

**RESOLUTION**

**REORGANIZATION OF FIRE DEPARTMENT AND APPROVAL OF BATTALION CHIEF POSITION**

**WHEREAS**, the Manitowoc Fire Rescue Department consists of 51 full-time represented line personnel, which are divided into three shifts of 17, working 24-hour shifts, 56-hours per week. The non-represented Chief and Assistant Chief work a traditional 40-hour work week; and

**WHEREAS**, the current organizational model utilizes a Company Officer supervising staff at each assigned station. The Company Officer position is filled by employees holding the ranks of Lieutenant and Captain as assigned by the Chief; and

**WHEREAS**, this current organizational model is restricting the department’s ability to recruit leaders from within the department; and

**WHEREAS**, adding Battalion Chief positions will enhance the department’s ability to recruit leaders from within, strengthening the department and provide improved decision-making during emergency responses and provide critical supervision of the staff; and

**WHEREAS**, the Personnel Committee approved the reorganization as outlined on the attached Organization Responsibility Chart at a meeting held on September 7<sup>th</sup>, 2023; and

**WHEREAS**, the Fire Chief worked with Human Resources to develop the attached job description detailing the Battalion Chief position.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Common Council of the City of Manitowoc, that the position of Battalion Chief be created in the Manitowoc Fire Rescue Department, effective January 1, 2024.

**BE IT FURTHER RESOLVED** that the attached job description be approved and sent for pricing to determine placement within the City of Manitowoc Compensation Plan structure.

**BE IT FURTHER RESOLVED** that the Manitowoc Fire Rescue Department be reorganized as shown on the attached Organization Responsibility Chart, effective January 1, 2024.

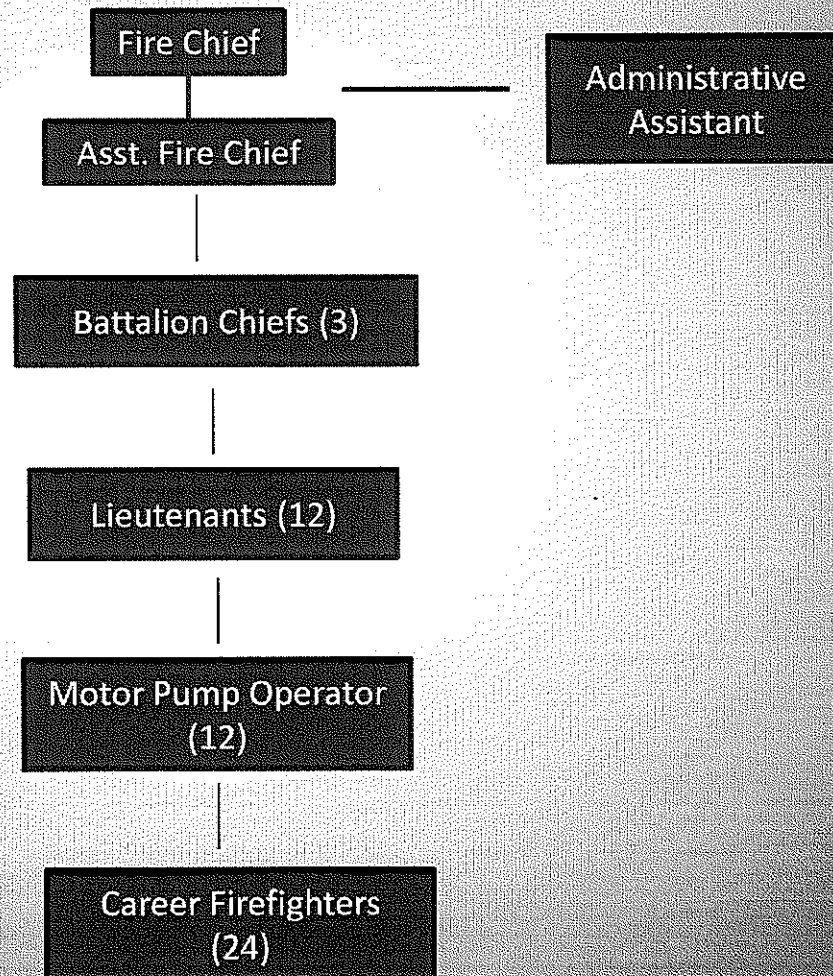
INTRODUCED \_\_\_\_\_ ADOPTED \_\_\_\_\_

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Justin M. Nickels, Mayor

**Fiscal Impact:** Anticipated budget neutral and incorporated in the City’s 2024 budget. No additional tax levy or 2023 budget amendments required.  
**Funding Source:** 2024 Fire Department Budget  
**Finance Director Approval:** /SMA  
**Approved as to form:** / EGN

This resolution was drafted by Interim City Attorney, Eric G. Nycz

# Organization Responsibility Chart



## Job Description

### Human Resource Use Only

**Position Number:**  
**Step/Grade:**  
**Effective Date: 01.2024**

### POSITION IDENTIFICATION

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**Position Title:** Battalion Chief  
**Division:** Fire Rescue  
**Status:** Exempt  
**Normal Workweek:** 24-hour shifts

### SUPERVISORY RELATIONSHIPS

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**Reports to:** Assistant Fire Chief  
**Directly Supervises:** Lieutenants, Motor Pump Operators and Firefighters

### POSITION PURPOSE

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Under the direction of the Fire Chief or Assistant Fire Chief, the Battalion Chief runs the administration of the Fire department including supervising fire personnel during fire, emergency medical, and other incidents. Serve as the Incident Commander or as a member of the Incident Command team. Administrative assignments include personnel management, fire operations, emergency medical services, training and maintenance. Assist the community with public education, community relations, and fire prevention programs and activities. The Battalion Chief are primarily stationed at the administrative offices. The Battalion Chief is a management position that oversees Fire Rescue staff and assumes command duties in the absence of the Fire Chief or Assistant Fire Chief.

