



Code: 8739
Family: Public Safety
Service: Public Safety
Group: Fire Service
Series: Firefighting

CLASS TITLE: BATTALION CHIEF

CHARACTERISTICS OF THE CLASS

Under direction, manages staff resources for an assigned fire battalion; directs and coordinates fire suppression and rescue, training, and administrative activities for the Chicago Fire Department; and performs related duties as required

ESSENTIAL TASKS AND DUTIES

- Shift Preparation Duties, including the following tasks:
 - Reassigns personnel among battalion stations to balance staffing throughout the battalion and ensure coverage
 - Meets with off-going Battalion Chief to discuss events, incidents and other information relevant to the battalion from the previous shift(s)
- Duties related to Incident Response (En Route), including the following task(s):
 - Listens to radio communications to acquire information about nature of a fire/incident, including the condition of the building/incident site, location and condition of incident victims, and location and actions of personnel on scene
- Fire Incident Command and Operations Duties, including the following tasks:
 - Assumes role of Incident Commander at incidents when first Battalion Chief to arrive and until higher-ranking officer arrives
 - Sizes-up the fire scene by evaluating and analyzing incident information (e.g., extent of fire, seat of fire, size of building, size of brush/wildland, time of day, location of fire suppression equipment and personnel in building, type of building construction, occupancy, content of building, and occupant's behavior) to formulate a strategy for fighting the fire
 - Monitors and assesses conditions and circumstances at the scene to alter tactics or strategies and determine if additional resources or equipment are needed
 - Directs companies at an incident scene by scanning between the appropriate frequencies and the OEMC, assigning duties (e.g., primary, secondary, and final search, fire extinguishment, salvage and overhaul) and ensuring the safety and accountability of personnel while mitigating the situation
- Incident Command Duties (Non-Fire), including the following task(s):
 - Evaluates conditions to determine if it is safe for firefighters to proceed with rescues (e.g., conditions of vehicles, cliffs, trenches, currents, whether equipment needed is available)
- Personnel Supervision and Management Duties, including the following tasks:
 - Witnesses an 0800-roll call daily to ensure fitness for duty and compliance with relevant department directives (e.g., SCBA, uniforms, etc.) and documents outcomes in the company journal
 - Coordinates day-to-day activities of the battalion (in-service training, public education, out-of-service apparatus, physicals) to ensure movement of personnel and apparatus, and coordinates with adjoining battalions while still ensuring appropriate coverage for emergency response
 - Develops, supervises, coordinates, and evaluates the procedures, tactics and strategies used to resolve emergency incidents and other situations

- Meets with company officers each shift to review shift activities and any new SOPs, changes to existing SOPs or other pertinent information
- Ensures subordinate supervisors who are on duty maintain discipline and control among assigned personnel by ongoing observation, mentoring, coaching, mediation, and counseling as needed
- Explains and enforces policies and procedures, providing corrective action to members in a fair and equal manner as necessary
- Evaluates staff work performance and initiates the commendation and/or discipline of uniformed staff in accordance with department policies and procedures
- Administrative Duties, including the following tasks:
 - Balances manpower for platoon's next tour of duty after receiving manpower information from District Headquarters/Manpower by detailing personnel to maintain required manpower (e.g., drivers, EMT, etc.) and ensure compliance with the bargaining agreement(s) and state statutes
 - Makes daily notifications as required, and immediate/timely notifications when necessary, to the Deputy District Chief in order to keep District Headquarters informed of activities and events (e.g., unusual incidents, structural fires, injuries, evening inspections)
 - Ensures that all notifications have been made for on-duty or off-duty injuries within the battalion
 - Checks reports and/or CFD forms completed by subordinates for accuracy and completeness and forwards them to District Headquarters for documentation and/or follow-up action as appropriate; prepares and reviews forms, reports, journals and other documentation to ensure accurate and thorough records of companies and houses in the battalion
- Quality Assurance and Training Duties, including the following tasks:
 - Reviews the performance of assigned companies at incidents by providing after-action reviews/critiques in both formal and informal settings to improve efficiency and foster learning
 - Instructs personnel on any new rules, policies, and procedures
 - Supervises drills, practices and simulations (e.g., vehicle operation, ladder practice, hose practice, high-rise drills, multi-company drills)
- Duties related to Station Activities, including the following tasks:
 - Visits stations in battalion during each shift to address needs, concerns, or other pertinent matters and provide updates to members
 - Enforces departmental operating procedures, rules, regulations, and orders
- Community Relations and External Communications Duties, including the following tasks:
 - Explains firefighting practices, equipment procedures, and policies to civilians (e.g., how equipment works, consequences of false alarms, etc.) during public meetings (e.g., homeowner's association meeting)
 - Attends and participates in internal meetings; plans for such meetings; manages and runs internal and external meetings
- Other Duties, including the following tasks:
 - Functions as second in command to the Deputy District Chief (DDC) and assumes the duties of the DDC in the DDC's absence
 - Supervises emergency incidents and/or rescue activities

