Certification.

Must be licensed by the State of Wisconsin as an Emergency Medical Technician-Basic (EMT-B) at time of application. (Those already possessing the rank of Battalion Chief hired by the MFD prior to January 1, 1986 are not required to maintain an EMT-B license.)

iv. Other Requirements:

During their one-year probation, members promoted to Deputy Chief will be expected to complete all Professional Development Program (PDP) offerings for the rank of Battalion Chief, if not previously completed.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 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.

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.

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 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.

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.

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: 30%**

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 checked="" 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 checked="" type="checkbox"/>	Hand tools (please list): firefighting		
<input checked="" type="checkbox"/>	Office Machines (check all that apply): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register		
<input checked="" type="checkbox"/>	Other (please list): medical equipment		

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.

F. 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.)

Sworn and uniformed member of the department, a quasi-military organization. Subject to recall to duty from off-duty, at any hour. Subject to attendance at alarms at any hour, while on duty, and under extreme conditions of danger, stress, weather, extended periods of physical activity, etc.

Required to perform as Firefighting Deputy Chief when assigned.

Appointed by the Chief, subject to approval by the Fire and Police Commission.

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



Signature of Department Head or Designated Representative

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.

JOB DESCRIPTION

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

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 1/22/16	2. Present Incumbent: Steven G. Riegg	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
3. Date Filled: 1/28/15	4. Previous Incumbent: Sean W. Slowey	If YES, indicate Underfill Title in box 10.	
5. Department: Fire Department	Bureau: EMS/Training/Education Division: Emerg. Medical Serv.	Unit: Section:	
6. Work Location: 711 W. Wells St.	Telephone: 286-8981 Email: sriegg@milwaukee.gov	Work Schedule: Hours: 7:30 am-4:00 pm / Days: M-F	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	8. Bargaining Unit: Chief Officers Assn. If in District Council 48, which local?	9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10.	Official Title: Battalion Chief, Fire - EMS	Pay Range	Job Code
	Underfill Title (if applicable):	4MX	2425
	Requested Title (if applicable): Deputy Chief, Fire	40X	2427
Recommended Title (DER Use Only):		Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

This position is part of the senior management team, with responsibility for helping to manage and change our departmental vision, for developing both our short-term and long-range strategic plans, policy and procedure creation, and yearly and long-range budget development and management.

Primary duties are to administratively manage the EMS Division, which includes budget, grant and contract preparation, establishment and monitoring of department policies, and coordination of training and education, as well as coordinate the operation of emergency medical services (EMS) activities and related programs for the department, functioning in a leadership capacity to ensure that proper mission, values, customer service, and fiscal responsibilities are met.

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
15	• Coordinates and manages EMS training, providing oversight for education and licensing. Acts as a liaison with other agencies involved in emergency medical services.
10	• Provides oversight and management for EMS equipment and supplies. Ensures budgetary compliance.
10	• Manages quality assurance and quality improvement for EMS-related events.
10	• Develops and coordinates the Multiple Casualty Incident (MCI) operations plan. Manages equipment for MCI incidents. Manages special event planning and coordination of department resources at the events. Manages Tactical Emergency Medical Services (TEMS) operations.
5	• Provides oversight for the Community Paramedic – Mobile Integrated Health Program.
5	• Manages ALS billing and collection operations.
5	• Manages contract and budget compliance for EMS-related services.
5	• Coordinates EMS disaster planning and operations for all hazards, including terrorism, naturally occurring events, disease outbreaks, and large scale hazards.
5	• Manages Basic Life Support (BLS) and Advanced Life Support (ALS) transport operations.

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.

% of Time	ESSENTIAL FUNCTION
5	<ul style="list-style-type: none"> Analyzes, develops, and implements approved EMS-related department goals and objectives.
5	<ul style="list-style-type: none"> Promotes positive public relations through community involvement, private/public relationship building, and superior customer service.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	<ul style="list-style-type: none"> Manages Emergency Medical Technician-Paramedic (EMT-P) continuing education and monitors benchmarks, coordinating training sessions as needed.
5	<ul style="list-style-type: none"> May prefer charges and take disciplinary action in cases of specific and direct violation of rules and regulations.
5	<ul style="list-style-type: none"> Counsels, motivates, and maintains subordinate performance.
5	<ul style="list-style-type: none"> Serves on committees and boards deemed appropriate by the Chief. Acts as the Chief's designee to represent the department through public functions, meetings, media, etc.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Daniel C. Berendt, Assistant Chief, Bureau of EMS/Training/Education

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

Performs most duties independently with direction as necessary from the Assistant Chief, EMS/Training/Education Bureau.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **870***

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)
3	Fire Captains - EMS	a - h
1	Fire Paramedic Field Lieutenant	a - h
1	Office Assistant IV	a - h
	<i>*Indirectly supervises all sworn department personnel of equal or less rank while participating in EMS-related education, training, and refresher programs. Functions within and may supervise the EMS-branch at major incidents as EMS Branch Director.</i>	

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

i. **Education and Experience:**

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.

