

	STANDARD OPERATING GUIDELINE				
	ADMINISTRATION				
	JOB PROFILES				
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1.0 Objective

- 1.1 The purpose of this guideline is to make available the Job Profiles for each position in the Fire Department.

2.0 Responsibility

- 2.1 It is the responsibility of all Department personnel to understand the profiles documented in this Standard Operating Guideline.

3.0 Guideline

- 3.1 On the following pages are the documented job profiles for the following:
 - 3.1.1 Fire Chief
 - 3.1.2 Deputy Fire Chief
 - 3.1.3 Battalion Chief
 - 3.1.4 Fire Prevention Officer
 - 3.1.5 Fire Lieutenant Emergency Medical Technician II (Paramedic)
 - 3.1.6 Fire Lieutenant Emergency Medical Technician I (EMT)
 - 3.1.7 Firefighter Emergency Medical Technician II (Paramedic)
 - 3.1.8 Firefighter Emergency Medical Technician I (EMT)
 - 3.1.9 Fire Recruit
 - 3.1.11 Public Safety Chief Mechanic
 - 3.1.12 Fire Department Executive Assistant

4.0 Reference

- 4.1 Highland Park Fire Department

Approved:  Fire Chief

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JOB DESCRIPTION

Fire Chief

Department: Fire Department

Reports To: City Manager

Primary Purpose: The Fire Chief performs technical and administrative work in directing the activities and personnel of the municipal fire department.

Supervision Received: The Fire Chief is an exempt appointed member of the Senior Executive Management Team reporting to the City Manager.

Supervision Exercised: The Fire Chief exercises direct supervision over the Deputy Chief and Administrative Assistant and general supervision over the Battalion Chiefs, Fire Prevention Officer, Lieutenants and Firefighters of the Fire Department.

Number of Direct Reports: 2

Position Title	Status	Total Number of Positions
Deputy Chief	Full-Time	1
Administrative Assistant	Part-Time	1

Number of Indirect Reports: 48

Position Title	<u>Status</u>	<u>Total Number of Positions</u>	<u>Reports To</u>
Battalion Chiefs	Full-Time	3	Deputy Chief
Lieutenants	Full-Time	9	Battalion Chiefs
Firefighters	Full-Time	36	Lieutenants

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Essential Duties and Responsibilities:

Percent of Total Time	Ranked Importance	Function
40 %	1	Plans and directs the operation and administrative details of the department, including the promulgation of fire department policies and standard operating guidelines, the efficient use of personnel and equipment, the procurement of materials, supplies, and equipment necessary for the operation of the department, the preparation of proposed budgets, and the maintenance of adequate records of fire department activities.
20 %	2	Independently and in conference with subordinate officers, plans methods and processes to meet operating needs and service demands, studies records, reports and statistics, to ascertain present conditions to obtain information upon which to base fire department programs and projection of future service needs.
10%	3	Plans, directs and participates in a fire prevention program involving the conduct of inspection work in special dwellings or business establishments. Makes public appearances, has good working relationships with citizens, and cooperates with school authorities and other civic groups. Inspects fire stations and Department equipment, and makes recommendations or issues orders with respect to compliance with established standards of appearance and condition.
10 %	4	Confers with other governmental officials and members of the public, relative to fire prevention, public fire safety programs, and fire administration problems.
10 %	5	Directs in a general manner all programs pertaining to fire department training, rescue, firefighting, medical emergency, special teams, maintenance and inspection, and public education.
10 %	6	Responds to and takes command at major fires and rescue situations, sets guidelines for automatic alarm companies, and procedures for the implementation of mutual aid company responses to other jurisdictions.

Marginal Functions:

Percent of Total Time	Function
N/A	Temporarily performs administrative duties as assigned by the City Manager.
N/A	Performs related duties as assigned.

