

CITY OF WATERTOWN POSITION DESCRIPTION

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 principle 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 any and 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: March 15, 2024

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. Work assignments are under the general direction of the Fire Chief. 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. Work is reviewed through periodic performance reports, observation of results achieved, and one-on-one conferences. As assigned, this position supervises all shift fire personnel, which may include 1-3 other supervisors. In Absence of Fire Chief, may assume role of Acting Fire Chief.

Duties and Responsibilities:

1. Responds to emergencies; assesses situation, takes mitigating actions to protect lives and preserve property, may assume incident command or other command positions at emergencies, utilizing available resources as necessary to protect the citizens and property of the community
2. Responsible to develop, organize, implement and maintain a department-wide training program which will effectively and efficiently attain the divisions written goals and objectives through the use of accepted standards, teaching materials, apparatus, tools, equipment, etc.
3. Coordinate Fire and EMS Trainings and maintain training records.
4. Attends training and meetings to remain current on fire suppression, rescue methods, leadership, management, and EMS skills
5. Oversees general fire code enforcement and general fire investigations
6. Schedule Monthly pre-plans for the Fire Department
7. Coordinate and oversee all Community Risk Reduction initiatives such as Knox Box, Fire Prevention, Public Education etc.
8. Utilize and maintain Training Facility and surveys potential locations for training in accordance with NFPA 1403 & NFPA 1402
9. Maintains EMS Licensure as a Paramedic and ensures all personnel's EMS licenses are maintained.
10. Participates in staff meetings as required and makes suggestions and recommendations on the attainment of the goals and objectives of the Department.
11. Responsible to oversee and maintain the EMS operational plan, EMS protocols, and EMS training schedule
12. Ensures that DEA Compliance is maintained
13. Oversees the EMS QA program
14. Oversees Knox Box program
15. Act as the departments Infection Control Officer

16. Acts as Department's Health and Safety Officer
17. Liaison and representative for EMS operations and attends EMS meetings
18. Be an effective mentor to all fire department staff members
19. Promotes positive department image through positive public personal conduct
20. Ensures all routine duties such as report writing, data entry, and completing required paperwork is complete and in proper order
21. Responsible for assigned personnel and their compliance with department rules policies, procedures, and special instructions of higher-ranking officers
22. Acts as an alternate to the fire chief to any city meeting that requires presence
23. Assists in planning, organizing, and directing the overall operation of the department
24. Assists in the preparation of departmental budget for their areas of responsibility
25. Assists in researching and recommending material for the development and revision of general orders, special orders, rules and regulations, and/or manuals of operations and procedure guidelines the activities necessary to handle all hazards recovery for the City of Watertown.
26. Assists in completing analysis, planning, directing, and evaluating
27. Periodically evaluates the capabilities of personnel, and where required shall develop programs for additional training for the advancement of each employee
28. Participates in hiring and promotional procedures as assigned
29. Responsible to prepare and submit to the Fire Chief regular and such other special reports as may be required
30. Ensures that department goals and objectives are accomplished, and all assignments are completed on time
31. In cooperation with other officers of the department, reports on the proficiency of probationary members of the department
32. May develop and implement new methods of performing various techniques required in handling all types of emergencies
33. Shall perform the duties of Fire Chief, in his absence, as assigned or required
34. Perform other work duties as assigned

Required Knowledge, Skills and Abilities:

Graduation from an accredited bachelor's degree program with major course work in Fire Science or a closely related field. Ten (10) years' experience in firefighting work which includes at least three (3) years' experience as a Captain or above; certified as an NREMT and/or State of Wisconsin EMT Paramedic, NIMS 100, 200, 300, 400, 700, 800 certified as a State of Wisconsin Firefighter I and II, possess a valid State of Wisconsin Driver's License, must have certification as a State of Wisconsin Driver Operator, State of Wisconsin Emergency Services Instructor 1, and State of Wisconsin Fire Officer I, and/or an equivalent combination of education and experience which provides the following knowledge, abilities, and skills:

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 services department

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
- Provide productive leadership

Ability to:

- Sustain physical effort involving performance of duties in situations of personal danger with exposure to all types of weather conditions and heights.

- Lift and carry patients in conjunction with at least another employee with weights of greater than 100 pounds, carrying equipment with weights up to 30 pounds, traversing a variety of surfaces and elevations and be able to, sit, stoop, crawl, bend, climb, and twist while performing the essential functions of this job.
- Read and understand policies, rules, instructions, and written material pertaining to fire and rescue operations
- Exercise judgment during hazardous circumstances and act quickly and effectively during
- Maintain Paramedic license, as it is a condition of employment
- Establish and maintain effective working relationships with those contacted in the course of work
- Understand, follow, and effectively carry out instructions
- To effectively lead and manage assigned personnel to complete all tasks
- Ability to take personal accountability for being an officer
- Have good time management

WORKING CONDITIONS

Emergency firefighting and public safety environment; exposure to fire surroundings; exposure to intense heat, structural collapse, falls and possible electrocution at emergency scenes, animal and human blood and other fluids, hazards of emergency driving, hazards associated with traffic control and working in and near traffic; working in and near natural and man-made disasters; exposure to inclement weather conditions; work in and with water; work at heights on scaffoldings or ladders; work in confined spaces; work underground when necessary; work on slippery and uneven surfaces; work in and around heavy vehicles and equipment; exposure to noise, dust, grease, smoke, fumes and gases; exposure to potentially hazardous chemicals, explosives, high voltage and toxic materials; exposure to waste and infectious diseases; possible exposure to electrical or radiant energy, work closely with others.

I have read and understand the contents of this position description, and I have received a copy of this position description for my records.

PRINT NAME: _____ SIGNATURE: _____ Date _____