



**VILLAGE OF HOFFMAN ESTATES  
JOB DESCRIPTION  
FIRE CHIEF**

*EFFECTIVE DATE: April 30, 2021*

<b>DEPARTMENT:</b> Fire Administration	<b>WORK LOCATION:</b> Village Hall	<b>FLSA STATUS:</b> Exempt
<b>CLASS CODE:</b> 8725	<b>RANGE:</b> 34	<b>PENSION:</b> Fire
		<b>UNION:</b> N/A
<b>REPORTS TO:</b> Village Manager	<b>LEVEL OF SUPERVISION RECEIVED:</b> Administrative Direction	<b>LICENSE/CERTIFICATES:</b> Valid Illinois Class B Driver's License. <b>Certifications:</b> As required by ILCS and Chief Fire Officer certification within 2 years of hire

**SUMMARY:**

Performs highly complex work of an administrative, managerial and technical nature aimed at planning, organizing, directing and implementing fire prevention, suppression and emergency medical services (EMS) to prevent or minimize the loss of life and property by fire and emergency medical conditions.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

**JOB NO.**

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

**FREQUENCY**

- |    |  |               |
|----|--|---------------|
| 1. | Plans, coordinates, directs and evaluates Fire, EMS and Fire Prevention operations. Administers the department's strategic planning.               | Monthly<br>5% |
| 2. | Establishes policies and procedures for Fire, EMS and Fire Prevention personnel to implement directives from the Village Manager or Village Board. | Daily<br>10%  |

3.	Directs and coordinates the preparation and presentation of an annual budget; is responsible for overseeing the department's budgets; plans for and reviews specifications for new or replaced equipment; controls the expenditure of departmental appropriations.	Monthly 10%
4.	Responds to and may direct activities at the scene of major emergencies.	Annually 2%
5.	Enforces Fire Prevention ordinances and directs the inspection of buildings and other properties for fire hazards.	Annually 3%
6.	Plans and directs departmental in-service training activities.	Annually 2%
7.	Sets standards of conduct and discipline; handles grievances at Department Director level.	Daily 10%
8.	Prepares and submits Fire Department's monthly activity report to the Village Manager; prepares a variety of other reports including annual activities report.	Monthly 20%
9.	Plans departmental operation with respect to equipment, apparatus and personnel; supervises the implementation of such plans.	Monthly 15%
10.	Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.	Monthly 20%
11.	Attends conferences and meetings to keep abreast of current trends in the field; represents the department in a variety of local, county, state and national forums.	Monthly 5%
12.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

<b>JOB NO.</b>	<b>OTHER RELATED DUTIES</b>
1.	Operates listed tools and equipment.
2.	Performs the duties of command personnel as needed.
3.	Serves as member of various committees.
4.	Follows Village-wide and departmental safety rules and practices.
5.	Performs other duties, tasks, and responsibilities as assigned.

**SUPERVISORY RESPONSIBILITIES: (Select one – required)**

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (**List specific responsibilities below**)

- Establishes policies and procedures for Fire and EMS personnel.
- Direct supervision of Deputy Fire Chiefs and Administrative Assistant.
- Responsible for overseeing the department's budgets.
- Controls the expenditure of departmental appropriations.
- Sets standards of conduct and discipline; handles grievances at department.
- Prepares and submits Fire Department's monthly activity report to the Village Manager.
- Plans departmental operation with respect to equipment, apparatus and personnel; supervises the implementation of such plans.

**EDUCATION, EXPERIENCE AND COMPUTER SKILLS:**

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

**Education Level (Select one - required)**

*In accordance with Illinois Compiled Statute for Fire Chief*

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D.)

**Preferred**

Degree or coursework should be in...

