



Prospect Heights Fire Protection District

Office of the Fire Chief

10 E. Camp McDonald Rd., Prospect Heights, IL 60070

Phone 224-318-1720 FAX 847-253-4759 dsmith@phfire.com



2022 Battalion Chief Recruitment

Situation and Need

Currently the PHFD has one shift without a battalion chief. Under the recently adopted collective bargaining agreement the fire chief is entrusted to appoint the battalion chief. The PHFD has fewer candidates for battalion chief than desired as a result of several personnel actions in the past few years that included the PHFD's transition from some part time officers to all full time officers and an increase in the number of full time firefighter/paramedics. Therefore, the PHFD is conducting a search for external candidates for battalion chief. Any identified external candidates will be evaluated with the internal candidates in an effort to identify the best candidate for battalion chief. It is anticipated that the review, selection, and appointment will occur in the next 90 days.

Role of a PHFD Battalion Chief

One BC is assigned to each of the three shifts. Within the organizational structure of the PHFD the BC is the shift commander and the highest-ranking member assigned to work a 24-hour on-duty shift. BCs are positioned below the deputy chief and above the lieutenant serving as a mid-level manager in the chain of command and as a member of the command staff composed of the fire chief, deputy chief, and battalion chiefs.

A BC of the PHFD protects life and property by planning, coordinating, implementing, carrying out, directing, delegating, supervising and evaluating the firefighting, rescue, emergency medical care, hazardous materials and fire prevention duties conducted by company officers and firefighter/paramedics using PHFD equipment, apparatus, and facilities. The majority of actual work will involve supervisory and management functions requiring the exercising of independent judgment to carry out the mission, vision, goals, objectives, policies and practices, and the like, of the fire district. The BC is a decision-maker and participant in the hiring, orientation, evaluation, discipline, suspension, termination, reward, promotion, or settlement of grievances involving subordinates.

The fire chief, deputy chiefs, other BCs, and the Board of Trustees rely on the unconditional support of the BC for the clarification, implementation, and execution of all PHFD policy, procedure, and guidelines as well as the efficient and effective leadership, management, administration of the fire district during the 24-hour shift. BCs are responsible for their assigned shift's management on their two days off between shifts except when on vacation.

Point of Contact

Fire Chief Drew Smith
Prospect Heights Fire Protection District
10 East Camp McDonald Road
Prospect Heights, IL 60070
firechief@phfire.com
224-318-1720

The Ideal Candidate

- First and foremost is a leader who works well with other two battalion chiefs, is valued and trusted by the members of our organization, particularly the lieutenants and firefighters of the shift the BC will lead, and shares our vision, values and mission.
- Demonstrates servant leadership and self-motivation.
- Is proactive, progressive, and forward-thinking without being overbearing or a micromanager. Knows when to be a hands-on manager versus a hands-off. Makes themselves approachable to subordinates.
- Addresses problems, issues and rumors in a timely and preemptive manner ensuring the policies, procedures and guidelines are followed. Difficult or crucial conversations are had and not shied away from.
- Possesses the knowledge, skill and ability we require and desire.
- Is prepared for the next shift. Staffing, training, events, and other needs are handled sooner not later.
- Completes all reports and records fully and accurately the same shift and ensures such from his subordinates.
- Participates with command staff at meetings and in development of policy, procedure and guidelines.
- Looks out for the best interests of the fire district and manages risk that is identified.
- As part of the management team, promotes the management position and advocates to the command staff for subordinates when appropriate. Is key in a positive labor-management relations. Excellent interpersonal relationship skills are essential.
- Builds relations with other fire departments, dispatch, police, city and special district leaders.
- Is current on modern fire suppression, rescue and special operations.
- Applies the ICS, ensures companies operate within it, and displays a command presence. Assigns tactics and tasks based on strategy communicated to companies.

“I cannot emphasize enough that demonstrated leadership is the most important trait for our battalion chiefs. In the past our members experienced toxic, or at the least ill-equipped, individuals in this role and I will not permit that again.” – Chief Smith

Salary and Benefits

BCs are not included in the firefighter and lieutenant bargaining unit. As a member of the command staff battalion chiefs are classified as FLSA-exempt. The salary is the total compensation for the usual and typical duties of battalion chiefs including those outside of their shift work hours. Overtime is not provided. However, the fire district may provide additional wages if certain additional work is performed. Typically, additional compensation is provided for working additional shifts as the shift commander or attending special functions, programs, or formal training.

