

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

FACILITY FIRE CHIEF

POSITION CODE: 14433  
Effective: 6-16-01

DISTINGUISHING FEATURES OF WORK:

Under direction, organizes, trains and supervises a facility fire company engaged in the prevention and control of fires; inspects buildings and grounds for fire hazards; makes reports and recommends measures to provide resident and employee safety; instructs facility personnel in the use of first aid, fire fighting equipment and in fire safety practices and methods; maintains apparatus and equipment in condition for immediate and effective use; cooperates with the safety and protection service in the maintenance of safety procedures.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Organizes and supervises a facility fire company. Selects and trains fire company employees and trains other designated employees in fire fighting and first aid fire fighting procedures, methods, and techniques, and in the use of equipment and apparatus; assigns shifts and duties to staff and arranges vacations and time off.
2. Directs a fire crew at fires and as needed, personally participates in laying hose, operating pumps, directing water streams, placing ladders, ventilating, salvaging and performing similar activities in connection with fire fighting and the protection of life and property.
3. Supervises the operation of an emergency ambulance and the performance of necessary lifesaving procedures normally provided by an ambulance crew. Keeps records of crew certification as EMT-A or EMT-I and necessity for recertification, as required by Illinois Department of Public Health.
4. Inspects, and supervises the inspection of, buildings and grounds, for fire hazards; makes reports and recommends corrective measures; enforces departmental fire rules and regulations.
5. Inspects and supervises the inspection of fire exits, escapes, extinguishers, supervises periodic flushing of hydrants and maintenance of water pressure, hydrants, trucks, hose, pumps, ladders, alarm systems and other apparatus and equipment connected with the control of fire and the protection of life and property from fire; makes minor repairs to fire apparatus and equipment when necessary. Orders necessary repair of equipment.
6. Observes and records results of electrician's tests of electrical conductivity of hospital operating rooms and equipment; posts and stands fire guard at recreational activities and at temporary, fire-hazardous activities such as construction work, and cutting and welding operations; instructs and supervises a fire company in, and participates in the use of the cardiopulmonary resuscitation (CPR) unit and basic life support procedures.
7. Prepares evacuation plans and holds fire drills for fire company, facility residents and staff. Trains facility personnel in most rapid, efficient methods of reporting fires, evacuating buildings, placement and use of fire extinguishers and other first aid fire equipment located in their immediate working area and explains procedure in case of fire emergency or hazard.

## FACILITY FIRE CHIEF (Continued)

8. Makes inspections and surveys, concerning storage and remodeling, in connection with fire protection; makes requisitions for additional fire equipment; maintains records and submits reports as required or assigned.
9. Investigates and supervises the investigation of fires to determine causes, where fire started and what caused it to spread. Makes recommendations for fire prevention.
10. Continues to attend training and Fire Safety classes in order to upgrade and maintain desired level of Fire officer and Instructor Certification. Keeps records of level of certification held in Fire Fighter or Fire Officer by Facility Assistant Fire Chiefs and Firefighters. Encourages continual upgrading in order to provide knowledges and techniques to prevent loss of life and property.
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 the completion of four years of high school.

Requires certification as a Fire Service Instructor I by the Illinois State Fire Marshal's Office.

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

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

Knowledges, Skills and Abilities

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

Requires ability to be certified by the State Fire Marshal's Office as a Fire Officer I within six months after appointment depending upon the availability of the training courses.

Requires ability to continue taking instruction toward and to become certified in higher levels of fire officer.

Requires ability to become certified as EMT-A by the Department of Public Health when serving as crew for emergency ambulance.

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 supervise a fire company.

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

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

Requires ability to enforce agency fire rules and regulations.

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

Requires ability to detect fire hazards and to determine proper corrective measures.

Requires ability to make quick and accurate decisions under pressure in a fire emergency.

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