

DEPUTY CHIEF - (SHIFT COMMANDER)

EMPLOYMENT STATUS: Non-Exempt

REPORTS TO: Fire Chief

NATURE OF WORK: This job description is intended as an illustration of the various types of work performed at this rank. The absence of specific statements of duties does not exclude those tasks from the position of the work of a similar, related, a logical assignment of the position, or of an imminent nature. This is a non-exempt position under the Fair Labor Standards Act. The Deputy Chief is expected to meet the job description requirements and perform all the duties of subordinate classifications within the Fire Department. The Deputy Chief shall be appointed by the Board of the Police and Fire Commissioners and shall hold office subject to suspension or removal by the Commission for cause.

ESSENTIAL FUNCTIONS OF THE POSITION:

A. Job Summary:

1. This is a responsible administrative and supervisory position whose duties involve assisting in the planning, organization, and direction of the activities and programs of all company officers and personnel on an assigned shift, under the direction of the Fire Chief.
2. This position involves the utilization of manpower, conducts analysis and development of training programs, coordinates health and safety programs, and manages equipment and apparatus maintenance and utilization.
3. Secondary duty is to command and assume responsibility of all responding fire department forces operating at the scene of emergencies until relieved by the Fire Chief.

B. Major Duties and Responsibilities:

1. Provides the department with leadership and direction by assisting in developing and implementing strategic plans.
2. Assist in the development and review of Department standard operating guidelines and procedures.
3. Instructs Department personnel of standard operating guidelines, rules, regulations, and standards.
4. Operates as a management team member, a problem-solver, a communicator and a representative of the Department to analyze any/all problems that arise and provide solutions to correct the issue.
5. Assumes command at all emergencies, utilizing available resources as necessary to protect the citizens and property of the community.
6. Oversees and approves any expenses, purchase orders and invoices, in derived during his/her shift. Monitors Department spending accurately to keep the department within budget allowances.
7. Maintains positive and effective labor/management relations and corrects any misunderstandings that may arise.
8. Shall make periodic inspections of company officers and personnel under their supervision, equipment and quarters to see that all rules and regulations are adhered to and that discipline is being maintained.

9. Maintains records of the Department daily schedule, sick leave, vacations, family leave, training, and overtime with accuracy and organization.
10. Identifies rules of the department to the employees and ensures that they are managed in a professional and unbiased manner.
11. Responsible for researching ways to technologically advance systems within the Department, which will improve overall operations.
12. Evaluates and mitigates citizen problems and initiates the corrective action to resolve their concerns with utmost care and professionalism.
13. Develops and maintains positive liaison relationships with the public, employees and officials in a courteous and professional manner.
14. Provides written and verbal presentations to Department personnel, Common Council, customers and other stakeholders in an accurate and comprehensible format.
15. Works with representatives from City Departments and other stakeholders to improve service for the betterment of the City of Delafield.
16. Develops and maintains a performance measurement process/benchmarking system.
17. Assists the Fire Chief in the investigation of all complaints or charges against department personnel and enforces penalties and discipline as ordered by the Police and Fire Commission or the Fire Chief.
18. Assists in developing and coordinating the Department's hiring and promotional processes under the guidelines of the commission policies.
19. Attends meetings at the City, county and state level to insure cooperation and maintain communication.
20. Responsible for the Department's computerized management information system, including hardware and software.
21. Continually analyzes the training needs of the department and coordinates training programs with the Captains.
22. Manages the department's health and safety programs.
23. Manages and coordinates equipment and apparatus maintenance program.
24. Develops special administrative and operational projects as assigned by the Fire Chief.
25. May perform all of the duties of the Fire Chief, in his/her absence, as assigned.

C. Essential Job Requirements and Skills:

1. Ability to establish and maintain effective working relations with Department personnel, community officials and the general public.
2. Thorough knowledge of Fire Department administration, practices, techniques, training and the specific principles involved in providing services.