Possesses rank of Battalion Chief. Also must be recognized as a "full practice" paramedic by the Medical Director – Milwaukee County EMS.

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ii. Knowledge, Skills and Abilities:

Must have an excellent working knowledge of the National Incident Management System. Must further have the ability to use the Incident Command System professionally, assuming and retaining command at large emergency scenes, sizing-up incidents to determine the most effective, efficient and safe use of personnel, equipment, and apparatus to control fire, EMS, and other emergency situations.

Must demonstrate appropriate operational and fiscal management exhibiting commitment to the values of the department as set forth by mission, vision, and policy.

Must have the ability to positively lead employees toward success through the development of skills and competencies, effectively planning and organizing activities, allocating resources, establishing priorities, and effectively delegating and motivating subordinates while fostering cooperation to accomplish goals.

Must possess the ability to reach logical, reasonable, acceptable conclusions and develop appropriate recommendations based on the evidence at hand; openly hearing different perspectives yet maintaining appropriate management and control. Must be able to take initiative to identify, implement and evaluate policies and procedures with excellent problem-solving, critical thinking, and decision-making skills in compliance with the strategic needs of the department and the priorities established by the Fire Chief.

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 to a variety of audiences including the media.

Must possess the ability to establish and maintain collaborative working relationships with other City agencies, public officials, governmental entities, policymakers, elected officials and community stakeholders, while open-mindedly understanding and adequately responding to different perspectives and points of view.

Must have a working knowledge of computer programs applicable to job duties.

iii. Certifications, Licenses, Registrations:

Required to possess a valid Wisconsin Driver's License.

Recognized as a "full practice" paramedic by the Medical Director – Milwaukee County EMS.

Required to possess National Fire Academy Incident Safety Officer Certification.

Must be licensed by the State of Wisconsin as an Emergency Medical Technician-Basic (EMT-B) at time of application. (Those already possessing the rank of Battalion Chief hired by the MFD prior to January 1, 1986 are not required to maintain an EMT-B license.)

iv. Other Requirements:

During their one-year probation, members promoted to Deputy Chief will be expected to complete all Professional Development Program (PDP) offerings for the rank of Battalion Chief, if not previously completed.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 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.

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.

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 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.

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.

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: 30%**

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 checked="" 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 checked="" type="checkbox"/>	Hand tools (please list): firefighting		
<input checked="" type="checkbox"/>	Office Machines (check all that apply):	<input checked="" type="checkbox"/>	Copier
		<input checked="" type="checkbox"/>	Facsimile
		<input checked="" type="checkbox"/>	Calculator
		<input type="checkbox"/>	Cash register
<input checked="" type="checkbox"/>	Other (please list): medical equipment		

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.

- F. 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.)

Sworn and uniformed member of the department, a quasi-military organization. Subject to recall to duty from off-duty, at any hour. Subject to attendance at alarms at any hour, while on duty, and under extreme conditions of danger, stress, weather, extended periods of physical activity, etc.

Required to perform as Firefighting Deputy Chief when assigned.

Appointed by the Chief, subject to approval by the Fire and Police Commission.

- G. 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:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 1/22/16		2. Present Incumbent: John J. Schwengel		Is incumbent underfilling position?	
3. Date Filled: 8/17/14		4. Previous Incumbent: Erich J. Roden		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
5. Department: Fire Department		Bureau: EMS/Training/Education Division: Training		Unit: Section:	
6. Work Location: 6680 N. Teutonia Ave.		Telephone: 286-8971 Email: jschwe@milwaukee.gov		Work Schedule: Hours: 7:30 am-4:00 pm / Days: M-F	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Chief Officers Assn. If in District Council 48, which local?		9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10.	Official Title: Battalion Chief, Fire			Pay Range	Job Code
	Underfill Title (if applicable):			4MX	2425
	Requested Title (if applicable): Deputy Chief, Fire			40X	2427
Recommended Title (DER Use Only):			Approved by: Date:		

11. BASIC FUNCTION OF POSITION:

This position is part of the senior management team, with responsibility for helping to manage and change our departmental vision, for developing both our short-term and long-range strategic plans, policy and procedure creation, and yearly and long-range budget development and management.

Primary duties are to oversee the coordination, planning, budgeting, and operation of all departmental training (firefighting in-service, company-based, professional development, recruit, and cadet), including establishing attainable performance standards and evaluations, and managing community relations and fire prevention activities as they relate to fire education for the citizens of the City of Milwaukee.

