



Code: 8732
Family: Public Safety
Service: Public Safety
Group: Fire Service
Series: Firefighting

CLASS TITLE: COMMANDER - LOGISTICS AND OPERATIONS

CHARACTERISTICS OF THE CLASS

Under direction, the class functions as a uniformed technical specialist performing a variety of high-level logistics support functions in the Bureau of Logistics and Support Services within the Chicago Fire Department, and performs related duties as required.

Examples of core functions characterizing this class and specific examples of assignments are provided below with the intent of providing parameters to adequately describe the level and scope of duties and responsibilities performed by these positions.

ESSENTIAL DUTIES

Core Functions

- Coordinates and ensures uniformed employees are in compliance with general orders and directives as issued by the department
- Serves as an intermediary between uniformed field personnel, division heads, and department management in the resolution of problems and complaints
- Interprets, explains, and enforces department and City policies and procedures, general orders, and the collective bargaining agreement
- Tracks and monitors budget allocations and expenditures, and participates in the preparation of grant applications
- Conducts research and prepares reports for management to remain abreast of best practices and new technologies and developments in specified specialty areas
- Prepares management reports relating to emergency operations planning, preparedness, and grants management activities
- Represents the Chicago Fire Department at local, state, and federal task forces, conferences and planning meetings
- Works in an on-call capacity responding to 24/7 emergency and hazardous situations
- Responsible for maintaining the chain of command and giving direct orders to members, as required

Bureau of Support Services

Administration Division – Oversees the department's Personal Protection Equipment (PPE), Uniform and Inventory Control Programs. Researches journals and technical manuals to identify trends and new PPE items and uniforms in an effort to meet industry standards and operational needs. Works with production designers and manufacturers to assess product effect on current department general orders and standard operating guidelines. Keeps abreast of uniform and PPE changes introduced by the National Fire Protection Association (NFPA) and participates in the selection and evaluation of vendors. Oversees the distribution and tracking of PPE and uniforms.

Bureau of Logistics

Logistics – Centrally coordinates the manpower planning activities for the Department's Bureau of Operations. Establishes daily citywide staffing for all 24-hour platoon employees, including Deputy District Chiefs and Battalion Chiefs, by obtaining a staff count from each district's manpower personnel. Develops platoon furlough schedules based on manpower needs and ensures compliance with union provisions. Uses information related to separations, lay-ups, and Emergency Medical Technician/Paramedic status for manpower planning. Coordinates the department's fire suppression and rescue operations supply system that includes the procurement, storage, inventory, and distribution of all Fire and EMS equipment and supplies (e.g., ambulance medication, radios, hoses, ladders, pumps, extrication tools). Manages the deployment and tracking of supplies, equipment, and services to support large-scale fire and emergency services. Coordinates the maintenance and repair of fire apparatus and vehicles with the City's Fleet Management department. Coordinates repairs at all firehouses. Handles contaminated materials and hazardous equipment in a safe manner and handles medical supplies and equipment. Coordinates the maintenance, repair, and availability of all safety equipment. Assists in the development of logistics related contracts and agreements. Maintains minimum number of items to ensure replacements are on hand. Assures availability and reliability of logistics functions during times of natural disasters or large-scale emergencies.

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**

- Career Service status as a uniformed member of the Chicago Fire Department is required.
- Twelve (12) years as a uniformed member of the Chicago Fire Department plus at least three (3) years of work experience in logistics, inventory or supply chain

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

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

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Personal Computers and related apparatus
- Firefighting personal protection and related equipment
- Two way radios
- Emergency Medical Service equipment
- Helicopter, diving, and hazardous material equipment

PHYSICAL REQUIREMENTS

- 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 extended defibrillator equipment
- Ability to work under extreme temperatures and weather conditions and other dangerous environments.
- Ability to operate automotive vehicles and associated equipment.

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

Considerable knowledge of:

- *applicable federal, state, and local laws, regulations, and guidelines
- *supply chain, logistics and inventory control methods, practices and procedures
- fire, incident, and emergency management response planning, notification procedures, and protocols
- EMS procedures and protocols

Some knowledge of:

- geographical locations in the City
- public safety principles and practices

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *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
- *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
- *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- *JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- 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

CLASS TITLE: COMMANDER - LOGISTICS AND OPERATIONS

- 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)

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems

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
July, 2019