

Job Description

Human Resource Use Only

Position Number: 10044

Step/Grade - P

Effective Date: 5/2017

POSITION IDENTIFICATION

Position Title: ~~Deputy Assistant Fire~~ Chief of Fire Rescue
Department: Fire Rescue
Status: Full Time Exempt
Normal Workweek: Varies

SUPERVISORY RELATIONSHIPS

Reports to: Fire Chief
Directly Supervises: Captains, Lieutenants, MPOs, Firefighters

POSITION PURPOSE

~~The Assistant Chief of Fire Operations is to provide assistance in supervising, directing, and coordinating the operations and activities of the Fire Operations, under direct supervision of the Fire Chief. Responsibility extends to appraisal of facilities, equipment, and personnel to ensure a constant state of readiness. Required to respond to emergency calls as necessary to effectively command and control the operational goals of the department. Provides highly responsible and complex administrative and management support to the Fire Chief; and assumes the role as the Fire Chief when directed to do so.~~

~~Under the administrative direction of the Fire Chief, performs administrative and managerial work as necessary to assist the Chief in the meeting of the department's goals and objectives, and in overseeing all personnel and department operations. The Deputy Chief with primary assignment to Operations and Training functions is responsible for both direct and indirect supervision in the areas of fire prevention, suppression, emergency medical service, specialized rescue, hazardous material emergency response, training and education, station and equipment maintenance. The Deputy Chief also provides information for various business owners, school officials, property owners, and other city/county departments, etc. with regard to general safety issues.~~

ESSENTIAL DUTIES

- ~~Assists with the management, directing, and supervision of the physical resources of the Agency in day-to-day operations.~~
- ~~Recommend and/or perform the full range of management duties (with appropriate executive review) including, performance evaluations, transferring, promoting, and disciplining.~~
- ~~Assists in the preparation and supervision of program budgets that may include operations, EMS, and training.~~
- ~~Assists the Fire Chief and staff with development of long-range goals and planning.~~
- ~~Ensures that all Agency equipment and buildings are maintained in top condition.~~
- ~~Provides assistance with purchasing new equipment including fire apparatus, fire stations, and other department needs as directed.~~
- ~~Coordinates annual certification testing of fire apparatus and equipment.~~

- Serves as the liaison/coordinator of communications associated with the Joint Dispatch Center.
- Supports and supervises the Captains Lieutenants in their stead, to be certain daily and monthly activities are completed.
- Collects, reviews, and manages all records and data from EMS activities.
- Investigates, discusses, and takes action concerning various types of personnel problems.
- May act as Incident Commander, Resource Officer, Public Information Officer, and/or Interdepartmental Liaison for complex or multi-agency incidents.
- Serve as assistant to the Chief of Fire and Rescue for county emergency operations center activities.
- Acts as department spokesperson to the media. Provides timely releases regarding responses to incidents and topics of community concern.
- Reviews and responds to general public complaints and requests for information and guidance.
- Supports and assists in the achievement of goals and objectives of the department.
- Cooperates and arranges joint training scenarios with surrounding community fire departments.
- Supports MABAS with surrounding community fire departments.
- ~~Assists the Chief in the administration, management and supervision of all programs of the Fire Department including fire suppression, fire prevention, public education, fire investigation, emergency medical services, public early warning systems, hazardous materials emergency response, training, and specialized rescue from ice, water, confined spaces, trenches, and vehicle entrapment.~~
- ~~In the absence of the Chief, administers, manages, and supervises all of the above-mentioned programs as assigned.~~
- ~~Attends meetings and functions in the absence of the Chief to represent the department (including, but not limited to: Common Council meetings, Police and Fire Commission meetings, business group meetings/functions, service organization meetings/functions, school organizations, special committees).~~
- ~~Personally responds 24 hours per day to pager alert for structure fires and other major emergencies to supplement minimum on-duty staffing.~~
- ~~Evaluates Captains and Lieutenants. Oversees evaluations of M.P.O.'s, firefighters, and probationary firefighters.~~
- ~~Assists and advises the Chief with regard to promotions and disciplinary actions.~~
- ~~Administer, in consultation with the Chief, department disciplinary measures.~~
- ~~Coordinates the development of specifications for, and the procurement of department apparatus and equipment, as directed by the Chief.~~
- ~~Supports and supervises the Captains in their stead, to be certain daily and monthly activities are completed.~~
- ~~Collects, reviews, and manages all records and data from EMS activities.~~
- ~~Researches and responds, either verbally or in writing, to questions related to department/EMS operations from firefighters, the public, city/county departments, related agencies, and business owners/managers.~~
- ~~Manages the EMS quality assurance program.~~
- ~~Reviews all EMS runs prior to sending them to the billing agency.~~
- ~~Assists with coordination of the public education efforts of the department.~~
- ~~Oversees the billing process for the EMS service.~~

