CLASS TITLE: BATTALION CHIEF

CHARACTERISTICS OF THE CLASS

Under direction, manages staff resources for an assigned fire battalion directing and coordinating fire suppression and rescue activities for the Chicago Fire Department, and performs related duties as required

ESSENTIAL DUTIES

- Functions as second in command to the Deputy District Chief (DDC) and assumes the duties of the DDC in the DDC’s absence
- Supervises emergency incident and/or rescue activities
- Conducts operations utilizing the Incident Command System (ICS) under direct supervision of exempt rank officer(s) until the scene is secured or relieved of duties by a superior officer upon transfer of command
- Ensures the enforcement of fire prevention laws and ordinances governing the prevention of fires and elimination of safety hazards
- Plans, organizes and directs the activities of assigned personnel engaged in fire prevention activities
- Evaluates the effectiveness of fire prevention programs and makes adjustments to the program to maintain and improve program effectiveness
- Evaluates staff work performance and initiates the commendation and/or discipline of sworn staff in accordance with department policies and procedures
- Ensures that proper medical procedures are followed by members under command
- Ensures adequate staff coverage and a sufficient emergency recall roster
- Provides guidance and training to those under command in the form of post incident critiques, facility walk through, company/battalion school and hands on training (drills)
- Observes roll calls of companies under command, per current department policies and procedures
- Makes department orders, memos, announcements, directives and other communications available to fire companies and personnel assigned to their command and ensures adherence to correspondence, as required
- Works under extreme temperatures and weather conditions and other dangerous environments
- Uses first responder medical equipment and supplies including automated extended defibrillator equipment
- Wears protective clothing and specialized self contained breathing apparatus for extended periods of time
- Drives fire related automobile type emergency vehicle under emergency conditions in a safe and conscientious manner, through all types of weather and road conditions, ensuring the safety of personnel and the general public

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**
- Career Service status as a Fire Captain, Captain/EMT or Captain/Paramedic of the Chicago Fire Department is required
- At least 30 months of service as a Fire Captain, Captain/EMT or Captain/Paramedic is required at time of promotion

**Licensure, Certification, or Other Qualifications**
- Must have and maintain a valid State of Illinois driver’s license with a minimum classification of “D” at the time of application
- Must have the following Illinois Office of the State Fire Marshal certifications at time of promotion:
  - Fire Service Vehicle Operator
  - Incident Safety Officer
  - Instructor I
  - Tactics and Strategy I

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

EQUIPMENT
- Standard office equipment (e.g., telephone, computer, 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

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

**Knowledge**
Some knowledge of:
• Laws, rules, regulations, orders, directives, operational procedures, and labor agreements of the Chicago Fire Department
• Personnel administration and management principles, policies, practices, and techniques
• Applicable writing techniques
• Applicable computer software packages and applications

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills
• ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
• ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
• CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
• INSTRUCTING - Teach others how to do something
• NEGOTIATION – Bring others together and trying to reconcile differences
• JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities
• COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
• SPEAK - Communicate information and ideas in speaking so others will understand
• COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
• WRITE - Communicate information and ideas in writing so others will understand
• REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
• MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other Work Requirements
• INITIATIVE - Demonstrate willingness to take on job challenges
• ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
• DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
• ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

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
August 2015