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Safety Functions:

Function
Investigates accidents involving Fire Department personnel, facilities, vehicles and equipment and files related reports; identifies needs to prevent accidents and implements programs to address those needs. Assures compliance by employees with programs designed to reduce accidents and injuries.
Responsible for the safety of personnel and the public at emergency incidents and on Department property.
Maintains a physical well-being to safely accomplish the arduous tasks associated with and required at fire and rescue situations.
Provides training on safety-related issues to emergency response personnel.
Corrects unsafe conditions and unsafe acts; ensures consistency in enforcement of Department and City policies and procedures by employees through the adherence to progressive discipline and rewards policies.

Work Environment: The work environment includes a general office atmosphere, routine and emergency fire responses in the community and public interaction as a representative of the Fire Department. The work environment away from the station will expose the employee to severe environmental conditions, such as: wet, humid conditions; cold, freezing conditions; and dry, hot conditions. Work will occur near moving mechanical parts and equipment. High noise work will occur in places high above street level and below grade level. The work may expose the Employee to fumes and airborne particles, to possible biological, radiological and nuclear contamination. During emergency incidents, there may be extended periods of work sitting in a vehicle while directing operations. The employee will be responsible for coordinating multi-agency responses to fire and rescue emergencies within the confines of the City.

Bloodborne Pathogens: Exposure is possible in the course of providing or assisting in the provision of emergency care. All policies established by the fire department and city are followed and enforced by the employee.

Tools and Equipment Used: The position requires the ability to operate the following equipment: networked desktop computer, including word processing, spreadsheet, database, presentation and paging software; in-vehicle laptop computer; copy machine, telephone, fax machine and typewriter; portable radio and base radio.

Physical Demands: The employee will experience a variety of physical activities during his/her work day. While performing general office work, the employee will be sitting, standing, talking to the public and to duty personnel. He/she will converse with the public face to face and on the telephone, fielding questions concerning department policies and standards. The employee will field complaints from the general public. He/she will make presentations to the City Council. The employee must occasionally lift and / or move objects weighing more than 100 pounds. The employee should possess close vision (20 inches or less), distant vision (clear vision at 20 feet or less), color vision (ability to distinguish/identify colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three dimensional vision, ability to judge distances and spatial relationships).

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Required Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

A bachelor's degree in fire service management, public administration or a related field and demonstrated current efforts toward further education in the Fire Service area. A Master's degree in fire service management, public administration or a similar area of study is preferred.

Experience:

Five or more years of experience as Chief Officer in a Fire Department of a similar size and structure as the Highland Park Fire Department. Considerable experience as a shift commander in a Fire Department of a similar or larger size and structure as the Highland Park Fire Department.

Experience in fire inspections, fire prevention, fire safety education and other fire department activities. Continued efforts towards education dealing with fire, rescue and medical emergencies. Also courses emphasizing managerial skills and techniques, through formal classes and by self-study.

Certification or license:

Possess a State of Illinois Fire Officer II and Firefighter III certifications. Additional certifications, while not required, are desirable: Fire Officer III, Hazardous Materials Incident Command, and Fire Incident Safety Officer (all from the State of Illinois). Formal Incident Command training is also desirable.

Required Knowledge, Skills, and Proficiencies:

Ability to read, write and understand the English language; thorough knowledge of modern rescue, emergency medicine, and firefighting principles, practices and procedures.; thorough knowledge of the codes and ordinances of the City, relative to the Fire Department, the rules and regulations of the fire department, the fire prevention requirements, and the building codes; considerable knowledge of the principles of public administration and management, with reference to departmental personnel and budget preparation and administration; ability to analyze the effectiveness of the department, the department members and to correlate the development of both, with the changing conditions in the city; ability to plan, assign, and direct the work of a number of subordinate operating units; ability to meet tactfully and effectively with public officials, the general public, and to present ideas clearly in oral or written form;. ability to provide effective leadership and to maintain harmonious relationships in the department; ability to promote motivation for attainment of higher levels of status and stature for the members of the department; ability to direct effectively the rescue, medical emergencies, and firefighting operations, or other types of hazardous situations, with personnel and equipment under adverse or emergency conditions; knowledge to use the resources of the city in a cost efficient manner, while providing for the safety and welfare of both the fire department personnel and the citizens.

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Disclaimer: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.