- Salary for 2022 is \$124,025 annually in first year and will increase after 12 months to at least \$134,954.
- Wage paid for additional duties are at a rate of \$65/hour.
- 10 paid personal shifts (24-hours shifts) annually (can be taken in first year).
- 7 paid vacation shifts annually after 12 months service. After 5 years increases to 9 shifts annually, after 10 years increases to 10 shifts, after 15 years increases to 2 shifts, and after 20 years increases to 13 shifts
- Sick time: 12 hours earned for each month of employment. Accrues and carries over year to year with no cap. No buyback program at this time.
- Health insurance: Blue Cross Blue Shield PPO high deductible plan. Family coverage provided. Employee pays 15 percent of premium. District contributes \$3,000 to Health Savings Account. Maximum employee annual out-of-pocket expense is \$2,000
- Downstate Firefighters Pension, Tier II or if prior service qualifies, Tier I
- \$50,000 life insurance provided
- Probationary period of 12 months.

Residency Requirement

Employees are required to maintain their primary residence within 150 miles of the Prospect Heights Fire Protection District.

Qualifications

IFSAC of Pro Board certifications will be considered in lieu of Illinois OSFM certifications.

Required

- a. Illinois OSFM Certified Fire Officer II or Advanced Fire Officer.
- b. Illinois OSFM Certified Incident Safety Officer
- c. Illinois OSFM Certified Hazardous Materials First Responder/Operations
- d. Illinois OSFM Certified Fire Apparatus Engineer
- e. Illinois Department of Public Health Paramedic license
- f. Completion of DHS-approved ICS 100, ICS 200, IS 700, and IS 800.
- g. Illinois non-CDL Class B license. Residents outside Illinois must obtain a CDL Class B license.
- h. A minimum of three years of service at rank of company officer or greater.

Desired

- i. Illinois OSFM Certified Aircraft Rescue Fire Fighter
- j. Blue Card Hazard Zone Management System course completed (current certification not required)
- k. Completion of DHS-approved ICS 300 and 400.
- l. Experience in combination staffing organization.

Essential and Major Functions

BCs must be able to perform all essential functions of a PHFD lieutenant as well as:

- Attend staff meetings when on or off duty.
- Maintain phone, text, and email connectivity with other command staff members on and off duty and respond to such inquiries within a reasonable period of time.
- Be able to multi-task when appropriate and necessary to carry out duties; rapidly, and in some cases, immediately, switching from one task to another then back despite frequent interruption.
- Develop knowledge of PHFD policies, procedures, and guidelines, geography, topography, roadways, and structures in service area.
- Read, interpret, plan, independently carry out, manage, and complete schedules, assignments, proper and accurate reports, and create work plans and programs using computer.
- Work harmoniously, deal calmly, politely, and professionally with subordinates, peers, superiors, members of other organizations, and the public.
- Lead and manage subordinates; make one's self heard clearly and understood; conduct coaching, counseling, and difficult conversations; remain calm under duress and stress of disciplinary matters.
- Resolve conflict or grievances between self and subordinates, between subordinates of identical or different ranks, and between members and the public.
- Administer discipline as provided for in the PHFD policies, procedures, and guidelines.
- Implement and manage change within the organizational structure, fire district policies, procedures, and guidelines.
- Instruct members in both didactic and skill materials.
- Demonstrate knowledge of modern fire suppression, emergency medical care, hazardous materials and rescue methods and skills; remain calm under duress and stress of emergency incidents; make decisions during emergency operations; implement and operate Incident Management System at all incidents.

The essential functions regularly require standing; walking; using hands to finger, handle, or operate objects, tools, or controls; to reach with hands and arms; to talk and hear; to sit at assigned desk/work space; to climb, balance, stoop, kneel, crouch, crawl, and taste or smell. The BC work environment is significantly different from that of subordinate personnel. Time is generally divided between an office environment and out of office work performing training, incident response and leading/managing subordinates. The BC regularly works in outside weather conditions and occasionally works in a hazardous environment.