3. Extensive knowledge of, and skill, in supervision of the operation of various types of firefighting and medical equipment and apparatus.
4. Considerable knowledge of public relations.
5. Considerable knowledge of explosives, hazardous properties and potential reactions of chemicals, liquids and gases, as well as the combustion qualities of materials used in the construction of commercial and residential structures.
6. Ability to plan, assign, direct and supervise medical and firefighting equipment and personnel under emergency conditions.
7. Ability to evaluate fires, recognize danger, use sound judgment and react calmly under emergency conditions.
8. Extensive knowledge of the geography of the community, the location of streets, the nature and location of hazardous premises, principal buildings, fire communications equipment, fire hydrants and other water sources.
9. Ability to express ideas clearly, concisely, orally, and in writing to groups and individuals.
10. Thorough knowledge of the use of firefighting and medical tools and equipment and an ability to demonstrate their use to others.
11. Considerable knowledge of teaching methods and aids with the ability to organize and supervise drill sessions and instruct personnel.
12. Ability to plan, coordinate, and supervise assignments within the Department.
13. Ability to perform job analysis and evaluate Department operations.
14. Act as Chief of the Department when required.

D. Physical Demands of Position: These physical demands are representative of demands that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable persons with disabilities to perform essential functions.

1. Standing, walking and sitting.
2. Stooping, kneeling, crouching and crawling.
3. Running, grappling, climbing, balancing and bending/twisting.
4. Reaching, feeling, talking and hearing.
5. Far and near vision as follows: 20/40 in one eye and 20/20 in other eye, both uncorrected, or 20/20 in one eye and 20/40 in other eye, both corrected.
6. Lifting, carrying, pushing/pulling: 100 lbs. or more.
7. Handling, grasping and fingering.

E. Physical Ability:

1. Stamina - vent a roof, pull charged hose line: strip roof w/tools; climb stairs w/equipment; carry hose up multiple flights.
2. Extent flexibility - roll/pull hose: remove ceiling w/poles; push ladder to peak; reach out from ladder; chop w/axe; extricate victim; overhaul burned building; remove building parts.
3. Dynamic flexibility - chop w/axe; pick up hose; advance hose; strip roof; perform CPR/chest compression.
4. Static strength - carry hose; lift/carry victim/patient; move charged hose; lift ladder; move generator.
5. Explosive strength - force entry w/axe battering ram; raise ladder, run up stairs w/equipment; breach walls; pull advance hose; chop w/axe to vent roof.
6. Dynamic strength - climb ladders/stairs in full turnout w/equipment; climb aerial ladder.
7. Trunk strength - pull charged hose; perform CPR; pick up equipment at fire; hold hose on fire target; lift victim.
8. Speed limb movement - dodge debris; chop w/axe; don SCBA; pump manual pump; exit burning building; operate/drive apparatus; operate aerial apparatus; perform CPR.
9. Gross body coordination - climb/descend ladder w/victim; advance charged line while maintaining flow on target; walk across roof ridge; start/use power tools.
10. Gross body equilibrium - walk icy roof peak at night; carry patient down stairs; swing axe from ladder.
11. Arm-hand steadiness - operate power tools; perform CPR; connect hose couplings.
12. Manual dexterity - couple hoses; perform CPR; use tools/extrication equipment; use air bag ventilator; tie knots; use SCBA.
13. Finger dexterity - maintain/operate SCBA equipment; tie knots; perform infant CPR.
14. Near vision - read manuals/pump control panel.
15. Far vision - drive to fire; visualization of fire condition; see power lines for safe ladder placement; see addresses.
16. Visual color discrimination - determine fire status/hazards by smoke color; identify labels and placards.
17. Hearing - hear call for help in burning building; hear fire crackle in dense smoke; hear BP.
18. Mobility - advance hose line; climb ladder; search/rescue in building; move on roof; get on/off equipment.
19. Effort - chop/vent roof; overhaul burned buildings; advance charged line up stairs; climb stairs/ladder; use axe.

JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY

1. The incumbent is expected to protect the privacy of all patient information in accordance with the Department's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department's policies and procedures on patient privacy may result in disciplinary action up to and

including termination of employment or of membership or association with City of Delafield Fire Department.

2. The incumbent may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The incumbent may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other company operations.
3. The incumbent is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department's policies and procedures on patient privacy and any observed practices in violation of that policy to the Fire Chief, or his/her designee.
4. The incumbent is expected to actively participate in Department privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Department policy.

EDUCATION/LICENSE/CERTIFICATION/EXPERIENCE REQUIREMENTS:

1. Possession of WI Firefighter 1 certification.
2. Possession of WI EMT-Paramedic license.
3. Possession of WI Firefighter II certification (within 1 year).
4. Possession of Fire Inspector I certification.
5. Wisconsin Fire Officer I (within 2 years).
6. Six (6) years of experience in firefighting and emergency medical service with progressive movement through the ranks and at least 3 years of supervisory experience.