Salary Grade: 89060

Exempt Status: Exempt

Revised: 12/20/2016

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Job Description

Deputy Fire Chief

Department: Fire Department

Primary Purpose: Performs supervisory work involving the direction of the routine and emergency activities of the Fire Department.

Supervision Received: Work is performed under the direct supervision of the Fire Chief.

Supervision Exercised: Exercises General supervision over personnel in the Fire Prevention Bureau and all personnel assigned to fire suppression companies. Supervises and directs field operations and activities of the Department in the laying of hose, directing of fire streams, the pressure of streams, the placing of ladders, the ventilation of buildings, and the placing of salvage covers.

Number of Direct Reports: 4

Position Title	Status	Total Number of Positions
3 Battalion Chiefs, 1 Fire Mechanic	Full Time	4
Executive Assistant	Full Time	1

Number of Indirect Reports: 45

Position Title	Status	Total Number of Positions	Reports To
Lieutenants	Full Time	9	Battalion Chiefs
Firefighter EMT B / EMT P	Full-Time	36	Lieutenants

Essential Duties and Responsibilities:

Work is completed within the rules of the Fire Department, City ordinances and state and federal statutes. Work is reviewed by observation of results achieved and reports prepared

Percent of Total Time	Ranked Importance	Function
24 %	1	The Deputy Fire Chief is responsible for all operations, personnel and equipment of the Fire Department and for compliance with departmental policies, procedures and special instructions of the Fire Chief. Responsibilities include the planning, supervision and execution of a comprehensive, City-wide fire prevention program and the public safety program.
24 %	2	Responds to emergency alarms, determines what equipment and apparatus are necessary and supervises operations, if necessary, subject to common practices with accepted Incident Command System procedures.

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Percent of Total Time	Ranked Importance	Function
12 %	3	Assists and advises the Fire Chief on formulation and implementation of Department policies. Assists the Fire Chief with communications links between the administration and the Department members. Makes decisions as to the best methods to be used for rescue incidents or in extinguishing fires and directs work of fire fighters until relieved of command by the Fire Chief.
9 %	4	Serves as the Department's Director of Personnel, managing all personnel-related functions (including labor relations and interacting with the City's Human Resources office). Provides a motivational atmosphere for Department members through communications, good example and attitude.
9 %	5	Studies modern firefighting, rescue and emergency methods and techniques. Inspects personnel, maintains discipline, affects and recommends disciplinary measures. Makes verbal and written presentations to appointed and elected officials, as well as the public. Gathers and analyzes data for comparison purposes in performing planning functions. Presents recommendations based on the evaluation of such information.
9 %	7	Serves as the Department's Public Information Officer, overseeing all media relations and press activities. Serves as the Department's Privacy Officer pursuant to Health Insurance Portability and Accountability Act (HIPAA) regulations.
6 %	8	Plans, directs and participates in a fire prevention program involving the conduct of inspection work in special dwellings or business establishments. Makes public appearances, has good working relationships with citizens and cooperates with school authorities and other civic groups. Inspects fire stations and Department equipment and makes recommendations or issues orders with respect to compliance with established standards of appearance and condition.
2 %	9	Serves as the manager of the Fire Department office, including reception and record-keeping functions and personnel.
2 %	10	Performs assigned administrative or technical duties in the training, recording and reporting functions of the department.

Marginal Functions:

Percent of Total Time	Function
3 %	Temporarily substitutes for the Fire Chief, when necessary.
N/A	Performs related duties as assigned.

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Safety Functions:

Function
Becomes familiar with and observes all applicable safety policies and procedures.
Provides training on fire safety related issues identified during inspections to emergency response personnel.
Maintains and uses appropriate Proper Personal Equipment.
Immediately reports all unsafe conditions and acts to supervisor.
Reports all accidents and near misses to supervisor immediately.
Recommends improvements to safety practices.
Obeys and adheres to all safety rules and established work practices.
Follows proper lifting/material handling procedures at all times.
Maintains appropriate physical fitness to perform essential job functions.

