

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: 5/15/19	2. Present Incumbent: Kevin Hafemann	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>	
3. Date Filled: 5/5/19	4. Previous Incumbent: N/A		
5. Department: Fire Department	Bureau: Operations Division:	Unit: Section:	
6. Work Location: 951 N. James Lovell St. (PAB)	Telephone: 397-9474 Email:	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: Deputy Chief, Fire	Pay Range	Job Code
	Underfill Title (if applicable):	40X	2427
	Requested Title (if applicable):		101
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.

This position's primary duty is to serve as an integral and involved partner who is readily available for meetings and interactions with the Milwaukee Police Department (MPD), Federal Bureau of Investigation (FBI), US Secret Service, Department of Homeland Security (DHS), Democratic National Convention (DNC) committees and subcommittees, and other involved federal, state, and local agencies, and to appropriately plan and prepare a comprehensive unified incident command framework for the 2020 DNC, to include oversight of relevant training and efficient assignment of fire, emergency medical services (EMS), and special teams (i.e., HazMat, Heavy Urban Rescue) resources, in collaboration with department bureau heads, to align DNC needs and department resources.

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
30	• Develops and implements specific aspects (fire and EMS) of the overall comprehensive, integrated DNC security plan, including emergency planning, incident management, and homeland security areas. Appoints and/or oversees designated DNC and US Secret Service subcommittees. Participates in small- and large-scale scenario-based training exercises, both locally and throughout the country.
15	• Serves as a member of the 2020 Democratic National Convention Executive Steering Committee.
10	• Prepares and shares information and intelligence generated by the fusion center with department personnel. Provides information directly to the fusion center and facilitates vital information-sharing between fire departments and fusion centers.
10	• Guides department preparedness activities, such as planning, training, and staging, to enhance responder and civilian safety during DNC events and activities. Prepares department budgetary needs, in concert with bureau heads. Prepares pre-deployment of appropriate resources.

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
10	<ul style="list-style-type: none"> Collaborates with fusion centers to use risk assessment to identify and prioritize information requirements for preparedness, response, and recovery operations. Collaborates with fusion centers to support and/or develop training for fire service personnel to identify and report suspicious activities, indicators, warnings, and the associated privacy and civil rights/civil liberties protection requirements.
5	<ul style="list-style-type: none"> Cultivates partnerships between various federal, state, and local public safety agencies.
5	<ul style="list-style-type: none"> Receives and provides information and intelligence on terrorism techniques, target hazards, and natural disaster trends, to enhance situational awareness and proactive measures for protecting the health and safety of all emergency responders and civilians.
	<ul style="list-style-type: none">

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	<ul style="list-style-type: none"> Promotes positive public relations through community involvement, private/public relationship building, and superior customer service.
5	<ul style="list-style-type: none"> Counsels, motivates, and maintains subordinate performance.
3	<ul style="list-style-type: none"> May function as a safety officer or RIT Officer at greater alarms and/or multi-agency responses.
2	<ul style="list-style-type: none"> May prefer charges and take disciplinary action in cases of specific and direct violation of rules and regulations.
	<ul style="list-style-type: none">

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

David Votsis, 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 = 0.

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
	<i>(Select those that apply from list above, a - h)</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 Deputy Chief.

Must possess DHS Secret Security Clearance, or have the ability to obtain immediately.

Certified as a Threat Liaison Officer, or have the ability to become certified immediately.

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

Must possess the ability to incorporate complex communication platforms into interagency communication plans.

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:

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: 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		

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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.**

A handwritten signature in cursive script that reads "Mark Rolling". The signature is written in black ink and is positioned above a horizontal line.

Signature of Department Head or Designated Representative