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
20	Identifies specific training needs of the department and develops programs to meet those objectives which may require creatively researching outside educational resources and certification programs.
20	Establishes performance standards in cooperation with the Fire Chief to be met by members, whether cadet, recruit, probationer, or veteran. Creates supplemental training programs to enable members to achieve set standards.
15	Manages fourteen-week recruit training classes. Manages the two-year fire cadet curriculum, training, and fire education assignments.
5	Schedules, plans, and supervises in-service instruction. Develops and presents in-service training to Chief Officers.
5	Counsels, motivates, and maintains subordinate performance. May prefer charges and take disciplinary action in cases of specific and direct violation of rules and regulations.
5	Assists the Fire and Police Commission with recruitment for the Fire Cadet Program and general firefighter recruitment.
5	Assists with policy development concerning safety, incident command, hi-rise protocol, firefighting equipment and vehicle operations, training goals, and any other fire-service related topics.
5	Manages public education programs and community service obligations. Promotes positive public relations through community involvement, private/public relationship building, and superior customer service.

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.

5	<ul style="list-style-type: none"> Coordinates and oversees research, development, and testing of new firefighting, rescue, and EMS equipment, including making recommendations for purchase.
5	<ul style="list-style-type: none"> Oversees the updating of department training manuals in order to keep current with changing policies and procedures.
5	<ul style="list-style-type: none"> Manages the personal protective equipment maintenance facility and establishes policy and procedures for the inspection, testing, and maintenance of turnout gear and personal protective equipment.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	<ul style="list-style-type: none"> Serves on committees and boards deemed appropriate by the Chief. Acts as the Chief's designee to represent the department through public functions, meetings, media, etc.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Daniel M. Berendt, Assistant Chief, Bureau of EMS/Training/Education

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

Performs most duties independently with direction as necessary from the Assistant Chief, EMS/Training/Education Bureau.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **870***.

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	Fire Captains	a - h
1	Vehicle Operations Training Coordinator	a - h
1	Office Coordinator II	a - h
1	Inventory Control Assistant III	a - h
1	Fire Equipment Repairer I	a - h
1	Fire Lieutenant - Community Relations Director	a - h
1	Media Specialist	a - h
	<i>*Indirectly supervises all sworn department personnel of equal or less rank while participating in departmental training programs.</i>	

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

i. **Education and Experience:**

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.

Possesses rank of Battalion Chief.

ii. **Knowledge, Skills and Abilities:**

Must have an excellent working knowledge of the National Incident Management System. Must further have the ability to use the Incident Command System professionally, assuming and retaining command

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at large emergency scenes, sizing-up incidents to determine the most effective, efficient and safe use of personnel, equipment, and apparatus to control fire, EMS, and other emergency situations.

Must demonstrate appropriate operational and fiscal management exhibiting commitment to the values of the department as set forth by mission, vision, and policy.

Must have the ability to positively lead employees toward success through the development of skills and competencies, effectively planning and organizing activities, allocating resources, establishing priorities, and effectively delegating and motivating subordinates while fostering cooperation to accomplish goals.

Must possess the ability to reach logical, reasonable, acceptable conclusions and develop appropriate recommendations based on the evidence at hand; openly hearing different perspectives yet maintaining appropriate management and control. Must be able to take initiative to identify, implement and evaluate policies and procedures with excellent problem-solving, critical thinking, and decision-making skills in compliance with the strategic needs of the department and the priorities established by the Fire Chief.

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 to a variety of audiences including the media.

Must possess the ability to establish and maintain collaborative working relationships with other City agencies, public officials, governmental entities, policymakers, elected officials and community stakeholders, while open-mindedly understanding and adequately responding to different perspectives and points of view.

Must possess knowledge of fire prevention codes and ordinances, as well as the application of fire prevention principles.

Requires a high degree of knowledge in the operation of firefighting tools, equipment, and apparatus. Demands competency in firefighting principles, strategy, and other required emergency operations.

Must have a working knowledge of computer programs applicable to job duties.

iii. Certifications, Licenses, Registrations:

Required to possess a valid Wisconsin Driver's License.

Required to possess National Fire Academy Incident Safety Officer Certification.

Must be licensed by the State of Wisconsin as an Emergency Medical Technician-Basic (EMT-B) at time of application. (Those already possessing the rank of Battalion Chief hired by the MFD prior to January 1, 1986 are not required to maintain an EMT-B license.)

iv. Other Requirements:

During their one-year probation, members promoted to Deputy Chief will be expected to complete all Professional Development Program (PDP) offerings for the rank of Battalion Chief, if not previously completed.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 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.

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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 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.

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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 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 checked="" 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 checked="" type="checkbox"/>	Hand tools (please list): firefighting		
<input checked="" type="checkbox"/>	Office Machines (check all that apply): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register		
<input checked="" type="checkbox"/>	Other (please list): medical equipment		

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- F. 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.)

Sworn and uniformed member of the department, a quasi-military organization. Subject to recall to duty from off-duty, at any hour. Subject to attendance at alarms at any hour, while on duty, and under extreme conditions of danger, stress, weather, extended periods of physical activity, etc.

Required to perform as Firefighting Deputy Chief when assigned.

Appointed by the Chief, subject to approval by the Fire and Police Commission.

- G. 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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