Work Environment: The work environment typifies a general office atmosphere with heavy public interaction. The Deputy Chief will be exposed to environmental conditions ranging from wet and humid to cold and dry. He/she will work near moving mechanical parts, in high places, and below grade. He/she will be exposed to the danger of electrical shock and vibration. In the general office atmosphere, he/she will be exposed to Moderate Noise levels, and in the field, he/she will be exposed to levels ranging from quiet to very loud.

Bloodborne Pathogens: The Deputy Chief may be exposed to Bloodborne Pathogens in the course of providing or assisting in the provision of emergency care. All policies established by the fire department and city are followed and enforced by the employee.

Tools and Equipment: Office equipment including a computer with Windows and Microsoft Office Suite, copier, printer, scanner, fax machine, two-way radio, calculator, phone and personal protection equipment.

Physical Demands: While performing the duties of this job, the Deputy Chief is frequently required to sit, talk and hear. The employee will converse with the public face-to-face and on the telephone, fielding questions concerning fire safety and complaints involving Department personnel and/or procedures. The employee is required to walk; use hand to finger motions, handle or feel objects, tools, or controls; and reach with hands and arms. The employee must also be able to drive an automobile.

The Deputy Chief must occasionally lift and/or move objects up to 25 pounds when performing general office duties; and lift up to 100 pounds when performing field work. Specific vision abilities required by this job include close vision and the ability to adjust focus. 20/20 vision corrected is required.

Required Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: Graduation from a standard high school or vocational school with considerable experience as a fire fighter, including five or more years of experience in a supervisory capacity by promotional advancement

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through the ranks of the Highland Park Fire Department or a similar or larger department. Supplemental specialized training in rescue and firefighting methods and equipment and protection techniques.

Experience: Graduation from an accredited college or university with a four-year degree in fire service management, public administration or a similar area of study and demonstrated current efforts toward further education in the Fire Service area. A Master’s degree in fire service management, public administration or a similar area of study is preferred.

Certification or License: Possess a State of Illinois Fire Officer II and Firefighter III certification. Additional certifications, while not required, are desirable: Fire Officer III, Hazardous Materials Incident Command and Fire Incident Safety Officer (all from the State of Illinois). Formal Incident Command training is also desirable.

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Required Knowledge, Skills and Proficiencies: Working knowledge of computers and modern office practices. Continued efforts toward education in areas of personnel, management and emergency service provision and management, through formal classes and self-study. Considerable knowledge of modern rescue and firefighting principles, practices and procedures, including incident management systems. Physical well-being to safely accomplish the arduous tasks associated with and required to function at fires and rescue situations. Considerable knowledge of and skill in the operation and maintenance of various types of apparatus and equipment used in rescue and firefighting activities, together with the ability to supervise the effective use of such equipment and apparatus. Knowledge of administrative and managerial processes with strong experience in personnel management. Considerable knowledge of the rules and regulations of the Department, the geographic layout of the City and the locations of streets, hydrants, water runoff routes and important buildings. Ability to read, write and understand the English language.

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Salary Grade: 17

Position Number: 85070

Exempt Status: Exempt

Created: March 30, 2004

Revised: 05/10/20

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Job Description

Battalion Chief

Department: Fire Department

Primary Purpose: Supervises Fire Department shift members and all Highland Park Fire Stations, including ensuring the proper administration and execution of the duties, practices, and procedures of the Fire Department and the City. Supervises the control and extinguishment of fire and mitigation of a variety of other emergencies; the maintenance of Fire Department and City property; the provision of safety classes and information; and emergency responses. Represents the Department in place of the Chief and Deputy Chief during special assignments.

Supervision Received: Works under the general supervision of Deputy Chief

Supervision Exercised: The Battalion Chief Exercises general supervision over all Lieutenants on his/her shift, who in turn supervise the firefighters. The employee is responsible for all functions and decisions that provide for the safety and well-being of Fire Department personnel within his/her command and all citizens in the absence of the Fire Chief and/or Deputy Fire Chief.

