



Code: 9959
Family: Public Safety
Service: Exempt
Group: Non-Competitive
Series: Exempt

CLASS TITLE: FIRE COMMISSIONER

CHARACTERISTICS OF THE CLASS

Under direction of the Mayor, the position functions as the Chief Executive Officer of the Chicago Fire Department (CFD). The position oversees the general management and control of the department which is responsible for the safety of residents and property by providing emergency services, including extinguishing fires, investigating causes of fires, enforcing the Fire Prevention Code, and administering emergency medical care. The position has full and complete authority to administer the department in a manner consistent with applicable ordinances, rules and regulations.

ESSENTIAL DUTIES

- Manages day-to-day Fire and emergency medical services (EMS) operations which includes: extinguishes fires that harm life, property, or the environment; performs search, rescue, and EMS; provides maritime fire and EMS to a 15-mile limit in Lake Michigan; inspects buildings and commercial venues for fire code compliance; provides public education on fire awareness and safety; detects hazardous materials and mitigates damage to Chicago communities; and serve as training hub for northeastern Illinois area fire and police departments
- Imparts, enforces, and demonstrates working knowledge of fire prevention laws, codes, and ordinances
- Makes final personnel disciplinary action determinations
- Undertakes responsibility for achieving departmental goals and objectives through senior level teams
- Supervises and is accountable for departmental operations including, but not limited to, personnel budgets, departmental policies, programs and services, contracts and funding
- Drives innovation and strategic planning to develop programs, partnerships, and services
- Demonstrates commitment to equity, diversity, and inclusion in all areas of operations, including staffing, policies, and programming
- Prepares and presents department's budget to City Council
- Assists and participates in the implementation of Mayoral priorities
- Represents the Mayor's Office and the department at key city-wide events (e.g., speaking events, forums, and press conferences) and in the negotiation of union contracts
- Serves as key advisor to the Mayor by developing and leading the City's agenda on issues related to fire safety, fire suppression, and emergency medical services
- Provides regular reports to the Mayor's Office on CFD operations, metrics, reforms, and initiatives
- Identifies opportunities and works collaboratively across all City departments and sister agencies to advance administration priorities and initiatives
- Ensures that all activities are carried out in alignment with both the City's ethics codes and specific grant requirements
- Attends regular cabinet meetings and Mayor's Office/departments, as requested

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- ***Minimum qualifications subject to change depending on appointment of the Mayor and confirmation of the City Council***
- Successful candidates to possess the following:
 - Per municipal code, must be a member of the uniformed service or equivalent experience as a Fire Chief from an outside municipal agency
 - Ten years (10) of managerial or project management experience, or an equivalent combination of training and experience
 - Bachelor's degree from an accredited college or university preferred
 - Five (5) or more years of senior-level managerial experience preferred
 - Combined twenty-five (25) years of fire and/or EMS experience in a densely populated area strongly preferred
 - Extensive knowledge of landscape in Chicago preferred

Licensure, Certification, or Other Qualifications

- Valid State of Illinois Driver's License

WORKING CONDITIONS

- General office environment
- Extreme weather conditions
- Hazardous conditions
- Extreme heat
- Public safety work environment

EQUIPMENT (including, but not limited to)

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Personal computers and related apparatus
- Firefighting personal protection and related equipment
- Firefighting equipment and apparatus
- Two-way radios
- Hazardous material equipment

PHYSICAL REQUIREMENTS

- Stressful and physically demanding environment
- Strenuous firefighting work requiring physical strength, coordination, endurance, and flexibility

- Standing for extended or continuous periods of time
- Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone
- Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)
- Seeing detail at various distances (e.g., normal reading distance, beyond arm length)

KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES

Positions assigned to executive leadership roles within the Chicago Fire Department are expected to possess the following knowledge, skills, abilities, and attributes.

- Strong vision for the department that embodies the following core values: transparency, diversity, inclusion, equity, accountability, and transformation
- Ability to see the enterprise as a whole; recognizing how the various functions of the organization depend on one another, and how changes in any one part affect all the others; visualizing the relationship of the individual divisions and issues to the department, City and sister agencies, the community, and the political and social ecosystem as a whole
- Professional and personal history reflecting the highest standards of integrity
- Ability to work well with all levels of staff and management
- Ability to establish and maintain effective working relationships with others
- Demonstrated commitment to holding supervisory personnel accountable for the timely and effective execution of organizational policy by individuals under their command
- Working knowledge of building materials, construction practices, and mechanical systems related to fire prevention and fire suppression
- Working knowledge of fire-fighting principles and practices and fire prevention inspection techniques
- Working knowledge of Emergency Management Services best practices and principles and experience in emergency response in densely populated areas
- Commitment to and demonstrated experience expanding and maintaining a diverse and inclusive workforce that reflects the population it serves
- Outstanding skills in communicating and interacting with the media, community organizations, elected officials, and the general public
- Experience dealing with labor-management issues and the ability to work effectively with employee unions
- Demonstrated experience in addressing uniformed members mental health and wellness
- Strong administrative and managerial track record, including overseeing a sizable staff and multi-million dollar organization in organizational planning and development; strategic and operational planning; budget management; process improvement; data-driven decision-making; and crisis management

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
September, 2021