***Bachelor's degree in Fire Science, Public Administration or related field***

**Experience Level (Select one - required)**

*In accordance with ILCS for Fire Chief*

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Five to ten years related experience

**Preferred**

**Additional Experience (Select as appropriate)**

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

***Minimum of 5 years as F.D. Officer preferred***

***Minimum of 5 years preferred***

**Computer Skills (Select as appropriate)**

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

***Microsoft Office, Sungard, inTime, Vector Solutions***

**COMMUNICATION SKILLS:**

**English Language/Communication Skills (Select one)**

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

**Foreign Language Skills (Complete if applicable)**

- Fluency in foreign language skills is:
- A Plus
  - Preferred
  - Required
- Ability to speak and/or read, write and comprehend.

**Required Language:**

**REQUIRED COMPETENCIES:** To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

- Plan, schedule, advise and direct all Fire and EMS operations.
- Develop, supervise, evaluate, train and discipline subordinates.
- Communicate effectively in writing and orally.
- Strong leadership skills required.
- Read, comprehend and analyze in a timely manner, large quantities of complex materials, draw conclusions and develop plans of action.
- Deliver presentations, address audiences and convey information to various sized groups.
- Evaluate all aspects of Fire and EMS and compose, execute and coordinate necessary changes and improvements.
- Plan and direct departmental training activities.
- Establish and implement strategic training and employee development with a focus on succession planning. Motivate and retain employees through involvement in employee career planning and growth.
- Analyze, refine and coordinate the annual budget.
- Familiar with Microsoft Word, Office, and Outlook and able to utilize technology in a work environment.
- Establish and maintain effective working relationships with employees, supervisors, Village officials, vendors and the general public.
- Manage and effectively work with union and non-union employees.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

*(mark all 17 activities)*

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	<b>X</b>	_____
Walks	_____	_____	<b>X</b>	_____
Sits	_____	_____	_____	<b>X</b>
Uses fingers in a repetitive motion	_____	_____	<b>X</b>	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	<b>X</b>	_____
Reaches with hands and arms above shoulder	_____	<b>X</b>	_____	_____
Climbs or balances	_____	<b>X</b>	_____	_____
Twists or turns	_____	<b>X</b>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<b>X</b>	_____	_____
Pulls, pushes, or carries	_____	<b>X</b>	_____	_____
Talks or hears	_____	_____	_____	<b>X</b>
Tastes or smells	_____	<b>X</b>	_____	_____
Operates a motor vehicle or heavy equipment	_____	<b>X</b>	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	<b>X</b>	_____
Lifts or move 10 to 20 pounds (light)	_____	_____	<b>X</b>	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<b>X</b>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	_____	<b>X</b>	_____	_____

**VISION DEMANDS:**

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands *(select if applicable)*

<input checked="" type="checkbox"/>	Absence of color blindness	
<input checked="" type="checkbox"/>	Corrected vision of...	<b>20/20</b>
<input type="checkbox"/>	Uncorrected vision of...	

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

<i>(mark all 15 conditions)</i>	----- Amount of Time -----				
	<u>Environmental Conditions</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	_____	_____	_____	_____	<u>X</u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	<u>X</u>	_____	_____	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	_____	<u>X</u>	_____	_____	_____
Works near moving mechanical parts	_____	<u>X</u>	_____	_____	_____
Works in high precarious places, underground, or confined spaces	_____	<u>X</u>	_____	_____	_____
Flying debris or airborne particles	_____	<u>X</u>	_____	_____	_____
Fire, smoke, fumes, gases, or noxious odors	_____	<u>X</u>	_____	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	_____	<u>X</u>	_____	_____	_____
Risk of electrical shock	_____	<u>X</u>	_____	_____	_____
Works with explosives or risk of radiation	_____	<u>X</u>	_____	_____	_____
Vibration	_____	<u>X</u>	_____	_____	_____
Extreme illumination	_____	<u>X</u>	_____	_____	_____
Low noise level (Normal voice tones)	_____	_____	_____	_____	<u>X</u>
Moderate noise level (Raised voice levels)	_____	_____	<u>X</u>	_____	_____
High noise level (Shouting/ear protection may be needed)	_____	<u>X</u>	_____	_____	_____



The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

  
Department Director

Reviewed Approval:

  
Human Resources Management Director

Approved:

  
Village Manager

Effective Date: \_\_\_\_\_ Revision Date: \_\_\_\_\_