



Code: 8755
Family: Public Safety
Service: Public Safety
Group: Fire Service
Series: Firefighting

CLASS TITLE: ASSISTANT DEPUTY FIRE COMMISSIONER

CHARACTERISTICS OF THE CLASS

Under direction, assists in managing the Bureau of Fire Suppression and Rescue **OR** assists the Fire Commissioner as department inspector; and performs related duties as required

ESSENTIAL DUTIES

Fire Suppression and Rescue

- Assists in the day-to-day operations of the bureau
- Assists and advises the Deputy Commissioner in the formulation of department policy
- Monitors and coordinates the implementation of policies in order to maintain the integrity and effective functioning of the department
- Maintains discipline as it related to rules, regulations, and code of conduct
- Interprets the labor agreement ensuring that instruction and/or directions given are correct and in accordance with the agreement
- Develops and implements new projects and programs
- In the absence of the Deputy Commissioner, charged with the authority and responsibility of the daily operations and programs within the bureau
- Responds to extra alarm fires and major incidents

Department Inspection

- Visits fire stations citywide to conduct inspections of apparatus, quarters, equipment, personnel, and record books
- Conducts periodic evening inspections of fire stations to determine readiness of personnel to answer alarms
- Conducts inventories of hose, tools, equipment, and house furnishings in the field
- Monitors the department commissary issuing fire clothing and station wear to all members
- Investigates serious accidents and injury to department members
- Conducts annual time drill evolutions of field companies
- Functions as a member of the department disciplinary board
- Responds to extra alarms of fire, citywide on a 24-hour basis for seven consecutive days

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

- Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration or directly related field; PLUS at least
- eight (8) years' experience as a Career Service status as a Firefighter; including four (4) years in a supervisory capacity; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

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

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

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 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:

- *Departmental orders 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, and Labor agreements of the Chicago Fire Department)
- *Department training materials and drill and evolution procedures
- *Department disciplinary procedures and personnel administration and management principles, policies, practices, and techniques
- *CFD medical policies, procedures, and methods for safeguarding employee health and safety policies and procedures
- *policies and procedures related to manpower planning/staffing and related staffing requirements
- *radio communication, procedures, and protocols
- *municipal and private fire protection systems and their operation
- *Department response levels, chain of command, and incident command procedures at emergency incidents
- *State and local laws, rules and regulations relating to the operation of emergency vehicles

- fire, incident, and emergency management response planning, notification procedures, and protocols

Some knowledge of:

- *management and supervisory methods, practices, and procedures
- 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
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *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
- *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
- 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

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- 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
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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.

City of Chicago
Department of Human Resources
November, 2021