Complete position description can be found at

<https://www.dropbox.com/s/7tt2q7371f0irbq/6-9%20BC%20job%20desc%202017.pdf?dl=0>

Selection Process

1. Review of applicants submissions
2. Interview for selected applicants
3. Follow-up interviews (as applicants progress they may interview with different stakeholder groups) and/or
Assessment center
4. Conditional offer
 - a. Background check
 - b. Psychological evaluation
 - c. Physical exam and drug test
 - d. Test into NWCEMSS

Please note that in addition to this external solicitation, current members of the PHFD are also being considered for this battalion chief position.

How to Apply:

Send via email to Fire Chief Drew Smith no later than 16:00 hours on Friday, September 30th, 2022 with the following:

- Resume
- Cover letter
- Detailed, multiple page statement of how you plan to go about your role as battalion chief so as to carry out all the function and responsibilities as well as essential functions detailed in Position Description # 6-9, Battalion Chief.
- Detailed, multiple page statement about how you see the PHFPD and its members currently and how, as a battalion chief, you will or could serve to make sure things improve and the mission is met while adhering to the values of F.I.R.E.

Community Overview

Located eight miles north of Chicago O'Hare International Airport, the PHFPD serves an area of approximately six square miles and 16,700 people. Our community is diverse. The fire district serves two distinctly different and unconnected areas separated by freight and commuter railroad tracks. There is no bridge or viaduct over/under these tracks, just a single grade crossing. This places additional demand on our system by requiring us to staff different equipment based on incident nature and location.

70 percent of the fire district, the west side, has a rural feeling lacking sidewalks, streetlights and storm sewers and is without a municipal water system and therefore fire hydrants. This area is dominated by large, multi-story homes of 3000-6000 square feet on one-half to three-quarter acre lots. Several churches, schools and strip malls are included in this area. 50 percent of all residents live on our east side which is only 15 percent of our service area. It is 100 percent multifamily, multi-story housing. Many residents are of lower income. The density is high. The primary language of many residents is not English.

Organization Overview

The PHFPD has 32 members: 12 part time firefighters, 9 full time firefighters, 6 lieutenants, 3 battalion chiefs, a deputy chief and a fire chief. All the officers are full time. All full time members (including the chiefs) are paramedics. More than half of the part time members are also paramedics. The full time firefighter/paramedics and lieutenants are represented by Teamsters Local 700.

Two firehouses are staffed 24-hours each day with seven members: a battalion chief at headquarters and a lieutenant, an engineer, and a firefighter at each firehouse.

The company at each firehouse cross-staffs an ALS ambulance, a pumper, and a specialty apparatus (aerial, tanker, or airport rescue firefighting vehicle). Reserve apparatus includes a pumper and an ALS ambulance.

Our calls are 70 percent EMS and 30 percent fire-related. 25 percent of all calls are mutual aid given.

A reported structure fire dispatch assignment includes three pumpers, a truck company, an ambulance, and two battalion chiefs. Non-hydranted areas also are assigned two tankers.

Jointly with the Wheeling Fire Department the PHFPD provides Aircraft Rescue and Fire Fighting (ARFF) to Chicago Executive Airport. The airport is jointly owned by the Village of Wheeling and the City of Prospect Heights. Many of these flights involve corporate and charter jet aircraft. With more than 77,000 take-offs and landings annually, Chicago Executives activity exceeds that of many commercial airports servicing the most populated cities in the United States.

The PHFPD is dispatched by RED Center and is a member of MABAS Division 3 and its special teams (haz-mat, technical rescue, dive and swiftwater, and fire investigation). Northwest Community EMS System provides medical control. The PHFPD is a founding member of NIPSTA.

History of the PHFPD

The PHFPD was formally organized in 1944. From its start it was a volunteer fire department. In 1984 the PHRPD held a referendum to institute a paramedic ambulance service tax. With its passage by the voters a paramedic ambulance was purchased, equipped, and paramedics hired part time to staff it 24-hours a day. In 1993 all the volunteer firefighters became paid-on call firefighters. 1995 marked the provision of full fire and EMS service to the Palwaukee Area FPD, the majority of the city not part of the PHFPD. On duty staffing rose to eight members and a second, temporary station was opened on the eastside until a new station could be built years later. In 1997 the Prospect Heights Rural Fire Protection District and the Palwaukee Area Fire Protection District consolidated and merged into the Prospect Heights Fire Protection District.

