



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

EFFECTIVE DATE: 4/18/2017

DEPARTMENT: Fire	WORK LOCATION: Fire Stations		FLSA STATUS: Non-exempt
CLASS CODE: 5500	RANGE: 23F	PENSION: Fire	UNION: IAFF
REPORTS TO: Deputy Fire Chief	LEVEL OF SUPERVISION RECEIVED: General and direct supervision of the Deputy Fire Chief		LICENSE/CERTIFICATES: Valid Class D and Class B non-CDL Illinois Driver's License. U.S. Citizenship. No felony convictions or disqualifying criminal histories. OSFM FOII certification.

SUMMARY:

Performs a variety of administrative, supervisory and technical work. Supervises and administers fire suppression, emergency aid, hazardous materials and fire prevention.

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.	Supervises Company Officer and subordinate staff in their assigned duties as directed. Monitors and observes departmental activities to ensure that conduct and performance conform to department and Village standards.	Daily 50%
2.	Determines methods of fire suppression, directing of water streams, ventilation of buildings and rescuing of persons. Carries out duties in conformance with federal, state and Village laws and ordinances.	Daily 25%
3.	Reviews all reports, shift correspondence and paperwork completed during his/her assigned shift; checks for completeness and accuracy; makes comments and remarks as necessary.	Daily 10%

4.	Responds to emergency situations as needed; assumes and maintains command until or unless relieved by a superior officer.	Weekly 10%
5.	Participates in the operation of departmental in-service training activities and assists in the coordination and scheduling of all in-service training of assigned shift personnel. Instructs and drills shift personnel in various subjects.	Weekly 25%
6.	Prepares a variety of reports and records including daily rosters, detail schedules, personnel records, requisitions and monthly shift activity reports.	Weekly 10%
7.	Ensures that departmental orders, directives, procedures and rules and regulations are understood and followed by shift personnel. Investigates, supervises, evaluates, and makes recommendations on all disciplinary matters involving shift personnel.	Weekly 10%
8.	Maintains the proper shift manning level established by the department. Determines future needs, changes of assigned personnel and preparations of a monthly shift detail schedule outlining special individual assignments out of normal duty stations.	Weekly 10%
9.	Attends monthly staff meetings and other such meetings as required by the Fire Chief.	Monthly 10%
10.	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

JOB NO.	OTHER RELATED DUTIES
1.	Completes administrative duties and assignments as assigned by a superior officer.
2.	Assists in establishment of organizational goals and overall department operations.
3.	Attends conferences and meetings to keep abreast of current trends in the field; represents the department in a variety of local, county, state and other meetings.
4.	Coordinates activities with other supervisors or other Village departments and exchanges information with officers in other fire departments.
5.	Interacts with general public, department officers and other Village officials in the performance of fire department activities.
6.	Supervises and performs minor repairs to departmental equipment.
7.	Provides back-up to other related positions.
8.	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)**

- **Supervises the position of Fire Captain and Lieutenant directly and other company level personnel indirectly through subordinate officers.**
- Supervises Company Officer and subordinate staff in their assigned duties.
- Monitors and observes departmental activities to ensure that conduct and performance conform to department and Village standards.
- Reviews all reports, shift correspondence and paperwork completed during his/her assigned shift; checks for completeness and accuracy; makes comments and remarks as necessary.
- Prepares a variety of reports and records including daily rosters, detail schedules, personnel records, requisitions and monthly shift activity reports.
- Ensures that departmental orders, directives, procedures and rules and regulations are understood and followed by shift personnel.
- Prepares a monthly shift detail schedule outlining special individual assignments.
- Coordinates activities with other supervisors or other Village departments.
- Supervises and performs minor repairs to departmental equipment.

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)

- 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)

Degree or coursework should be in...

Enter degree or coursework here

Experience Level (Select one - required)

- 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
- Four to ten years related experience

Additional Experience (Select as appropriate)

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

Enter number of years required here
Enter number of years required here

Computer Skills (Select as appropriate)

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

Microsoft Office, FireHouse, Image Trend

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.

- Understanding the operation of the department's equipment.
- Interpersonal skills.
- Personnel management.
- Operating the listed tools and equipment.
- Train and supervise subordinate personnel.
- Perform work requiring good physical condition.
- Produce clear, comprehensive reports.
- Analyze problems or situations and make quick and effective decisions to handle emergency and non-emergency situations.
- Exercise sound judgment in evaluating situations and in making decisions.
- Plan, assign, instruct and review the work of subordinates.
- Act effectively in emergency and stressful situations.
- React quickly and calmly under stressful situations that may be encountered at a fire or emergency medical incident.
- Maintain good physical condition.
- Understand and follow oral and written instruction.
- Communicate effectively verbally and in writing.
- Respond to and interact with residents, employees and others within and outside the organization in a professional and effective manner.
- Establish successful working relationships with other employees, supervisors and other departments.
- Read, write, speak and comprehend the English language.

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	_____	_____	_____	<u> X </u>
Walks	_____	_____	_____	<u> X </u>
Sits	_____	_____	<u> X </u>	_____
Uses fingers in a repetitive motion	_____	_____	<u> X </u>	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	<u> X </u>	_____
Reaches with hands and arms above shoulder	_____	_____	_____	<u> X </u>
Climbs or balances	_____	_____	<u> X </u>	_____
Twists or turns	_____	_____	<u> X </u>	_____
Stoops, kneels, crouches, bends, or crawls	_____	_____	<u> X </u>	_____
Pulls, pushes, or carries	_____	_____	<u> X </u>	_____
Talks or hears	_____	_____	_____	<u> X </u>
Tastes or smells	_____	_____	<u> X </u>	_____
Operates a motor vehicle or heavy equipment	_____	_____	<u> X </u>	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	_____	<u> X </u>
Lifts or move 10 to 20 pounds (light)	_____	_____	_____	<u> X </u>
Lifts or move 20 to 50 pounds (moderate)	_____	_____	<u> X </u>	_____
Lifts or move 50 to 100 pounds (heavy)	_____	_____	<u> X </u>	_____

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)

<u> X </u> Absence of color blindness	
<u> X </u> Corrected vision of...	<u> 20/20 </u>
<u> X </u> Uncorrected vision of...	<u> 20/80 </u>

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.

(mark all 15 conditions)

<u>Environmental Conditions</u>	----- Amount of Time -----			
	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.

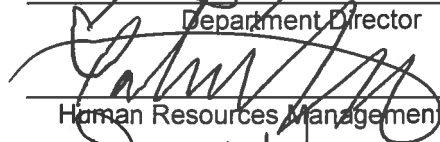
This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



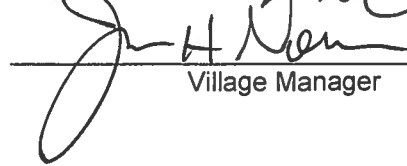
Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: 4/18/2017

Revision Date: 4/18/2017