

# CITY OF WATERTOWN POSITION DESCRIPTION

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This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principal duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

**Title:** Deputy Chief    **Department:** Fire    **FLSA Status:** Exempt    **Date:** January 6, 2026

## **General Summary:**

This is an administrative and management position whose duties involve assisting in the planning, organization, and direction of fire and EMS operations within the Watertown Fire Department. Assignments are broad in nature and afford the exercise of independent judgment in relation to assisting in the administration and coordination of department operations, and for general direction and participation in fire and EMS operations. This position is responsible for the planning, coordination, documentation, and oversight of Fire Department training programs and EMS operations to ensure compliance with local, state, and national standards.

## **Reporting Responsibility:**

Under the general direction of the Fire Chief, the Deputy Chief is responsible for routine technical and confidential administrative tasks which require the exercise of independent judgment, initiative, and discretion based on established policy and procedure. Works with minimal supervision to complete routine assignments; special or unusual tasks may require closer oversight. Work is reviewed through periodic performance reports, observation of results achieved, and one-on-one conferences. In absence of Fire Chief, may assume role of acting Fire Chief.

## **Specific Accountabilities:**

1. Participates in staff meetings as required and makes suggestions and recommendations on the attainment of the goals and objectives of the Department by continually evaluating best practices to refine, revise, enhance, improve and update training programs and related content.
2. In coordination with shift officers, develop, coordinate, implement and maintain a department-wide training program which will effectively and efficiently attain the departments goals and objectives using accepted standards, teaching materials, apparatus, tools, equipment.
3. Ensure compliance with state and federal regulations, national standards and best practices such as (but not limited to) OSHA, ISO, NFPA, DSPS, DHS and the City's Insurance carrier.
4. Develop lesson plans, outlines and JPR's in accordance with set standard operating procedures and policies for Fire and EMS.
5. Select and oversee department instructional staff that assist with meeting departmental policies and training goals.
6. Oversees Fire and EMS training documentation, maintains electronic training records, and prepares training performance reports as requested.
7. Provides administrative oversight of the department's Records Management System. Works in conjunction with shift commanders and department personnel to ensure data accuracy, compliance, and effective system use.
8. Responsible to oversee and maintain the EMS operational plan & EMS protocols.

9. Develops and implements department continuous quality improvement (CQI) program by reviewing and analyzing EMS effectiveness, system trends and needs, to ensure EMS system excellence. Continuously analyzes deployment of EMS resources and makes recommendations for any system modifications to enhance response.
10. Serves as the department's EMS Service Director and is responsible for maintaining ambulance licensure, DEA compliance, and coordination with medical control, state, and local partners.
11. Oversees or serves as the department's Infection Control Officer and Health and Safety Officer.
12. Utilize and maintain Training Facility and survey's potential locations for training in accordance with NFPA 1403 & NFPA 1402
13. Plan, develop and oversee probationary member training and evaluations.
14. Develop and manage task books for probationary firefighter/EMT/Paramedics, Driver Operators, Lieutenant and Battalion Chief positions.
15. Provides administrative oversight of emergency apparatus purchasing, specifications, lifecycle planning, and maintenance coordination. Works in conjunction with shift commanders and department personnel to ensure fleet readiness, safety, and fiscally responsible maintenance practices.
16. Assists with administrative oversight of department IT systems, including RMS, MDTs, fleet tracking, and related hardware and software, in coordination with City IT and department personnel.
17. Promotes positive department image through positive public personal conduct
18. Acts as an alternate to the fire chief to any city meeting that requires presence
19. Assists in planning, organizing, and directing the overall operation of the department
20. Monitors and evaluates section expenditures which includes recommendation of budget expenditures, evaluating past fiscal spending and anticipating future spending.
21. Assists with research and identification of grant opportunities in Fire and EMS and be able to persuasively communicate the Watertown Fire Department's mission in developing, writing and submitting grant proposals to third-party entities.
22. Attends training and meetings to remain current on fire suppression, rescue methods, leadership, management, and EMS skills.
23. Responds to large incidents to assist with emergency response hazard mitigation or function as part of EOC staff.
24. Model honesty, integrity, and adherence to departmental policies and core values.
25. Perform other work duties as assigned