In May 2000 the fire chief became the first full-time employee of the fire district. The next year two deputy chiefs were hired full time as employees. In 2005 three captain/paramedics and six firefighter/paramedics were hired full-time beginning a transition from an all-part time workforce. In 2008 three additional full time firefighter/paramedics were hired. In 2015 the full time firefighters organized a union. In 2020 the Board of Trustees approve the hiring of six additional full time firefighters. At a peak of 72 part time members in the early 2000s, the PHFPD now only has eight part time members.

In 1971 voters approved the issuing by the fire district of bonds to expand the size of the firehouse and purchase a new pumper and ambulance. In 1991 voters approved the issuing of a \$1,150,000 bond which was used to build additional living space and remodeled the fire station as well as purchase the fire district's first aerial truck. In the last 20 years the fire district has received more than \$1,500,000 in grants for the purchase of a new pumper, an incident command vehicle, turn-out gear, cardiac monitor/defibrillators, AEDs, radios, SCBA (twice), RIT packs, breathing air compressor, SCBA fit tester, fire sprinkler system and new emergency generator for the main fire station, exhaust extraction, comprehensive medical exam for every member, and ARFF live fire training.

Over the past 30 years the PHFPD now responds to 470 percent more calls.

Month	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
Total	512	503	605	1063	1528	1596	1829	1778	1692	1810

Month	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Total	1710	1716	1491	1621	1619	1700	1989	1688	1659	1768

Month	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Total	1830	1854	2056	1946	2063	2140	2390	2396	2197	2415

Additional information about the PHFPD:

Complete History of the PHFPD <https://www.phfire.com/content/history/>

Newsletters <https://www.phfire.com/content/newsletters/>

2022 Annual Budget <https://www.phfire.com/content/reports/>

Labor agreement <https://www.phfire.com/content/labor/>

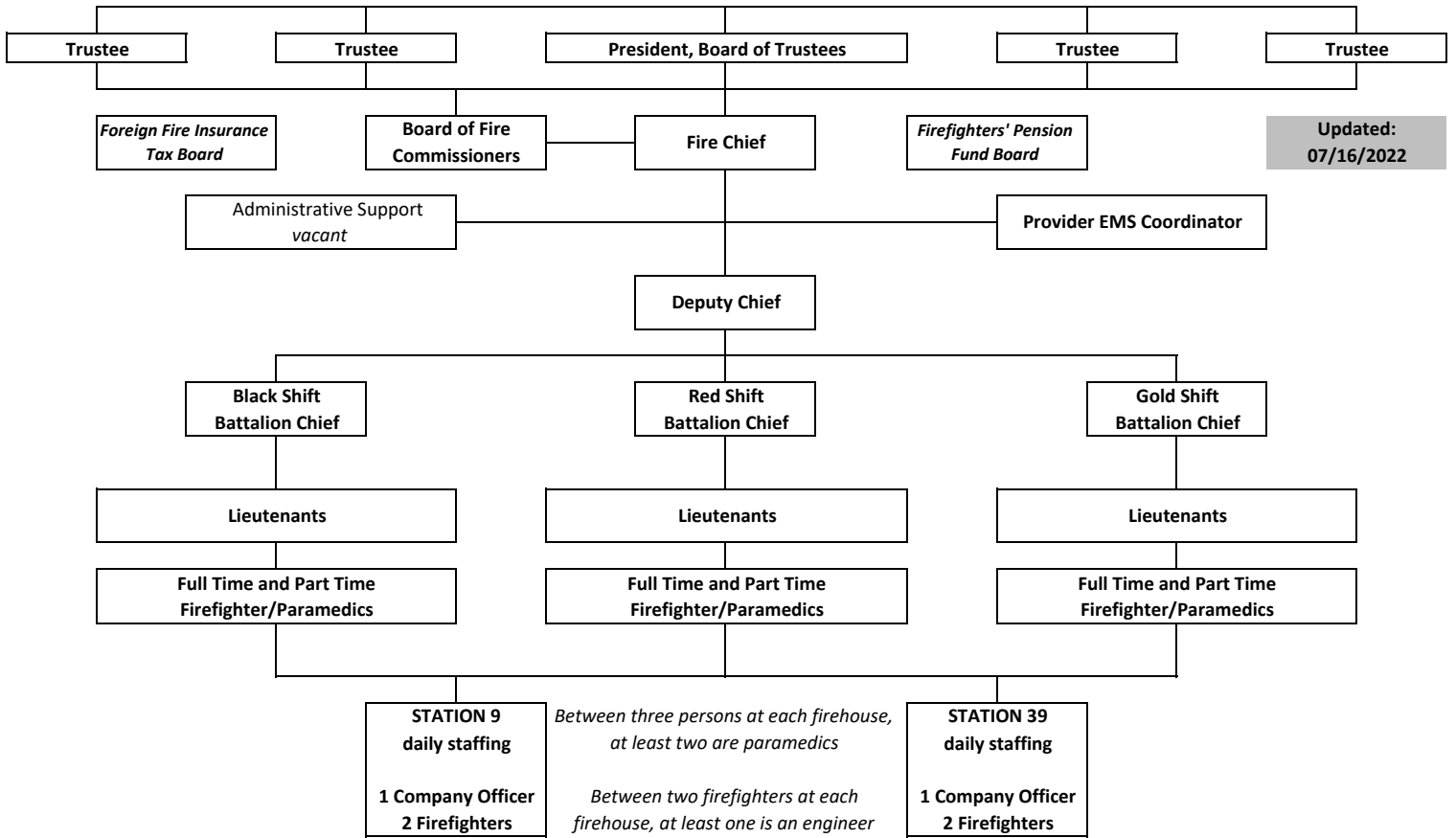
Member Manual (policies, procedures, guidelines)