- Collects data and produces report for department's annual report on Operations, and the department's training section.
- Assures that all personnel meet continuing education requirements.
- Attends and participates in staff meetings.
- Prepares annual budget requests for assigned bureaus and monitors expenditures against the budget.
- Plans, coordinates, supervises, and evaluates the activities of assigned bureaus.
- Develops policies, procedures, goals, and objectives for the assigned bureaus.
- Conducts studies, identifies problems, recommends alternatives, and implements solutions selected by the Chief.
- Reviews and makes recommendations for changes in department rules and regulations.
- Reviews EMS reports on a daily basis for compliance with standards of care and documentation.
- Maintains certification as ACLS, paramedic.
- Supervises/Leads daily "change-of-shift" meetings to collect information, answer questions, ensure smooth flow of information between shifts and corroborate daily schedule.
- Receives, reviews, takes appropriate action (e.g., returning to submitter if incorrect, and passing onto secretary for filing when complete and correct) on all National Fire Incident Reports (NFIR's).
- Investigates, discusses, and takes action concerning various types of personnel problems.
- May act as Incident Commander, Resource Officer, Public Information Officer, and/or Interdepartmental Liaison for complex or multi-agency incidents.
- Serve as assistant to the Chief of Fire and Rescue for county emergency operations center activities.
- Acts as department spokesperson to the media. Provides timely releases regarding responses to incidents and topics of community concern.
- Reviews and responds to general public complaints and requests for information and guidance.
- Supports and assists in the achievement of goals and objectives of the department.
- Cooperates and arranges joint training scenarios with surrounding community fire departments.
- Supports MABAS with surrounding community fire departments.
- Assists in the coordination of operations of complex fire, rescue, and life safety organization operating out of four stations.

OTHER DUTIES

- Participate in ongoing education, training, and development activities to maintain and improve professional knowledge and skills as a Fire Officer.
- Provides assistance in conducting investigations of suspicious fires; assists Police, State Fire Marshall, and insurance investigators in preparing cases for prosecution.
- Represent the Agency on a local, regional, state, and national level as directed or approved by the Fire Chief.
- Safely perform as a firefighter, fire officer or emergency responder on emergency incidents.
- Other related duties as necessary

MINIMUM POSITION QUALIFICATIONS

- Education:** _____ An Associate's Degree in Fire Science or a closely related field supplemented by the completion of other college level courses in fire related fields, or public/business administration. A Bachelor's Degree in Public Administration, Business Administration, Management/Organizational Behavior, or fire related field is desirable, as is extensive related course work at the National Fire Academy or National Fire Academy field course. In evaluating candidates for this position, the City may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of this position.
- Experience:** Five-Ten (5)-years of progressively responsible experience in the fire service, including five (5) years of supervisory/administrative experience or any equivalent combination of training or experience, is required.
- Certifications/Licenses:** Wisconsin EMT-Paramedic; Valid Wisconsin Driver's License; AHA PALS/BLS/ACLS
- Other Requirements:** Residency within 5 miles of the City Limits, preferably within the City Limits

KNOWLEDGE, SKILLS, & ABILITIES

This position must possess considerable knowledge of the fire service, including management, leadership, equipment, procedures, programs, and applicable federal, state, and local laws and regulations; above average knowledge of supervisory techniques; of program development and planning; of budgeting, grant writing, public relations; of public administration; of employee development, of personnel administration, and purchasing. This position must also have considerable skill in planning, organizing, and directing a variety of fire service programs; in identifying organizational problems and developing solutions to them; in utilizing minimal resources effectively to maintain a high level of service; in oral and written communication; and in establishing and maintaining effective working relationships with subordinates, other administrators, the media, community and business representatives, union representatives, and the general public. Above average ability to organize, direct, and coordinate department activities and services according to priorities and to work effectively in emergency situations. Above average ability to effectively supervise, direct, and motivate department employees; and effectively represent the City to the general public, community groups, and outside agencies. This position must also possess the ability to successfully utilize computer systems and programs such as windows based programs, Image Trend Fire and EMS modules. This position must have the ability to do complex algebraic calculations; ability to add, subtract, multiply, divide, calculate percentages, fractions, and decimals; apply concepts such as percentages, ratios, area, volume, circumference, and proportions; ability to interpret basic descriptive statistical data and reports; ability to interpret graphs and formulas. This position also needs the ability to read and interpret complex training manuals, Wisconsin Administrative Codes and City Ordinances, and extensive national standards for fire service; also needs ability to interpret building site plans; ability to prepare and issue complex reports for use by staff, boards, local officials, and the community; ability to condense complex operational guidelines into workable standard operating procedures; ability to facilitate effective communication among three 24-hour duty shifts working out of four different locations through the use of verbal briefings, departmental newsletters, and bulletins; ability to prepare and present facts and recommendations

effectively in written and oral form; ability to communicate with media through written press releases and prepared or spontaneous interviews; ability to communicate effectively via radio under emergency circumstances; ability to make effective presentations to various community groups and governmental agencies; ability to prepare lesson plans and teach staff and other department members a variety of complex subjects; and the ability to communicate effectively.

BACKGROUND CHECK

Condition of employment

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manual Dexterity:** Performance of essential functions requires a capacity to intermittently sit, stand, walk, bend, run, climb, and lift moderately heavy (25-30 pounds) objects.
- Physical Effort:** Performance of tasks associated with responding to fire alarms and other calls for assistance requires a capacity to lift heavy objects (50-100 pounds) unassisted and larger objects (more than 100 pounds) with assistance; a capacity to position, raise, and climb and work from ladders; a capacity to use various hand tools and powered equipment requiring a moderate to high degree of physical strength, hand-eye coordination, and manual dexterity; to pull and advance empty and water-filled firefighting hose lines of various sizes.
- Working Conditions:** Ability to meet medical standards in most current version of National Fire Protection Association Standard 1582 - Standard of Medical Requirements for Firefighters and Information for Fire Department Physicians. Ability to work in full firefighting and hazardous material protective ensembles; all under emergency conditions in all types of weather. Requires adaptability to a wide range of hostile environments, including extreme cold and heat. Must be able to operate in the environment posed by a structure fire, with high heat, zero visibility, and Immediately Dangerous to Life and Health (IDLH) conditions requiring protective clothing and self-contained breathing apparatus. Must also be able to operate in dangerous chemical environments, in cold water and on ice, at significant heights, and in trenches and confined spaces, all with appropriate protective equipment.

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.