#### **Required Knowledge, Skills and Abilities:**

Knowledge in:

- Firefighting, rescue techniques, fire prevention, and emergency medical services methods, techniques, and practices
- Computer applications involving word processing, data entry, and /or standard report generation
- Regulations, ordinances, and laws regarding a firefighting/emergency medical services

Skills in:

- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, often in situations which may be stressful
- Maintaining safety precautions in performance of work
- Preparing and composing reports and records on activities performed
- Demonstrate productive leadership
- Proficient in using computers and relevant software applications

Ability to:

- Sustain physical effort involving performance of duties in situations of personal danger with exposure to all types of weather conditions and heights.
- Carry equipment with weights up to 50 pounds, traversing a variety of surfaces and elevations and being able to, sit, stoop, crawl, bend, climb, and twist while performing the essential

functions of this job.

- Maintain Paramedic license, as it is a condition of employment
- Ability to set and meet productivity goals, complete time-critical projects and manage multiple tasks with varying beginning and end dates.
- Ability to maintain confidentiality.
- Ability to work independently with little or no supervision.
- Ability to use problem-solving skills to successfully resolve issues or problems.
- Ability to establish and maintain effective working relationships with internal and external stakeholders.
- Establish and maintain effective working relationships with those contacted in the course of work
- Ability to use reasoning in performing functions such as supervising, managing, leading, instructing, directing, and delegating.
- Ability to exercise judgement, decisiveness and creativity required in situations information the evaluation of information.
- Ability to communicate in English, clearly, concisely, professionally, and effectively both orally and in writing.
- Ability to use discretion and good judgement in situations not covered by policy or previous practice.
- Demonstrate effective time management

### **Physical and Working Environment**

- Prolonged periods of sitting at a desk and working on a computer.
- May experience periods of standing, walking, stooping, kneeling, crouching, and lifting.
- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Must be able to operate a vehicle and fire suppression and medical response equipment and tools.

Varied work environment encompassing office settings, outdoor work in occasionally poor weather conditions, hazardous traffic areas, in and around structures that may be hazardous and/or unstable and under unfavorable or unsanitary conditions with may include biohazards, air and blood-borne pathogens. Capable of climbing stairs, climbing ladders and maneuvering over obstacles that may be found in the path of travel.

Moderate exposure to environmental conditions on scene or training grounds that impact physical comfort such as poor ventilation and temperature extremes. Requires use of extensive or specialized clothing and/or personal protective equipment such as a respirator or self-contained breathing apparatus. Protective clothing may be subject to wear and damage during operations.

Ability to work under conditions with significant and frequent exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, potential violence, noise, vibrations, machinery, electrical current, explosives, wetness, disease and/or dust, may cause discomfort and where there is a risk of injury.

Regular and continuous physical demands and continuous mental and visual attention to work environment.

### **Education and Experience Requirements**

This position requires at least ten (10) years of experience in fire prevention, suppression, or Emergency Medical Services, including a minimum of (5) years in a supervisory role. A bachelor's degree in a related field or in public safety/organizational management is preferred; however, a combination of relevant experience, training and education that provides the required knowledge skills and abilities may be considered in lieu of a degree. The following certifications and licenses are also required:

At time of hire:

- Wisconsin Driver's License
- Certified as an NREMT-P and/or State of Wisconsin EMT Paramedic
- Pro-board or State of Wisconsin Emergency Services Instructor 1
- Pro-board or State of Wisconsin Fire Officer I
- Pro-board or State of Wisconsin Firefighter II
- Pro-board or State of Wisconsin Driver Operator
- National Incident Management System (NIMS) Incident Command System (ICS) 700, 800 100, 200, 300, 400

Within 12 months of hire or as determined by Fire Chief

- State of Wisconsin Emergency Services Instructor 2
- Pro-board or State of Wisconsin Fire Officer 2
- Designation of Chief EMS Officer or Chief Training Officer through CPSE (Within 3 years of appointment.)

### **Acknowledgement**

The City of Watertown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Watertown will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement or affect the at-will nature of the employment arrangement between the employee and company and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Signatures:

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_