Number of Direct Reports: 3

Position Title	Status	Total Number of Positions
Lieutenant	Full-Time	3

Number of Indirect Reports: 13

Position Title	<u>Status</u>	<u>Total Number of Positions</u>	<u>Reports To</u>
Firefighters	Full-Time	13	Fire Lieutenant

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Essential Duties and Responsibilities:

Percent of Total Time	Ranked Importance	Function
15 %	1	Supervises and directs the field operations and activities of company officers and members assigned to fire stations. Transmits orders and assumes command in emergency situations until relieved by the Fire Chief or Deputy Fire Chief.
15 %	2	Provides a motivational atmosphere for the members of his/her shift on a daily basis by setting a good example and a positive attitude and demeanor.
10 %	3	Plans, assigns, supervises and schedules the activities of the officers and members of each company assigned to the shift, as well as the inspection of stations and equipment.
8 %	4	Supervises the scheduling of employee leave and prepares station and vehicle assignment and overtime schedules.
8 %	5	Provides administrative assistance to the Fire Chief and Deputy Fire Chief in areas such as policy development and implementation.
8%	6	Ensures general efficiency of all personnel assigned to the shift.
9 %	7	Conducts scheduled in-service training along with arranging specialized training when opportunities are made available.
7 %	8	Assigns employees to, and transfers them between, work locations and assignments; disciplines and rewards employees; adjusts grievances; effectively recommends discipline, including suspensions and discharges; participates in hiring processes as assigned by the chief and/or Deputy Chief.
6 %	9	Types reports, daily logs, duty injury reports and approves personnel trades and time off.
8 %	10	Fields inquiries by citizens concerning home fire safety and other related topics.

Marginal Functions:

Percent of Total Time	Function
3 %	Supervises and participates in fire safety inspections and pre-fire planning to assist in learning the potential hazards in certain areas or buildings. Supervises and assists in providing medical care at the levels of EMT-B and EMT-P after completion of prescribed courses, certification and upon the continued education in those fields of study.
3 %	Performs related duties as assigned.

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Safety Functions:

Function
Investigates accidents involving Fire Department personnel, facilities, vehicles and equipment; files related reports; identifies needs to prevent accidents and makes recommendations to implement programs to address those needs. Assures compliance by employees with programs designed to reduce accidents and injuries.
Responsible for the safety of personnel and the public at emergency incidents and on Department property; serves as Incident Safety Officer as assigned during emergency mitigation activities.
Maintains a physical well-being to safely accomplish the arduous tasks associated with, and required at, fire and rescue situations.
Provides training on safety-related issues to emergency response personnel.
Corrects unsafe conditions and unsafe acts; ensures consistency in enforcement of Department and City policies and procedures by employees through the adherence to progressive discipline and rewards policies.
Represents the Department as assigned in risk management and loss prevention activities, committees and projects.
Holds subordinates accountable for safety responsibilities.

Work Environment: The work environment typifies both a general office atmosphere and a moderate public interaction. Moderate public interaction will occur when the Battalion Chief responds to both medical and fire emergencies, as well as when functioning as a representative of the Fire Department in the absences of the Chief and Deputy Chief. The work environment away from the station will expose the Battalion Chief to severe environmental conditions, such as: wet, humid conditions; cold, freezing conditions; and dry, hot conditions. Work will occur near moving mechanical parts and equipment. High noise work will occur in places high above street level and below grade level. The work may expose the Battalion Chief to fumes and airborne particles, to possible biological, radiological and nuclear contamination. Due to the nature of the facilities and assignments, personnel in the fire station eat together and are in a social, semi-family type of environment. During emergency incidents, there may be extended periods of work sitting in a vehicle while directing operations. There is a communal bunkroom for sleeping. The Battalion Chief will be responsible to coordinate multi-agency responses to fire and rescue emergencies within the confines of the City until, and if, properly relieved by the Fire Chief or Deputy Fire Chief.

Bloodborne Pathogens: The Battalion Chief may be exposed to Bloodborne Pathogens in the course of providing, or assisting in the provision of, emergency care. All policies established by the Fire Department and City are followed, and are enforced by the employee.

