

***Job Description
City of Mequon***

<u>Title:</u> Deputy Chief	<u>FLSA:</u> Exempt
<u>Date:</u> 2018	<u>Present Incumbent:</u>
<u>Department:</u> Fire	<u>Division:</u> N/A
<u>Work Location:</u> Public Safety Building	
<u>General Schedule:</u> Varies based on the Fire Department's needs.	
<u>Pay Grade:</u> 15	
<u>Represented:</u> No	<u>Bargaining Unit:</u> N/A
<u>Position's Purpose:</u> Under the direction of the Fire Chief, the Deputy Chief, who is the second in line of command, will plan for, direct, and oversee the support of the operations and divisions of the Mequon Fire Department. The Deputy Chief will assume the role of Fire Chief in the Chief's absence and provide for administration and direction of the Fire Department. This position may oversee all activities and services relating to: Department training programs, facilities, communications, staff management, budget management, equipment allocation, and the inspection bureau.	
Description of the Job	
A. Essential Duties and Responsibilities:	
<u>25%</u>	Develops and manages the utilization of human resources and equipment. Reviews instructional materials, creates and modifies lesson plans, organizes the classroom, modifies presentations; conducts classes and acquires training resources to ensure that objectives or learning outcomes are achieved. Administers performance tests, so that the testing is conducted according to procedures and the confidentiality of the materials is maintained. Performs personnel management functions including problem-resolution activities requiring research.
<u>20%</u>	Manages and directs all divisional operations through assigned administrative officers. Serves as a mentor and example for direct reports to ensure succession planning processes are effective.
<u>10%</u>	Responds and assumes command of strategic and tactical operations at emergency scenes. Performs in the capacity of a firefighter up to and including all firefighter duties on the emergency scene as well as in an Immediately Dangerous to Life and Health (IDLH) environment.
<u>10%</u>	Develops and reviews departmental policies and procedures to improve effectiveness and efficiency of operations and service levels.

- 10% Participates in or prepares and administers departmental budgets. Prepares special studies and reports at the direction of the Fire Chief. Assists Fire Chief in developing operational priorities, goals, and objectives.
- 10% Serves as Fire Department Fire Prevention Bureau Chief by conducting fire prevention visits, follow-up visits and coordinating structure pre-plans. Serves as Fire Prevention Educator by participating in public education.
- 10% Represents the Fire Chief in meetings, negotiations, and planning sessions. Interfaces with Federal, State and other outside local agencies.
- 5% Performs special projects related to training, facilities, daily operations and additional duties as assigned.

B. Job Specifications

Required Knowledge:

Possesses knowledge of administrating Fire Department requirements including budget preparation, grant writing, recruitment and retention of paid on call firefighters, and plan review experience. Additionally, possess the knowledge of modern fire prevention and suppression tactics, property and life saving techniques; and the principles and practices of fire service organizational management and human resources management.

Ability to establish and maintain effective working relationships, handle sensitive situations with tact and diplomacy, communicate effectively both verbally and in writing, establish and fulfill goals and objectives, supervise a diverse workforce, operate a computer with related software programs, strong interpersonal skills, managerial abilities, and negotiation skills.

C. Qualifications Required:

Bachelor's degree or master's degree in fire administration or a related field (administration, leadership, emergency management, etc.) Minimum of five (5) years progressively responsible fire service experience with a minimum of two (2) years holding a Captain rank or higher. Additionally, the following certifications are required:

- Will hold a valid driver's license in the State of Wisconsin or acquire one within 30 days of appointment
- Is certified in Wisconsin as a Firefighter I & II
- Is certified in Wisconsin as a Fire Instructor I – and also Wisconsin Certified Fire Instructor II (within 18 months of hire)
- Is certified as a Fire Inspector through the State of Wisconsin or NFPA
- Is certified in Wisconsin as an EMT
- Wisconsin Certified Driver/Operator Pumper
- Is certified in Wisconsin as a Driver/Operator Aerial
- Is certified in Wisconsin Certified as a Fire Officer I
- Holds NIMS 100/200/300/400/700/800 300, 400 and within 18 months of date of hire a CPR Instructor Certification

D. Title of Immediate Supervisor: Fire Chief

F. Physical Requirements:

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 100 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, using hands, reaching and repetitive motions, frequently requires speaking or hearing, kneeling, sitting, crouching or crawling, pushing or pulling and lifting and occasionally requires climbing or balancing and tasting or smelling; work requires good vision aptitudes; vocal communication is required for expressing ideas and conveying detailed instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

G. Environmental/Working Conditions:

Work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts, wearing a self-contained breathing apparatus and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment and occasionally requires wet, humid conditions (non-- weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

H. Supplemental Information:

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by the employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Approvals:

Human Resources Manager

Date: _____

Department Head or Designated Representative

Date: _____

Incumbent

Date: _____