



**VILLAGE OF HOFFMAN ESTATES**  
**JOB DESCRIPTION**  
**DEPUTY FIRE CHIEF**  
 (Administration)

*EFFECTIVE DATE:* August 23, 2021

<b>DEPARTMENT:</b> Fire Administration	<b>WORK LOCATION:</b> Village Hall/Fire Administration		<b>FLSA STATUS:</b> Exempt
<b>CLASS CODE:</b> 5800	<b>RANGE:</b> 27F	<b>PENSION:</b> Fire	<b>UNION:</b> N/A
<b>REPORTS TO:</b>  Fire Chief	<b>LEVEL OF SUPERVISION RECEIVED:</b>  Administrative Direction		<b>LICENSE/CERTIFICATES:</b> Valid Illinois Class B Driver's License.  If not already certified, must attain Fire Officer III/Chief Fire Officer certification from the Office of the State Fire Marshal.

**SUMMARY:**

Performs complex managerial and technical analysis to develop, establish and give direction for the goals and objectives of emergency and non-emergency services provided by the Fire Department to the citizens of the Village of Hoffman Estates.

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

<b>JOB NO.</b>	<b>ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES</b>	<b>FREQUENCY</b>
1.	Supervises, trains and develops subordinate employees; monitors productivity of employees; sets goals to meet the mission of the Fire Department. Oversees personnel responsible for department functional divisions and/or areas of responsibility, as assigned.	Daily 25%
2.	Prepares and administers the Fire Department Operations Budget and Fire Department Capital Improvements Program budget. Administers all aspects of income and disbursement related to the Fire Department including tollway billing, ambulance transport billing, and all payables to outside vendors.	Daily 20%
3.	Provides regular financial reports to Division Heads and assists department members as needed with all budget and purchasing issues. Reviews departmental reports, purchase orders and correspondence for accuracy and adherence to departmental objectives.	Daily 25%
4.	Performs qualitative analysis; refines, develops, and implements policies, programs and standard operating guidelines.	Weekly 10%
5.	Responds to and may command or operate at large-scale emergency incidents.	Weekly 5%
6.	Directly oversees the Fire Prevention Bureau's Chief Fire Inspector and the overall operation and effectiveness of the Fire Prevention Bureau.	Daily 25%
7.	Attends departmental and Village meetings, represents the Village at meetings of civic groups and the general public, makes presentations, communicates reports, and makes recommendations via written and/or oral communication.	Weekly 15%
8.	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
9.	Attends conferences/seminars and reads independently to keep abreast of current trends in Fire Department management. Completes required training as identified by the Fire Chief.	Monthly 15%
10.	Enforces and ensures the observation of departmental policies, rules, regulations and ethical standards in the performance and conduct of assigned personnel.	Daily 5%

<b>JOB NO.</b>	<b>OTHER RELATED DUTIES</b>
1.	Provides backup to and for the Fire Chief as directed.
2.	Data entry, report processing and general correspondence.
3.	Serves as a member of various Village Commissions and community groups.
4.	Follows Village-wide and departmental safety rules and practices.
5.	Performs other duties, tasks, and responsibilities as assigned.
6.	May serves as Systems Officer, Incident Commander, or in other command or assistance roles during emergency incidents.
7.	Coordinates daily activities of light duty personnel.

**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, trains and develops subordinate employees; monitors productivity of employees; sets goals to meet the mission of the Fire Department; directly oversees Fire Prevention Bureau Chief Inspector.
- Performs qualitative analysis, refines, develops, and implements Fire Department policies and general operating guidelines.
- Oversees the department budget and account payables.
- Enforces and ensures the observation of departmental policies, rules, regulations and ethical standards in the performance and conduct of assigned personnel.

**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...

***Fire Science, EMS, Public Administration or related fields preferred***

**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... ***5 years as F.D. officer preferred***
- Experience in management capacity... ***5 years as F.D. officer preferred***
- Must meet the requirements as set by the Fire & Police Commission

**Computer Skills** (*Select as appropriate*)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software

Specialized applications:

***Microsoft Office suite, RMS software, financial software, incident reporting software, staffing software***

**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.

- Review, analyze, audit and develop complex procedures and goals for the Fire Department.
- Manage the annual Fire Department budgets.
- Prepare and supervise the preparation of clear, accurate and comprehensive reports and recommendations.
- Set operational goals, problem-solve, evaluate and maintain priorities.
- Communicate effectively orally and in writing using the English language.
- Follow verbal and written instructions.
- Respond to and interact with residents, employees and others within and outside the organization in a professional and effective manner.
- Interact with subordinate employees in a professional and positive manner; mentor junior officers and firefighters to assist them in their professional growth within the organization.

**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)

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

(mark all 15 conditions)

<b><u>Environmental Conditions</u></b>	----- 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: \_\_\_\_\_

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