<https://sites.google.com/site/prospectheightsmembermanual/prospect-heights-member-manual?authuser=0>

**Supplemental
Information
for the
2022
PHFD
Battalion Chief
Recruitment**



Organizational Chart of the Prospect Heights Fire Protection District



Updated:
07/16/2022

The Prospect Heights Fire Protection District was formed in 1944. With a staff of 32 full-time and part-time members trained as both firefighters and paramedics we respond from two fire stations covering the city of Prospect Heights and unincorporated areas within Wheeling Township. We provide fire suppression and prevention, emergency medical services, and related emergency services as well as mutual aid to other fire departments in northern Cook County and Lake County.

Our Mission:

“Delivering exceptional services for everyone with Courtesy, Respect, and Empathy”.

Our Values:

F.I.R.E.

Fellowship

Friendly association, especially with people who share one's interests.

A value of **fun** and good fellowship as the cement and backbone of the **community**.

Integrity

The quality of being **honest** and having **strong moral** principles; moral uprightness.

The state of being whole and **undivided**.

Respect

A feeling of **deep admiration** for someone or something elicited by their abilities, qualities, or achievements.

Empowerment

Authority or **power** given to someone to do something.

The process of becoming **stronger** and more **confident**, especially in controlling one's life and claiming one's rights.



GUIDANCE AND STANDARDS

FELLOWSHIP

Behaviors that support:

- ♥ Start out the day with a meaningful roll call. Not just talking about the work of the day. Include some personal conversations and “catching up.”
- ♥ Get to know the people you work with – their spouses, kids, lives, etc.
- ♥ Truly care about your co-workers. Be sincere.
- ♥ Meal times should be fun.
- ♥ Engage in activities with your shift mates outside of work. Golf, batting cages, socializing, etc.
- ♥ Share your life with your shift mates. Be open and curious about your shift mates’ lives
- ♥ Officers: recognize that soup boils from the bottom, up. Let your firefighters lead the conversations, let them answer questions rather than always being the authority figure.

Behaviors that inhibit:

- ♥ Going off “in your own world” – spending long periods of time on a cell phone, or off by yourself physically
- ♥ Not eating with the crew, or eating quickly and leaving the table ASAP.
- ♥ Insider cliques leave others feeling left out. Let others in on the inside jokes or avoid them altogether.

INTEGRITY

Behaviors that support:

- ♥ Actions speak louder than words.
- ♥ Make the hard choice or the big decision even if it is likely to be unpopular.
- ♥ Be consistent.
- ♥ Be fair.
- ♥ Do the right thing, even when nobody is looking.
- ♥ Deliberate self-improvement and development.

Behaviors that inhibit:

- ♥ Being inconsistent
- ♥ Being unfair
- ♥ Cutting corners when nobody is looking
- ♥ Pick and choose which policies you will follow or enforce. We use discretion to support the mission, not to make things easier or more comfortable for ourselves as leaders.
- ♥ Being in a role that you are not capable or not willing to fulfill.