- Conducts operations utilizing the Incident Command System (ICS) under direct supervision of exempt rank officer(s) until the scene is secured or relieved of duties by a superior officer upon transfer of command
- Plans, organizes, directs, and monitors the activities of assigned personnel engaged in fire suppression or prevention activities
- Provides guidance and training to those under command in the form of post incident critiques, facility walk throughs, company/battalion school and hands-on training (drills)

NOTE: *The list of essential duties and tasks is not intended to be inclusive; there may be other tasks and duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Career Service status as a Fire Captain, Captain/EMT or Captain/Paramedic of the Chicago Fire Department is required
- At least 30 months of service as a Fire Captain, Captain/EMT or Captain/Paramedic is required at time of promotion

Licensure, Certification, or Other Qualifications

- Must have and maintain a valid State of Illinois driver's license with a minimum classification of "D" at the time of application
- Must have the following Illinois Office of the State Fire Marshal certifications at time of promotion:
 - Fire Service Vehicle Operator (FSVO)
 - Firefighter III (FF3) or Advanced Technician Firefighter (ATF)
 - Fire Service Instructor I
 - Fire Service Instructor II
 - Incident Safety Officer (ISO)

WORKING CONDITIONS

- General office environment
- Extreme weather conditions
- Hazardous conditions
- Extreme heat
- Public safety work environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Firefighting personal protection and related equipment
- Firefighting equipment and apparatus
- Two-way radios
- Hazardous material equipment

- Department vehicle

PHYSICAL REQUIREMENTS

- Stressful and physically demanding environment
- Strenuous firefighting work requiring physical strength, coordination, endurance and flexibility
- Standing for extended or continuous periods of time
- Safely and lawfully operating automotive vehicles and associated equipment
- Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone
- Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)
- Seeing detail at various distances (e.g., normal reading distance, beyond arm length)

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge Areas:

- Knowledge of Administrative and Personnel Policies and Procedures, including:
 - Knowledge of Departmental order and other written policies and procedures (e.g., General Orders and addenda, Special Directives, Memoranda, SOPs, Rules and Regulations, Policies and Procedures, Code of Professional Conduct) necessary to manage and supervise companies in the battalion in a standardized, fair, and efficient manner
 - Knowledge of the Department's policies regarding standards of performance and conduct to know what behavior constitutes a violation of rules or policy and procedures
- Knowledge of Incident Management Procedures, including:
 - Knowledge of incident command procedures sufficient to effectively command all companies in the duties necessary to mitigate the situation
 - Knowledge of Department response levels necessary to know what companies and equipment are associated with each level of response to determine what resources have been dispatched to a scene and what additional resources/level of response can be requested
- Knowledge of Incident Operations, including:
 - Knowledge of fire ground tactics necessary to know which tactics should be used to best mitigate an emergency situation, while maintaining safety of all companies and civilians
 - Knowledge of proper size up procedures sufficient to immediately take action upon arrival at a situation, to determine the appropriate tactics to use, and to recognize when further assistance is needed in order to effectively and efficiently mitigate the situation
 - Knowledge of company operations for each apparatus (e.g., truck, engine, rescue squad, tower, ambulance, etc.)
 - Knowledge of rescue operations and procedures
- Knowledge of Building Construction, including:
 - Knowledge of building construction sufficient to recognize the type of building construction during incident operations and to determine the appropriate tactics to use in each situation to effectively mitigate the situation and ensure the safety of civilians and firefighting personnel
 - Knowledge of wood construction, masonry and ordinary construction, steel construction, and concrete construction