Tools and Equipment Used: Office equipment including computers (desktop and in-vehicle laptop) with Windows and Microsoft Office Suite, copier, printer, scanner, fax machine, portable radio and phone. The Battalion Chief will participate in firefighting and rescue operations using hand tools, hydraulic tools, electrical equipment, hose and appliances, ladders, extrication equipment, medical equipment, oxygen appliances, ambulance cots, and suction units.

Physical Demands: The Battalion Chief will experience a variety of physical activities during his/her tour of duty. While performing general office work, the Battalion Chief will be sitting, standing, talking to the public and to duty personnel. He/she will listen to duty personnel work reports, answer the telephone and

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field questions from the general public concerning safety related items. He/she may, when working out in the general public, need to lift heavy firefighting equipment (in excess of 100 pounds), conscious and unconscious victims, hoses, ladders or ropes. The Battalion Chief should possess close vision (20 inches or less), distant vision (clear vision at 20 feet or less), color vision (ability to distinguish/identify colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three dimensional vision, ability to judge distances and spatial relationships).

Required Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

Graduation from a standard high school or equivalent and continued efforts towards education dealing with fire, rescue and medical emergencies are required. A Bachelor's Degree in a field related to the Fire Department or emergency services is recommended and desirable. Additionally, courses and self-study emphasizing managerial and leadership skills and techniques, system development, and emergency operations command and control are desirable.

Experience: At least five years of experience as a company officer in a Fire Department of a similar or larger size and structure as the Highland Park Fire Department required. Considerable experience as an acting shift commander in a Fire Department of a similar or larger size and structure as the Highland Park Fire Department is desirable. Experience as a firefighter and fire officer, including varied firefighting assignments and supervisory assignments overseeing one or more companies of firefighters. Experience in fire inspections, fire prevention, fire safety education and other fire department activities. Continued efforts towards education dealing with fire, rescue and medical emergencies. Completion of courses emphasizing managerial skills and techniques through formal classes and by self-study.

Certification or License: Firefighter III and EMT-B certifications from the State of Illinois are required. State of Illinois Fire Officer II certification, State of Illinois Hazardous Materials Incident Command certification, Formal Incident Command training and Fire Incident Safety Officer Certification are desirable.

Required Knowledge, Skills, and Proficiencies: Requires considerable knowledge of the principles, practices and procedures of modern fire and rescue operations, as well as those of fire department administration, team-building, mentoring, management and leadership. Requires considerable knowledge of specialized practices of functions to which the employee may be assigned. Requires considerable knowledge of fire codes, ordinances, department rules and regulations and the ability to enforce them tactfully and impartially. Knowledge of ways to attain the most potential from the employees under one's command, by using the skills of good management and leadership effectively and fairly. Motivation for self-improvement and development through continued education in formal classes and self-study, as well as maintaining a physical well-being. Ability to instruct subordinates in firefighting methods and proper techniques in apparatus and equipment operation. Knowledge of the geographical layout of the City of Highland Park, understanding of city infrastructure relative to water main distributions and some knowledge of water runoff ravines and routes. Ability to use this knowledge to assist in making decisions for mitigating emergency situations in the most efficient manner. Ability to lead, direct and supervise personnel effectively; to maintain discipline; to exercise sound judgment; to cooperate with other municipal officers and to deal with the general public in a professional manner. Ability to read, write and understand the English language and to comprehend written and verbal orders

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so communications will be disseminated to both superior officers and to subordinates accurately. Ability to use two-way radios and cellular phones to issue orders and receive feedback on incident progress, to assign personnel and communicate effectively with responders, dispatchers and others. Ability to operate a computer and common computer programs, as well as programs specific to the Fire Department and the Battalion Chief position. Knowledge of patient care and handling methods, along with ambulance procedures and operations. Knowledge and ability to direct all operations at emergency incidents and supervise the manpower involved in order to safely and efficiently bring those incidents to conclusions.