RESPECT

Behaviors that support:

- ♥ Respect everyone’s personality. We all have different histories and backgrounds. We have some differing values, as well. Know our people, and acknowledge them as individuals.
- ♥ Everyone has their own strengths and weaknesses. Set people up for success when you make work assignments.
- ♥ Take the time to learn people’s strengths and weaknesses. Give people the time and space to succeed.
- ♥ Use people’s strengths to help them develop their weaknesses.
- ♥ Listen actively – as sender and receiver.
- ♥ If you don’t have the answers, find them.

Behaviors that inhibit:

- ♥ Discounting a person’s thoughts
- ♥ Arrogance:
 - ⇒ *You have all the answers*
 - ⇒ *Being closed to outside influence*
 - ⇒ *My way or the highway*
- ♥ Complacency
- ♥ Non-verbal communication counts. How you say it sometimes means more than what you say.
- ♥ Leaders bashing the general population in a public setting
- ♥ Bashing one another

EMPOWERMENT

Behaviors that support:

- ♥ Guidance, not micromanagement. This is art, not science. Different people need differing levels of guidance at different times. This means that guidance is a team effort.
- ♥ Further both personal and professional development
- ♥ Tone and enthusiasm
- ♥ Clear understanding of boundaries and process

Behaviors that inhibit:

- ♥ Micromanagement
- ♥ Lack of support
- ♥ Lack of direction
- ♥ Public critiques. Criticize in private.
- ♥ Belittling or demeaning



**PROSPECT HEIGHTS FIRE DISTRICT
POSITION DESCRIPTION # 6-9
BATTALION CHIEF**

APPROVED: *Dean Smith*
EFFECTIVE: 01 JUN 17
SUPERSEDES: 01 NOV 16, 01 JAN 12,
01 OCT 10

1. GENERAL PURPOSE

Within the organizational structure of the Prospect Heights Fire District (PHFD), the Battalion Chief is the shift commander and the highest-ranking member assigned to work a 24-hour on-duty shift.

The Battalion Chief is positioned below the Deputy Chief and above the Lieutenant making this person a mid-level manager in the PHFD's Chain of Command and a member of the PHFD command staff. The PHFD command staff is composed of the fire chief, Deputy Chiefs, and Battalion Chiefs.

A Battalion Chief of the PHFD protects life and property by planning, coordinating, implementing, carrying out, directing, delegating, supervising and evaluating the fire fighting, rescue, emergency medical care, hazardous materials and fire prevention duties conducted by company officers and firefighter/paramedics using PHFD equipment, apparatus, and facilities. The majority of actual work will involve supervisory and management functions requiring the exercising of independent judgment to carry out the mission, vision, goals, objectives, policies and practices, and the like, of the fire protection district. A Battalion Chief of the PHFD is a decision-maker and participant in the hiring, orientation, evaluation, discipline, suspension, termination, reward, promotion, or settlement of grievances involving subordinates.

The fire chief, deputy chiefs, and Board of Trustees rely on the unconditional support of the Battalion Chief for the clarification, implementation, and execution of all PHFD policy and procedure, standard operating procedures and operational guidelines as well as the efficient and effective leadership, management, administration of the fire district during the 24-hour shift. The Battalion Chief is able to influence the development and creation of PHFD policy and procedure, standard operating procedures and operational guidelines and use the command staff meeting process to express concerns or grievances with any PHFD policy and procedure, standard operating procedures and operational guidelines.

The battalion chief is an FLSA-exempt position and not included in the firefighter and lieutenant bargaining unit. Battalion chiefs receive an annual salary as established by the Board of Trustees and are not entitled to overtime wages for any work required or performed that exceeds their regularly scheduled hours. At the sole discretion of the fire chief battalion chiefs may be provided with additional compensation for additional work such as, but not limited to, working additional 12- or 24-hour shifts as the shift commander.

2. SUPERVISION RECEIVED

Works under the indirect supervision of the Deputy Chief of Operations.

Works under the indirect supervision of the Deputy Chief of Administration and the Fire Chief.

3. SUPERVISION EXERCISED

Directly coordinates, instructs, delegates, and supervises the work of company officers such as lieutenants and acting officers.

Indirectly supervises all other members of the assigned shift.



