

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

FACILITY ASSISTANT FIRE CHIEF

POSITION CODE: 14430
Effective: 12-20-01

DISTINGUISHING FEATURES OF WORK:

Under general supervision, assists in the organizing and training of a facility fire company; provides functional supervision to a fire crew shift, provides leadership and work direction, fights fires and inspects buildings, grounds, apparatus and equipment; instructs facility personnel and coordinates demonstrations of first aid and fire fighting equipment and fire safety practices and methods; maintains apparatus and equipment in condition for immediate and effective use; relieves Facility Fire Chief during absences, supervising fire company employees.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides functional supervision to a number of fire company employees on assigned shift, and providing leadership, work guidance and direction; trains the fire company in fire fighting and first aid fire fighting procedures, methods and techniques and in the use of fire fighting and first aid equipment. Assists in the instruction and supervision of the use of cardiopulmonary resuscitation (CPR) unit. Directs cleaning and maintenance of equipment in condition for immediate and effective use, during assigned shift.
2. Trains other facility personnel in methods of reporting fires, evacuating buildings, placement and use of fire fighting equipment located in their immediate working areas, and instructs them as to what is expected in case of fire emergency and fire hazard. Conducts fire drills for fire company and facility population.
3. Provides functional supervision of an emergency ambulance and the performance of necessary life saving procedures normally provided by an ambulance crew.
4. Inspects fire exits, escapes, extinguishers, self contained breathing apparatus, hydrants, trucks, hose, pumps, ladders and all other apparatus and equipment connected with the control of fire and protection of life and property from fire; oversees minor repairs to fire apparatus and equipment when necessary.
5. Observes and records results of electrician's test of electrical conductivity of hospital operating rooms and equipment; makes reports and recommends necessary measures to provide patient and employee safety.
6. Stands fire guard at facility recreational activities, and at temporary, fire-hazardous, activities, such as, construction work, cutting and welding operations.
7. Assists in the investigation of fires to determine causes, where fire started and what caused it to spread.
8. Reports daily activities of the fire department to the Facility Fire Chief.

FACILITY ASSISTANT FIRE CHIEF (Continued)

9. Reports all fires; inspects buildings and grounds for fire hazards unsafe conditions and defective equipment; makes reports on findings and recommends necessary measures for resident and employee safety.
10. Continues to attend training classes and activities, in fire fighting procedures, methods, and techniques, and in use of equipment and apparatus. Works toward higher levels of fire officer certification by the State Fire Marshal's Office.
11. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Requires certification as a Firefighter II by the Illinois State Fire Marshal's Office within the last four years.

Requires two years experience as a Facility Firefighter or as a firefighter.

Knowledges, Skills and Abilities

Requires working knowledge of modern methods, practices and techniques of fire prevention and control.

Requires ability to be certified as a Fire Fighter III within six months after appointment depending upon the availability of the training course.

Requires ability to continue classes and training toward certification by State Fire Marshal's Office as Fire Officer I.

Requires ability to continue classes and training toward Fire Service Instructor which is required for teaching Firefighters.

Requires the ability to take training and to receive Department of Public Health certification as emergency technician-ambulance (EMT-A) when supervising or serving as crew for an emergency ambulance transporting patients.

Requires the ability to take training and receive Department of Public Health certification as emergency technician-intermediate (EMT-I) before starting emergency IV's under radio direction of project medical director.

Requires ability to meet and to maintain a level of physical fitness and readiness conditioning sufficient to carry out the duties of a firefighter.

Requires ability to organize, train and functionally supervise subordinates.

Requires ability to instruct facility population as to their role in case of fire emergency and in fire safety practices and methods, and to train facility personnel in the proper use of emergency fire fighting equipment.

Requires ability to operate and maintain fire fighting apparatus and equipment.

Requires ability to enforce departmental fire rules and regulations.

Requires ability to maintain records and to make clear and accurate reports.

Requires ability to detect fire hazards and to make recommendations for corrective measures.

Requires ability to direct a crew during fires.

Requires an appropriate valid commercial driver's license - class B. Some positions which operate combination vehicles may require a higher class.