

# 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.

<b>1. Date Prepared/ Revised:</b> 9/9/21		<b>2. Present Incumbent:</b> Min-Hieu Callies		<b>Is incumbent underfilling position?</b>	
<b>3. Date Filled:</b> 2/15/12		<b>4. Previous Incumbent:</b> Linda Mattrisch		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
		If YES, indicate Underfill Title in box 10.			
<b>5. Department:</b> Fire Department			<b>Bureau:</b> EMS/Training/Education <b>Division:</b> EMS		<b>Unit:</b> <b>Section:</b>
<b>6. Work Location:</b> 711 W. Wells St.			<b>Telephone:</b> 286-5253 <b>Email:</b>		<b>Work Schedule:</b> Hours: 7:30am-4:00pm/Days: M-F or 7:00am-5:00pm/Days: M-Th
<b>7. Represented by a Union?</b> <input checked="" type="checkbox"/> Yes		<b>8. Bargaining Unit:</b> Local 215, Firefighters <b>If in District Council 48, which local?</b>			<b>9. FLSA Status (check one):</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>10.</b>	<b>Official Title:</b> Fire Lieutenant (EMS Technical Resource Specialist)			<b>Pay Range</b>	<b>Job Code</b>
				4E	2421XA or 2421YA
	<b>Underfill Title (if applicable):</b>				
	<b>Requested Title (if applicable):</b> EMS Technical Resource Specialist			4J	213
<b>Recommended Title (DER Use Only):</b>				<b>Approved by:</b>	
				<b>Date:</b>	

### 11. BASIC FUNCTION OF POSITION:

Primary duties are to manage EMS advanced life support (ALS) and basic life support (BLS) equipment assigned to the EMS Division, and develop and provide both initial and continuing educational training to department members on EMS policies and the use of EMS equipment in accordance with county, state, and national standards.

Secondary duties include evaluating inventory and acquiring new and existing equipment and drugs, supporting electronic field data reporting, and to serve as a liaison between the department and the Milwaukee County Office of Emergency Management EMS Division (OEM-EMS), the department's EMS billing agency, the department's electronic medical record vendor(s), ALS/BLS equipment providers, and internal areas responsible for ALS vehicle maintenance and technology integrations.

### 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
40	<ul style="list-style-type: none"> <li>Manages the department's EMS durable and single-use equipment inventory to include ordering, acquisition, and distribution of controlled substances in compliance with current Drug Enforcement Agency, distributing pharmacies', and OEM-EMS policies. Ensures department and department members are in compliance with DEA controlled substance requirements. Ensures equipment and supplies are compliant with federal, state, and local regulations. Facilitates material/equipment recalls, warranty work, and replacements. Researches, evaluates, and facilitates procurement of EMS-related training equipment. Maintains vendor-required training and education specific to EMS equipment, and instructs department personnel on use.</li> </ul>
15	<ul style="list-style-type: none"> <li>Develops, coordinates, and monitors continuing education for BLS and ALS department personnel, as well as other EMS system providers. Provides education to the public relating to EMS equipment. Supports distance-learning through user instruction, monitors compliance, and assists with development and implementation of new content. Participates in the research and development of EMS Standard Operating Guidelines and medical protocols in coordination with MFD leadership and OEM-EMS.</li> </ul>

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>% of Time</b>	<b>ESSENTIAL FUNCTION</b>
<b>12</b>	<ul style="list-style-type: none"> <li>As the liaison between the department and the electronic health record vendor, billing company, and the department's Technical Services Division, supports electronic field-data reporting through user-instruction, troubleshooting, facilitating equipment exchange and repair, as well as maintaining computer interfaces and services.</li> </ul>
<b>10</b>	<ul style="list-style-type: none"> <li>Monitors contract agreements for EMS goods and supplies. Orders and maintains supply of goods necessary for the department's medical operations.</li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>Assists in the implementation of pre-hospital care studies, including education, equipment, and supplies, and monitors study protocol compliance. Performs extensive committee work, coupled with EMS networking.</li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>Responds to alarms and mass-casualty incident (MCI) events per department dispatch protocols, supervising EMS-related activities.</li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>Responsible for establishing and maintaining avenues to disseminate vital information to key stakeholders in compliance with federal, state, and county guidelines and expectations, while maintaining existing databases and equipment.</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>Maintains PulsePoint AED registry, serving as the department's public access defibrillation point of contact, and provides associated reporting in compliance with OEM-EMS. Services and maintains supplemental AEDs on City of Milwaukee properties (World Festival Grounds, City Hall, Training Academy, etc.)</li> </ul>

