



**Code: 8786**  
Family: Public Safety  
Service: Public Safety  
Group: Fire Service  
Series: Firefighting

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## **CLASS TITLE: COORDINATOR OF HAZARDOUS MATERIALS PROGRAM**

### **CHARACTERISTICS OF THE CLASS**

Under direction, coordinates and directs the Fire Department's Hazardous Materials Program and the activities of the hazardous incident team(s) and related squad companies, and performs related duties as required

### **ESSENTIAL DUTIES**

- Coordinates operation of hazardous incident team to ensure the proper handling of hazardous material incidents
- Ensures hazardous material incidents are handled in a prompt and effective manner
- Establishes and implements Fire Department hazardous material standards and guidelines
- Represents the department and liaisons with other federal, state, and local entities in regards to the hazardous materials program and incidents
- Attends secret security level briefings, Illinois Terrorism Task Force and Local Emergency Planning Committee (LEPC) meetings to discuss strategies required for the handling containment and disposal of a variety of contamination and hazardous materials
- Advises management and entities on how chemicals and contaminated materials can affect the environment, humans and animals
- Coordinates the activation and commands the use of Joint Hazardous Assessment Teams (JHAT)
- Trains and supervises the training of the hazardous materials incident teams and related squad companies
- Researches, tests and evaluates the effectiveness of supplies and equipment utilized by the unit and recommends the procurement of same
- Develops the Program's work objectives, quality standards and performance measures, working department managers to monitor program effectiveness
- Adheres to established standards and direct the development and management of Hazardous Materials program grants, budget, and administrative functions
- Maintains records and prepare work related reports for management's review and approval
- Responds to fire and other emergencies as directed

**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**

- Eight (8) years as a uniformed member of the Chicago Fire Department with a minimum Career Service rank of Fire Engineer is required.

#### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required
- Office of the State Fire Marshal (OFSM) certifications:

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- Hazardous Materials Technician
- Fire Instructor II
- Fire Service Vehicle Operator Certification (FSVO)
- Successful completion of the National Incident Management System classes 100, 200, 700, and 800 is required.
- AWR – 140 Radiation Awareness Course

**WORKING CONDITIONS**

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

**EQUIPMENT**

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

**PHYSICAL REQUIREMENTS**

- Ability to perform physical and strenuous firefighting work requiring physical strength, coordination, endurance and flexibility
- Ability to wear protective clothing and specialized self-contained breathing apparatus for extended periods of time
- Ability to operate firefighting equipment and apparatus
- Ability to use first responder medical equipment and supplies including automated external defibrillator equipment
- Ability to work under extreme temperatures and weather conditions and other dangerous environments

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

Considerable knowledge of:

- rules, regulations, practices and procedures of the Chicago Fire Department
- Fire incident and emergency management response planning, notification procedures, and protocols
- Federal, State and Local laws and regulations regarding hazardous materials and hazardous materials incidents
- Practices and required responses to hazardous material incidents
- Use of equipment, tools and apparatus designed for hazardous material incident responses

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Some knowledge of:

- Geographical locations in the City
- Public safety principles and practices

**Skills**

- 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
- ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- 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
- INSTRUCTING - Teach others how to do something
- \*SOCIAL PERCEPTIVENESS- Demonstrate awareness of others' reactions and understand why they react as they do
- \*JUDGEMENT 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

**Abilities**

- SUPERVISE- Supervise the work and conduct of subordinate personnel
- 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)
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

**Other Work Requirements**

- PERSISTENCE- Persist in the face of obstacles on the job
- INITIATIVE- Demonstrate willingness to take on job challenges

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- 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.

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City of Chicago  
Department of Human Resources  
October, 2021