

Job Description

Human Resource Use Only

Position Number:

Step/Grade - P

Effective Date: 10/2013

POSITION IDENTIFICATION

Position Title: Deputy Fire Chief Operations and Code Enforcement

Division: ~~Fire~~ & Life Safety and Neighborhood Services

Status: Full Time Exempt

Normal Workweek: Varies

SUPERVISORY RELATIONSHIPS

Reports to: Fire Chief

Directly Supervises: ~~Battalion Chiefs,~~ Captains, Lieutenants, MPOs, Firefighters, Civilian Inspectors

POSITION PURPOSE

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 Code Enforcement is responsible for both direct and indirect supervision in the areas of fire prevention, ~~suppression, specialized rescue, hazardous material emergency response, training~~ and education, ~~station and equipment maintenance~~, code enforcement, planning, purchasing, receiving and inventorying supplies. 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. The Deputy Chief serves as the department liaison to the Department of Safety and Professional Services. Performs related work as needed in support of the Deputy Chief of Operations or the Fire Chief.

ESSENTIAL DUTIES

- Assists the Chief in the administration, management and supervision of all programs of the Fire Department including fire suppression, fire prevention, code enforcement, public education, fire investigation, juvenile fire-setter counseling, public early warning systems, site plan review, 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 ~~Battalion Chiefs,~~ Captains and Lieutenants. Oversees evaluations of M.P.O.'s, firefighters, and probationary firefighters.
- Copies finished evaluations and files one copy in the department personnel file and provides a copy to HR for the official personnel folder.

- 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 ~~Battalion Chiefs, and~~ Captains in their stead, to be certain daily and monthly activities are completed.
- Collects, reviews, and manages all records and data which involve Department Safety Committee, building and site inspections, code enforcement, juvenile fire setters and fire investigations.
- Researches and responds, either verbally or in writing, to questions related to code enforcement issues.
- Reviews site and sprinkler plans and present concerns to the Chief of the department on related items prior to accepting or returning comments on the plans.
- Assists with coordination of the public education efforts of the department.
- Oversees the building inspections process. Direct supervision of civilian positions within the Life Safety Neighborhood Services Division. ~~Should this be expanded to include more on inspections?~~
- Collects data and produces report for department's annual report on ~~operations~~, code enforcement, public education, and fire investigations.
- 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 and presents them to the Chief.
- 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 inspection reports on a daily basis for compliance with department standards.
- Prepares materials for, and participates in "2% Dues" state audit.
- On occasion serve as line paramedic/~~Battalion Chief~~ to supplement staffing.
- Maintains certification as ACLS, paramedic, and Fire instructor.
- Monitors/attends daily "change-of-shift" meetings to collect information, answer questions, ensure smooth flow of information between shifts and corroborate daily schedule.
- ~~Joins and remains an active member of the Manitowoc County Hazardous Materials Response Team.~~
- 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).
- Receives, reviews, and files all State of Wisconsin Tier Two forms (chemical inventory forms from industries).
- 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.
- 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 ~~the Mutual Aid Pact and~~ 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.

- Responsible for back staffing the department during large incidents.
- Coordinates the department's safety committee and is responsible for keeping accurate minutes of the committee's activities.
- Prints out station inspection responsibility lists for semi-annual inspections.
- Follows up on all non-compliant code enforcement complaints. First by making an on-site visit, and if needed, issuing a citation, and if needed, appearing in court.
- Does inspections of special and target occupancies, and also all code-required inspections of CBRF's and Day Care facilities.
- Does non-required (requested) inspections of Adult Family Care Homes, Foster Homes, Day Cares, etc.
- Stays current with state fire codes by attending quarterly and annual meetings/seminars.
- Maintains (updates) all copies of fire codes.
- Suggests, and helps in development of new city fire safety ordinances.
- Maintains membership in Wisconsin Fire Inspectors Association.
- ~~Maintains certification as Fire Instructor II.~~
- Maintains all UST/AST files, correspondence, materials approval binders, and codes.
- Acts as the department's liaison between the city of Manitowoc and the State of Wisconsin regarding storage tanks.
- Receives, researches, and answers questions (either verbally, or in written form) from petroleum tank contractors, tank owners, realtors, city/county/state agencies, firefighters, and the general public regarding UST/AST files.
- Maintains computer link with State UST/AST bulletin board in Madison.
- Receives, reviews, takes appropriate action (suggesting alternate routes, rearranging order in which actions are taken, etc.) on fire/emergency plans of businesses, industries, hospitals, nursing homes, CBRF's, Day Care Centers, etc.
- Receives, reviews, takes appropriate action (re: observing necessary acceptance tests to ensure system is operational.) and files all automatic fire sprinkler plans.
- Receives all incoming items from vendors and marks shipping papers (identifying items) to enable secretary to charge to appropriate budget line.
- Schedules public education programs.
- Coordinate protective clothing purchases for department members.
- Assists the Chief in the plan review process of new buildings, building additions, and subdivision layouts.
- Signs all liquor application licenses (after review for any uncorrected fire code violations).
- Active as a member and/or officer of various national, state, and local emergency service organizations, community service organizations, special committees, commissions, and boards.

OTHER DUTIES

- May act as Incident Commander, Resource Officer, Public Information Officer, and/or Interdepartmental Liaison for complex or multi-company incidents.
- Performs related work 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. Certification as a Wisconsin Paramedic, Wisconsin Fire Inspector and certification as a Wisconsin Fire Instructor Level 2, is also required. 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.

- Experience:** Five (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 Fire Inspector; Wisconsin Paramedic; ~~Wisconsin Fire Instructor II~~, Valid Wisconsin Driver's License; AHA BLS/ACLS ~~Instructor~~
- 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 have the ability to use computer systems and programs such as windows based programs, Image Trend Fire and EMS modules. This position must have the ability to work in full firefighting and hazardous material protective ensembles; all under emergency conditions in all types of weather and have the 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.

This position must have the ability to read and interpret complex training manuals, sprinkler plans, 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. 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; and the ability to interpret graphs and formulas.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

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:	This position works in a wide range of hostile environments, including extreme cold and heat and in an 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. This position can expect 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.