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Salary Grade: 16

Position Number: 83020

Exempt Status: Exempt

Revised: 03/01/18

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Job Description

Fire Lieutenant EMT-I Fire Lieutenant EMT-II

Department: Fire

Primary Purpose: Performs a supervisory and functional role by participating in and directing rescue, firefighting and other emergency and non-emergency incident mitigation activities, including the provision of skilled medical care consistent with the applicable level of training and licensure. Is responsible for the supervision and professional development of personnel, and the maintenance of Fire Department facilities, equipment, and vehicles.

Supervision Received: The Fire Lieutenant is under the general supervision of the Battalion Chief

Supervision Exercised: The Fire Lieutenant exercise's direct supervision over firefighters assigned to the Lieutenant's fire station. Within the established rules, regulations and standard operating guidelines, the employee is responsible for all functions and decisions that provide for the safety and well-being of Fire Department personnel assigned to him/her, as well as the safety and well-being of the citizens of the community as such rely on the actions of the Fire Lieutenant and/or his/her assigned personnel.

Number of Direct Reports: 3 to 7

Position Title	Status	Total Number of Positions
Firefighter, Firefighter EMT-I, Firefighter EMT-II	Full-Time	3 to 7

Number of Indirect Reports: 0

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Essential Duties and Responsibilities:

Percent of Total Time	Ranked Importance	Function
24 %	1	Directs and participates in the operations and activities of companies and members assigned to the Lieutenant's fire station. Transmits orders and assumes command in emergency and non-emergency situations until relieved by another officer; or the Lieutenant may participate in emergency operations while directing personnel. Emergency operations include fire suppression, technical and general rescue operations, investigations, provision of Emergency Medical Services (consistent with the employee's training and licensure level), hazardous materials response, and other incidents. Non-emergency operations include assistance, investigations, service, and other functions. Activities include station duties, vehicle/equipment maintenance/repair, training, fitness, public education, fire prevention, meals, and other non-response activities.
24 %	2	Provides a motivational atmosphere for the members assigned to his/her station by setting a good example and a positive attitude and demeanor.
9 %	3	Plans, assigns, supervises and schedules the activities of the members of each company assigned to the station, as well as the inspection of the station and equipment.
9 %	4	Ensures general efficiency of all personnel assigned to the station. Maintains discipline.
8 %	5	Ensures proper maintenance of the Fire Department facilities, vehicles, and equipment.
8 %	6	Conducts scheduled training; identifies needs and develops and provides other training.
5 %	7	Prepares and submits reports, daily logs, accident and injury forms, and other documents as required.
2 %	8	Fields inquiries by citizens concerning home fire safety, Fire Department operations, and other related topics.
2 %	9	Functions in the role of Acting Battalion Chief, as assigned, in the absence of a regular Battalion Chief.

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Marginal Functions:

Percent of Total Time	Function
3 %	Supervises and participates in fire safety inspections and pre-fire planning to assist in learning the potential hazards in certain areas or buildings.
3 %	Performs duties as assigned related to special activities, teams, or operations of the Department.
	Performs related duties as assigned

Safety Functions:

Function
Investigates accidents involving personnel, facilities, vehicles, and equipment – and files related reports; identifies needs and methods to prevent accidents and makes recommendations to implement programs to address those needs. Assures compliance by employees with programs designed to reduce accidents and injuries.
Ensures the safety of personnel and the public at emergency incidents and on Department property.
Maintains a physical well-being to safely accomplish the arduous tasks associated with, and required at, fire and rescue situations.
Provides training of safety-related issues to emergency response personnel.
Corrects unsafe conditions and unsafe acts; enforces Department and City policies and procedures.
Holds subordinates accountable for safety responsibilities.

Work Environment: The work environment typifies both a general office atmosphere and a heavy public interaction. The work environment away from the station will expose the Lieutenant to severe environmental conditions such as wet, humid conditions; cold, freezing conditions; and dry, hot conditions. Work will occur near moving mechanical parts and equipment. Work may also occur in places high above street level or below grade level. The work environment may expose the Lieutenant to excessive noises; fumes and airborne particles; immersion in deep water; low-visibility conditions; and possible biological, radiological and nuclear contamination. The noise levels range from quiet (office work) to very loud (outside calls). Due to the nature of the facilities and assignments, personnel eat together and are in a social semi-family type of environment. There is a communal bunkroom for sleeping.

