CLASS TITLE: COORDINATOR OF HAZARDOUS MATERIALS PROGRAM

CHARACTERISTICS OF THE CLASS

Under direction, coordinates and directs the Fire Department’s Hazardous Materials Program and the activities of the hazardous incident team(s) and related squad companies, and performs related duties as required.

ESSENTIAL DUTIES

- Directs operation of hazardous incident team to ensure the proper handling of hazardous material incidents.
- Ensures hazardous material incidents are handled in a prompt and effective manner.
- Establishes and implements Fire Department hazardous material standards and guidelines.
- Represents the department and liaisons with other federal, state, and local entities in regards to the hazardous materials program and incidents.
- Attends secret security level briefings, Illinois Terrorism Task Force and Local Emergency Planning Committee (LEPC) meetings to discuss strategies required for the handling, containment and disposal of a variety of contamination and hazardous materials.
- Advises management and entities on how chemicals and contaminated materials can affect the environment, humans and animals.
- Coordinates the activation and commands the use of Joint Hazardous Assessment Teams (JHAT).
- Trains and supervises the training of the hazardous materials incident teams and related squad companies.
- Researches, tests and evaluates the effectiveness of supplies and equipment utilized by the unit and recommends the procurement of same.
- Develops the Program’s work objectives, quality standards and performance measures, working department managers to monitor program effectiveness.
- Adheres to established standards and direct the development and management of Hazardous Materials program grants, budget, and administrative functions.
- Maintains records and prepare work related reports for management’s review and approval.
- Responds to fire and other emergencies 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 on the Chicago Fire Department with 10 years on a Hazardous Incident Response Team and/or a Squad Company, of which five years’ work experience are supervisory related to the responsibilities of the job.

- Must be a uniformed member of the Chicago Fire Department with Career Service status with a minimum rank of Captain.
Must be able to obtain Secret Level National Security Clearance within six months of hire

**Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver’s license is required
- Hazardous Materials Technician B certification
- Fire Instructor II Certification
- Firefighter III certification
- Completion of Hazardous Materials Incident Command course is required
- Must have Hazardous Materials Technician B certification
- Completion of the National Incident Command course 800 level is required

**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)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Firefighting personal protection and related equipment
- Two-way radios
- 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 external defibrillator equipment
- Ability to work under extreme temperatures and weather conditions and other dangerous environments

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

**Knowledge**

Considerable knowledge of:
- rules, regulations, practices and procedures of the Chicago Fire Department
• Fire incident and emergency management response planning, notification procedures, and protocols
• Federal, State and Local laws and regulations regarding hazardous materials and hazardous materials incidents
• Practices and required responses to hazardous material incidents
• Use of equipment, tools and apparatus designed for hazardous material incident responses

Some knowledge of:
• Geographical locations in the City
• Public safety principles and practices

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
• MANAGEMENT OF MATERIAL RESOURCES- Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
• *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
• *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
• SYSTEMS EVALUATION- Identify measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system

Abilities
• SUPERVISE- Supervise the work and conduct of subordinate personnel
• 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)
• MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other Work Requirements
• PERSISTENCE- Persist in the face of obstacles on the job
• INITIATIVE- Demonstrate willingness to take on job challenges
• COOPERATION- Be pleasant with others on the job and display a good-natured, cooperative attitude
• DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
• ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
• INDEPENDENCE- Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
• 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

October, 2012