**B. PERIPHERAL DUTIES:**

<b>% of Time</b>	<b>PERIPHERAL DUTY</b>
<b>3</b>	<ul style="list-style-type: none"> <li>Assists the Construction and Maintenance Division with vehicle specifications and annual vehicle inspection in accordance with state regulations.</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>Documents infractions or breaches of protocol that may lead to discipline.</li> </ul>

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Sharon Purifoy, Deputy Chief – EMS Division

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

Functions semi-independently with guidance and recommendations from the Deputy Chief – EMS Division.

**E. SUPERVISION EXERCISED:**

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

**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	
<b>Number Supervised</b>	<b>Job Title</b>	<b>Extent of Supervision Exercised</b> (Select those that apply from list above, a - h)
*Varies	Fire Captains	a - d
*Varies	Fire Lieutenants	a - d
*Varies	Heavy Equipment Operators	a - d
*Varies	Firefighters	a - d
*Varies	Fire Cadets	a - d

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

i. Education and Experience:

Must have twelve months of leadership experience at rank of Fire Lieutenant (similar leadership experience may be considered).

Must have experience in the company officer role on a MED unit.

Experience in maintaining, managing, or troubleshooting databases.

Bachelor's Degree preferred.

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- ii. Knowledge, Skills and Abilities:  
Must exhibit a high degree of professionalism and accountability, and possess organizational and management skills. Must possess exceptional technical and mechanical aptitude. Requires excellent communication skills and the ability to teach and work effectively with a diverse group of people, both inside and outside the department. Requires the ability to function independently, solve problems, and possess proficient computer skills in Microsoft Office Suite, Imagetrend Elite, and other job-related software.
- iii. Certifications, Licenses, Registrations:  
Wisconsin Paramedic License, and recognized as a "Full Practice" paramedic by the Medical Director – Milwaukee County EMS.  
Licensed as a Wisconsin EMS Instructor 1.
- iv. Other Requirements:  
Must have the desire to serve others nonjudgmentally, and maintain confidentiality in all regards.  
Must be willing to work a flexible schedule, including evening and weekend hours.  
Must commit to serve in this position for two years.

**13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED**

The Americans with Disabilities Act of 1993 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 type="checkbox"/>	<b>Climbing:</b> 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 type="checkbox"/>	<b>Balancing:</b> 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 type="checkbox"/>	<b>Stooping:</b> 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 type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	<b>Pushing:</b> 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 type="checkbox"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	<b>Lifting:</b> 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"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	<b>Feeling:</b> 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"/>	<b>Talking:</b> 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"/>	<b>Hearing:</b> 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"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	<b>Driving:</b> Minimum standards required by State Law (including license).

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**H. PHYSICAL REQUIREMENTS OF THE POSITION:** (List the physical requirements that are essential functions of the job.)

**CHECK ONE:**

<input checked="" type="checkbox"/>	<b>Sedentary Work:</b> 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"/>	<b>Light Work:</b> 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 type="checkbox"/>	<b>Medium Work:</b> 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"/>	<b>Heavy Work:</b> 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"/>	<b>Very Heavy Work:</b> 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"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> 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"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> 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"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> 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:** 15%

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	<b>The worker is subject to hazards:</b> 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 type="checkbox"/>	<b>The worker is subject to atmospheric conditions:</b> One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

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

**L. 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.)

Subject to recall. Subject to attendance at alarms at any hour and under extreme conditions of danger, stress, weather, extended periods of physical activity, etc.

Expected to develop mastery of new technical systems and equipment as presented.

Expected to acquire a basic understanding of the EMS Education Coordinator and EMS Continuous Quality Improvement Coordinator positions.

Within one year of appointment:

- Must be licensed as an EMS Instructor II by the State of Wisconsin.
- Must be certified as a BLS Instructor by the American Heart Association.
- Completion of Biomed Technical Training for Zoll Automated External Defibrillators.

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

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*Signature of Department Head or Designated Representative*