- Knowledge of Local Fire Codes, including:
 - Knowledge of Means of Egress
 - Knowledge of municipal and private fire protection systems (e.g., alarm systems, fire control panels, fire protection systems, sprinklers, alarms, etc.) sufficient to know which type are likely to be found in each type of building construction and to know how to operate the system or put a system back in working order
 - Knowledge of fire-resistance-rated construction
- Knowledge of Management and Supervision Principles and Techniques, including:
 - Knowledge of leadership principles, practices, and techniques
 - Knowledge of Department training materials (e.g., Training Bulletins, Academy Notes, Guides, Lesson Plans, other CFD publications) necessary to provide clarification, interpretation, and guidance to battalion/company personnel
 - Knowledge of drill and evolution procedures necessary to oversee and conduct training sessions, to monitor the performance of personnel with regard to safety and correct use of equipment, and to provide helpful feedback
- Knowledge of Emergency Medical Operations
- Knowledge of Tools, Equipment, and Apparatus

Skill and Ability Areas:

- Critical Thinking*—Using objective analysis and evaluation of situations to identify problems, as well as approaches, conclusions or solutions to the problems; and Decision-Making—Using sound reasoning and judgment to decide upon a course of action or choice between several options; making a decision and committing to it with confidence, including:
 - Problem Sensitivity/Analysis
 - Problem Solving
 - Reasoning
 - Judgment
 - Decisiveness
- Leadership—Inspiring, guiding, and improving the performance of groups of employees by identifying a common goal or vision, encouraging employees expand their skill set, and maintaining a positive and productive work environment, including:
 - Influencing Others
 - Vision
 - Command Presence
- Personnel Supervision and Management—Day-to-day monitoring of personnel, as well as groups of personnel, to ensure the effective completion of assigned tasks and position-specific responsibilities, including:
 - Supervisory Skill
 - Management of Performance
 - Delegation
- Administrative Management Skill—Identifying, arranging and organizing necessary resources (e.g., material, personnel, financial) to accomplish goals and objectives in an effective and efficient manner, including:

- Planning
- Organizing Work
- Prioritizing
- Coordinating Work
- Managing Time
- Budgeting
- Interpersonal Skills*—Using one’s awareness of others’ reactions to oneself; understanding the position and opinions of others; and empathizing with others, both inside and outside one’s organization, to accomplish objectives or goals, including:
 - Relationship Building
 - Teamwork
 - Community Relations
 - Conflict Resolution
 - Interpersonal Sensitivity
 - Cultural Sensitivity and Awareness
- Incident Operations—Using the appropriate tools, resources, strategies and tactics to effectively respond to emergency incidents, including:
 - Incident Management
 - Tactical Skill
- Oral Communications*—Communicating orally to convey information effectively, including:
 - Oral Expression
 - Presentation
- Written Communications*—Communicating effectively in writing to convey information effectively, as well as comprehending written communication sufficiently, including:
 - Written Comprehension
 - Written Expression
- Technical Skills—Using technology and equipment such as personal computer, cellular phones, radios, and other mechanical equipment to complete job tasks, including:
 - Mechanical Skill
 - Computer Skills

Other Job-Related Characteristics:

- Conscientiousness*—Thoughtful, careful/cautious, diligent and vigilant in regard to work and task performance. Exhibits a strong attention to detail. Maintains a strong work ethic, perseverance, productivity and desire to perform well. In addition, systematic and efficient
- Dependability (Work and Personal)*—Ability to follow through on work without prompt. Requires little oversight. Consistent and dependable in regard to personal actions and behavior
- Adaptability*—Ability to adapt and change to accommodate circumstances. Ability to demonstrate flexibility in behavior and action. Ability to quickly and efficiently determine an appropriate course of action to target a particular situation. Accepting and accommodating to change

- Honesty and Integrity*—Ability to act in an honest and fair manner. Willingness to accept responsibility for actions when things go wrong. Ability to display a high degree of integrity and professionalism in action and word
- Initiative*—Propelling oneself to pursue objectives and accomplish goals based on an internal drive to succeed
- Stress Tolerance and Composure*—Maintaining a calm and rational thought process and demeanor amid chaos or heightened levels of stress

NOTE: *The list of knowledge areas, skills, abilities and other job-related characteristics is not intended to be fully inclusive; there may be other aspects of these areas that are essential to particular positions within the class.*

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
March, 2023