



Code: 8791
Family: Public Safety
Service: Public Safety
Group: Fire Service
Series: Firefighting

CLASS TITLE: ASSISTANT COMMANDING FIRE MARSHAL

CHARACTERISTICS OF THE CLASS

Under direction, serves as second in charge to the Commanding Fire Marshal by assisting in the management and direction of fire investigation programs through the Chicago Fire Department's Office of Fire Investigations (OFI); and performs related duties as required

ESSENTIAL DUTIES

- Assists in directing fire investigations conducted by uniform Fire Marshals engaged in determining the cause and origin of fires and works cooperatively with law enforcement agencies in cases involving arson and explosives
- Examines reports using scientific fire scene investigation methodology that detail burn patterns, debris, materials, structures, accelerants or other evidence used to determine the causes and type for fires and explosions that were collected from fire investigation scenes
- Oversees the interviews of departmental personnel, witnesses, and others at a fire scene to verify that investigative reports are comprehensive
- Monitors the reconstructing of scenes in an attempt to duplicate incidents to either validate or disprove possible investigation theories
- Represents the department in interagency meetings on matters pertaining to fire investigations, in the absence of the Commanding Fire Marshal
- Ensures compliance with statutory investigation and reporting procedures per established guidelines and verifies that detailed information is obtained for the completion of follow up investigations
- Monitors and evaluates records maintenance procedures to ensure fire scene investigations are appropriately documented and that still and moving digital images are adequately stored
- Oversees the availability of specialized fire investigative equipment and related apparatus
- Responds to fire emergencies with city departments and outside government security agencies to ensure adherence with the city's fire investigation protocols
- Responds to extra alarm fires ensuring the proper manning of fire investigative on the scene,
- Evaluates job performance of subordinate staff
- Assists in the oversight of preparations of court cases in criminal and civil proceedings where testimony is required related to collection of evidence, outcome and solutions of Fire Investigations
- Assists in coordinating and evaluating the training and instruction of new and existing Supervising Fire Marshals and Fire Marshals
- Ensures valid training certifications and requirements are maintained by staff
- Assists in preparing and monitoring the operating budget for the Fire Investigation unit
- Provides status reports and maintains event records

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. Ten (10) years as a uniformed member of the Chicago Fire Department with at least a career service rank of Fire Engineer or Lieutenant or higher, PLUS three (3) years of fire investigation work experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Certified by the Illinois Office of the State Fire Marshal as a Fire Investigator
- Fire Investigations certification by the Chicago Fire Department

WORKING CONDITIONS

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

EQUIPMENT

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

PHYSICAL REQUIREMENTS

- Stressful and physically demanding environment
- Strenuous firefighting work requiring physical strength, coordination, endurance, flexibility and use of specialty equipment and protective gear.

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

Considerable knowledge of:

- principles, practices, methods techniques of fire suppression and investigation
- laws, ordinances and regulations related to prevention of fires
- Chicago Fire Department rules, regulations, policies and procedures
- structure of Chicago City government agencies and their functions
- fire, incident and emergency management response planning, notification procedures, and protocols
- current collective bargaining agreements
- principles and practices of municipal budget preparation and administration
- principles of supervision, training and performance evaluation
- City protocols for responding to large scale crisis and emergency situations.
- pertinent Federal, State and Municipal codes, ordinances and regulations specially those pertaining to protection of life and property from fire, incidents or disaster

- city traffic operations and street systems

Some knowledge of:

- geographical locations in the City
- public speaking and communications

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

Skills

- *APPLICATION – Use effective oral and written communications 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
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *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
- 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 in addition to maintaining records and preparing reports

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)
- GOOD JUDGMENT - Ability to make decisions in high pressure situations

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job

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- 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
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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
April, 2018