Bloodborne Pathogens: The Lieutenant may be exposed to Bloodborne Pathogens in the course of providing, or assisting in the provision of, emergency care. All policies established by the Fire Department and City are followed, and are enforced by the employee.

Tools and Equipment Used: Equipment used includes, but is not limited to, networked desktop computers, in-vehicle laptop computers, copy machine, fax machine, typewriter, portable radio, mobile radio, base radio, cellular phone, telephone, and paging system. The Lieutenant will participate in operations and activities using hand tools, hydraulic tools, electrical equipment, hose and appliances, ladders, extrication equipment, advanced medical equipment, ambulance cots and suction units.

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Physical Demands: The Lieutenant will experience a variety of physical activities during his/her tours of duty. While performing general office work, the Lieutenant will be sitting, standing, and talking/listening to the public and Fire Department personnel. He/she will listen to personnel work reports, answer telephones and radios, and field questions from the general public. The employee will be required to walk briskly; use hand-to-finger motions; handle and feel objects, tools, or controls; and reach with hands and arms both above the head and below the feet. He/she will need to lift heavy firefighting equipment (in excess of 100 pounds), conscious and unconscious victims, hoses, ladders, ropes, and other heavy items whose weight may exceed his/her own – often from a standing, crouching, or lying position – and often must be carried for considerable distances. The Lieutenant should possess close vision (20 inches or less), distance vision (clear vision at 20 feet or less), color vision (ability to distinguish/identify colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), and depth perception (three-dimensional vision and the ability to judge distances and spatial relationships).

Required Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: Graduation from a standard high school or equivalent and continued efforts towards education dealing with fire, rescue, medical and other emergencies are required. The ability to read, write, and understand English is necessary in order to comprehend written and verbal communications so that information will be correctly communicated and so comprehensive, accurate reports, records, and correspondences are prepared and submitted. An Associates Degree or higher in a field related to the Fire Department or emergency services is recommended and desirable. Additionally, courses and self-study emphasizing managerial and leadership skills and techniques, and emergency response operations, are desirable.

Experience:

Required is at least five years of experience as a Firefighter in the Highland Park Fire Department

Certification or License:

Firefighter II certification and EMT-B licensure from the State of Illinois are required for Lieutenant EMT-I.

Firefighter II certification and EMT-P licensure from the State of Illinois are required for Lieutenant EMT-II.

State of Illinois Fire Officer I certification and State of Illinois Hazardous Materials Operations certification is desirable.

Required Knowledge, Skills, and Proficiencies:

Considerable knowledge of the principles, practices and procedures of modern fire and rescue operations, as well as those of fire department management, team-building, mentoring and leadership. General mechanical aptitude and problem-solving abilities. Considerable knowledge of specialized practices of functions to which the employee may be assigned. Considerable knowledge of fire codes, ordinances, Department rules and regulations and the ability to enforce them tactfully and impartially. Motivation for self-improvement and development through continued education in formal classes and self-study, as well as maintaining a physical well-being. Ability

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to instruct subordinates and others in firefighting and other emergency mitigation methods and proper techniques in apparatus and equipment operation. Knowledge of the geographical layout of the City of Highland Park, understanding of City infrastructure relative to water main distribution and some knowledge of water runoff ravines and routes. Ability to use this knowledge to assist in making decisions for mitigating emergency situations in the most efficient manner. Ability to lead, direct and supervise personnel effectively; to maintain discipline; to exercise sound judgment; to cooperate with other municipal officers and to deal with the general public in a professional manner. Ability to operate a computer and common computer programs, as well as programs specific to the Fire Department and the Lieutenant position. Experience in fire inspections, fire prevention, fire safety education and other fire department activities.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.

Salary Grade:
 Fire Lieutenant EMT-I 68050
 Fire Lieutenant EMT-II 74070

Exempt Status: Non-Exempt

Revised: 12/20/16