CLASS TITLE: COMMANDER-PARAMEDIC

CHARACTERISTICS OF THE CLASS

Under direction, functions in a sworn capacity managing the day-to-day administrative operations of bureaus within the Chicago Fire Department, and performs related duties as required

ESSENTIAL DUTIES

- Position assigned to the Bureau of Operations, performs high level administrative and management duties for EMS/Fire Suppression Operations. Positions have command rank responsibilities for ensuring Incident Action Plans for all EMS/Fire Suppression Operations related to special events, including but not limited to MABAS activity, VIP/Presidential details, Segway/ Bicycle/Foot Team deployment, manpower allocation for daily as well as special events. Ensures the Department EMS/Fire Suppression operations are in compliance with Department Orders and EMS policies of the Illinois Department of Public Health

Position schedules and coordinates EMS training associated with the certification, training and licensing of newly hired Fighter-EMT's (FF-EMT), training instructors, and executive candidate training; manages the EMS Continuing Education curriculum and hours as required by Fire Department rules and regulation, Citywide Region 11 policies and procedures and the EMS polices of Illinois Department of Public Health; and coordinates with external health regulatory agencies to ensure that FF-EMT guidelines meet the conditions of State EMT certification requirements.

- Positions assigned to the Bureau of Administrative Services, performs high level administrative and management duties for the Deputy Commissioner of the Bureau

Positions have command responsibilities enforcing department policies and general orders, mediates on behalf of the city with the labor unions to resolve disputes related to medical billing as well as the medical status of sworn employees and their ability to return to work

Processes of tuition reimbursement, indebtedness, disciplinary as well as exit interviews for retiring members, badging and performance award preparation.

- Positions assigned to the Bureau of Support Services performs high level administrative and management duties for the Deputy Fire Commissioner of the Bureau

Has command rank responsibility for the evaluation, selection and distribution of all personal protection equipment and uniform items used by the Department

Oversees bureau operations, including purchasing, reviewing and reconciling invoices, coordinating the Inventory Control program, contract monitoring and the monitoring of the bureau’s budget

Position assigned to the Bureau of the 1st Deputy Fire Commissioner performs high level administrative and management duties for the 1st Deputy Fire Commissioner
Centrally coordinates the manpower planning activities for the Department’s Bureau of Operations
Establishes daily citywide staffing of all 24-hour platoon employees, including Deputy District Chiefs and Battalion Chiefs, by obtaining a staff count from each district’s manpower personnel
Develops platoon furlough schedules based on manpower needs and in compliance with the union provisions.
Uses information related to separations, lay-ups and Emergency Medical Technician /Paramedic status for manpower planning

- Positions assigned to the Special Operations Division, assists in planning and directing activities for special events, hazardous material, and air and water search and rescue incidents.
  Prepares Special Operations Incident Action Plans for major publicly attended events such as, festivals and conferences, VIP and Presidential visits
  Assists in coordinating aerial surveillance of extra alarm fires and aerial support for large area searches
  Inspects personnel records and schedules training and fitness physicals to ensure physical requirements and professional certifications are maintained for helicopter pilots, divers and hazardous materials personnel
  Functions as on-call Hazardous Material Response Duty Chief. Ensures compliance with FAA regulations

- Positions assigned to the Bureau of Employee Relations perform a high level of administrative and management duties for the Deputy Fire Commissioner of the Bureau
  Interacts with the City of Chicago’s Corporation Counsel and the Labor Union’s legal representative(s)
  Prepares documentation for arbitrations, grievances and mediations for all labor disputes between the city and the labor unions
  Lists, files and maintains arbitrations and any other legal document for retention and provides recommendations on labor issues to the Deputy Fire Commissioner

- All positions track and monitor unit budget allocations and expenditures. Oversee grant applications, appropriations, expenditures and the preparation of grant reports
  Represent the Chicago Fire Department at local, state and federal meetings including those with the Department of Homeland Security
  Researches equipment for procurement purposes
  Conduct research and prepare reports for management to remain abreast of best practices and new developments in specified specialty areas
  Prepare management reports relating to emergency operations planning and preparedness activities
  May respond to fire emergency incidences as directed

**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 uniformed member of the Chicago Fire Department is required. 10 years as a uniformed member of the Chicago Fire Department with a minimum career service rank of Paramedic In Charge, Fire Engineer or Lieutenant, plus three years of administrative work experience, or equivalent combination of education, training and experience.

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have and maintain State of Illinois certification as a licensed Paramedic/EMTP
- Must have Fire or Lead Instructor I certification

WORKING CONDITIONS

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

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Personal Computers and related apparatus
- Firefighting personal protection and related equipment
- Two way radios
- Emergency Medical Service equipment
- Helicopter, diving and hazardous material equipment

PHYSICAL REQUIREMENTS

- Ability to perform physical and strenuous firefighting work requiring physical strength, coordination, endurance and flexibility
- Ability to wear protective clothing and specialized self contained breathing apparatus for extended periods of time
- Ability to operate firefighting equipment and apparatus
- Ability to use first responder medical equipment and supplies including automated extended defibrillator equipment
- Ability to work under extreme temperatures and weather conditions and other dangerous environments.
- Ability to operate automotive vehicles and associated equipment.
KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

**Knowledge**

Considerable knowledge of:

- *applicable federal, state, and local laws, regulations, and guidelines*
- Fire, incident and emergency management response planning, notification procedures, and protocols
- EMS procedures and protocols

Some knowledge of:

- *management and supervisory methods, practices, and procedures*
- geographical locations in the City
- Public safety principles and practices

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

**Skills**

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making*
- *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*
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems*
- *MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work*
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job*
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions*
- *INSTRUCTING - Teach others how to do something*
- *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do*
- *JUDGMENT 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
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
• REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
• COME UP WITH IDEAS - Come up with a number of ideas about a topic
• REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements
• PERSISTENCE - Persist in the face of obstacles on the job
• INITIATIVE - Demonstrate willingness to take on job challenges
• LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
• DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
• ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
• INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems

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
December, 2012