### ESSENTIAL DUTIES

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- Plan, direct, and coordinate the day-to-day operations of the assigned shift to establish and maintain a safe work environment that ensures a high degree of operational readiness to maximize the level of service provided to the community.
- Supervise employees, including conducting evaluations of performance, enforcement of City policies and department guidelines, receive and investigate complaints of policy or guideline violations, assist in internal investigations, and make recommendations to the Fire Chief or Assistant Fire Chief regarding matters involving employee performance, evaluation, discipline, investigation, or retention.
- Recommend and issue corrective action or counseling.
- Participate in labor negotiations and union grievances and provide recommendations to the Fire Chief regarding modifications to the collective bargaining agreement.
- Participate in and provide managerial recommendations to the Fire Chief in matters involving hiring and promotions of department personnel. Assist the Human Resources department with background investigations.
- Make strategic and tactical decisions regarding incident operations which are consistent with department policy, operational procedures, standard operating guidelines, and modern fire suppression and emergency management practices.
- Assist with long-range planning efforts and coordinate the development of pre-incident emergency response plans for facilities within the City.
- Function as a member of the Incident Command Team which may include Incident Commander, Incident Safety Officer, Resource Unit Leader, Division/Group Supervisor, or Senior Advisor.

- Conduct shift briefings with other Battalion Chief at the beginning and end of shifts. Review daily activities with assigned companies and officers. Keep Fire Chief and/or Assistant Fire Chief apprised of daily schedule, staffing, and activities.
- Review fire, emergency medical, inspection, and administrative reports of subordinates for accuracy, completeness, and clarity. Follow up as necessary.
- Perform administrative assignments as delegated by the Fire Chief, such as fire operations, emergency medical service, training and maintenance.
- Assist or lead the development of policies, operational procedures, and standard operating guidelines in order to enhance the overall operation of the department. Ensure employees are following all safety procedures.
- Direct and plan for the care and maintenance of department apparatus, equipment, and facilities. Assist in the planning, acquisition, and evaluation of the same.
- Ensure that scheduled training and education are conducted and completed. Identify areas where members may require additional training and or education.
- Educate City officials, civic groups, businesses, and citizens on fire prevention and fire codes. Work closely with community leaders, communities, boards, councils, etc.
- Maintain the ability to credibly testify in a court hearing. Maintain prompt, predictable and reliable attendance. Maintain the ability to lawfully operate a motor vehicle.

#### MINIMUM POSITION QUALIFICATIONS

<b>Education</b>	Associate Degree in Fire Science or related field; Bachelor’s preferred. A combination of education and/or experience may be considered.
<b>Experience:</b>	Ten years fire service experience, including five years of progressively responsible experience in a full-service municipal, county, or state agency performing fire and EMS service responsibilities.
<b>Certifications/Licenses:</b>	<ul style="list-style-type: none"> <li>• Paramedic Wisconsin certification <u>or</u> eligibility for certification as a paramedic in the State of Wisconsin upon hire;</li> <li>• Current WI Firefighter I &amp; II Certification;</li> <li>• Fire Officer I Certification;</li> <li>• ICS at 700 or 800 and Level 100 and Level 200, preferably Fire Instructor I Certification.</li> <li>• Valid Wisconsin Driver’s License and safe driving record.</li> </ul>

#### KNOWLEDGE, SKILLS, & ABILITIES

Comprehensive knowledge of modern methods of fire department administration, principles and practices of fire suppression, pre-hospital emergency medical care, technical rescue, disaster management, and the use and maintenance of firefighting and emergency medical apparatus and equipment. Considerable knowledge of statutes, standards, codes, and ordinances pertaining to fire safety, building construction, electrical installations, and the storage/handling of hazardous materials. Working knowledge of leadership principles and practices. Knowledge and understanding of community fire and safety education programs, design, and implementation.

Comprehensive skill in the application of modern fire suppression and prevention techniques, evaluation, and implementation of tactical and operational requirements. Skill in selecting, assigning, training, and evaluating subordinates. Skill in the operation of equipment needed to effectively perform the duties and responsibilities of the position, including modern office equipment. Considerable skill in planning, scheduling and directing the work of others.

Ability to communicate effectively both orally and in writing with business representatives, elected officials, department heads, the general public, and other City employees. Ability to develop and maintain an effective working relationship with department staff and the public. Ability to utilize a computer and related software. Ability to acquire a thorough knowledge of the City, including streets, buildings, water supply, hazards and related items.

## **BACKGROUND CHECK**

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Condition of employment

## **PHYSICAL DEMANDS**

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to manipulate, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must be able to move objects between 20-50 pounds short distances (20 feet or more), perform duties requiring pulling of 40 pounds or more such as removing hose from apparatus, pulling ceilings, starting power equipment, and opening doors on the apparatus, as well as frequently lift objects weighing 50 to 100 lbs.
- Climbing six or more flights of stairs while wearing protective equipment weighing at least 50 pounds or more and carrying equipment/tools weighing an additional 20-40 pounds.
- Searching, finding and rescue-dragging or carrying victims up to 200 pounds to safety in hazardous conditions and low visibility.
- Climbing ladders (stationary and aerial), operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.

## **WORK ENVIRONMENT**

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outdoor weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMT/Paramedic activities when noise levels may be loud.

The employee will be required to work 48-hour and up to 72-hour continuous shifts. During this time the employee may experience several interruptions of sleep, meals and/or other activities. The employee will be expected to perform essential job functions despite the potential for fatigue resultant from extended shift work.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.