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4. TYPICAL FUNCTIONS AND RESPONSIBILITIES
As a Battalion Chief, carry out the following functions and responsibilities:

Function/ Responsibility	4.1. FUNDAMENTALS
Duties/Tasks	<p>4.1.1. Issue direct and indirect orders to subordinates as appropriate and necessary to carry out both emergency and non-emergency duties and services.</p> <p>4.1.2. The authority to immediately correct any imminent hazards to any member.</p> <p>4.1.3. Exercise independent judgment to carry out the PHFD mission and policies when specific direction is not given or cannot be obtained in a reasonable period of time.</p> <p>4.1.4. During each shift has regular and frequent communications with the lieutenants or acting officers of each company.</p> <p>4.1.5. Keep Fire Chief and/or Deputy Chief(s) informed of pertinent matters.</p>
Guiding Principles & Expectations	<p>The Battalion Chief:</p> <ul style="list-style-type: none"> ▪ Is progressive with and forward-thinking without being overbearing or a micro-manager. ▪ Knows when to be a hands-on manager versus a hands-off manager. ▪ Uses his power and authority appropriately, judiciously, and effectively. ▪ Addresses problems, issues and rumors in a timely and preemptive manner. ▪ Ensures the policies, procedures and guidelines are known and followed. ▪ Interacts casually but with authority on multiple occasions during each shift. Management-by-Walking-Around is practiced regularly. Cheerleading and beating the drum to accomplish success through others are normal practices. ▪ Makes them self available by proactively approaching subordinates as well as having an open-door policy that still respects the chain of command. ▪ Knows what type of information and when such information must be communicated urgently versus casually to the Fire Chief and/or Deputy Chief(s).

Function/ Responsibility	4.2. EMERGENCY OPERATIONS
Duties/Tasks	<p>4.2.1. Respond to emergency incidents as assigned by RED Center or as self-determined.</p> <p>4.2.2. Initiates, maintains and terminates command of incidents consistent with established principles and practices of the Incident Command System and PHFD operational guidelines.</p> <p>4.2.3. Function as sustained incident commander on incidents involving more than two companies.</p> <p>4.2.4. Make strategic and tactical decisions regarding incident operations, which are consistent with modern fire suppression and emergency management practices.</p>
Guiding Principles & Expectations	<p>The Battalion Chief:</p> <ul style="list-style-type: none"> ▪ Is the first and not last to respond. This doesn't mean that the BC vehicle always has to lead the convoy. It means that the BC physically gets up and moves to respond ASAP, not waiting for others. ▪ Follows the ICS and ensures companies operate within the ICS. The ICS is used on all incidents to prepare everyone for the true emergency. ▪ Assigns tactics and tasks based on strategy communicated to companies. ▪ Models proper PPE and SCBA use and ensures such use by subordinates. ▪ Stays current on modern fire suppression, rescue and special operations by reading fire service publications, attending outside training, and actively promoting the operational guidelines of the PHFD.



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Function/ Responsibility	4.3. ADMINISTRATIVE
Duties/Tasks	<p>4.3.1. Determines, delegates, supervises and evaluates daily, weekly, monthly and other assigned activities.</p> <p>4.3.2. Creates plans with short and long term goals to carry out assigned functions and responsibilities.</p> <p>4.3.3. Creates and completes required reports for incidents, daily, weekly, monthly and other assigned activities.</p> <p>4.3.4. Reviews fire, EMS and administrative reports of subordinates for accuracy, completeness, and clarity.</p> <p>4.3.5. Ensure accurate and complete payroll reports and records are submitted by the responsible person in compliance with PHFD policy.</p> <p>4.3.6. Provides commentary/makes recommendations to chief officers on current and proposed policy and procedure, standard operating procedures and operational guidelines.</p> <p>4.3.7. Inspection of members, uniforms and protective equipment, apparatus and its equipment, and facilities including fire stations to ensure their readiness and ability to deliver service in compliance with PHFD and national standards.</p> <p>4.3.8. Conduct briefings/information exchange with the off-going Battalion Chief immediately prior to the beginning of each shift. Likewise, conduct briefings/information exchange with the on-going Battalion Chief immediately prior to the conclusion of each shift.</p> <p>4.3.9. Attend and actively participate in regularly scheduled and special command staff meetings.</p> <p>4.3.10. Make effective use of email and other PHFD resources to communicate with superiors, fellow Battalion Chiefs, and subordinates.</p> <p>4.3.11. Conduct a preliminary investigation into an accident or complaint using the policies, procedures and guidelines of the PHFD.</p> <p>4.3.12. Other duties as from time to time may be assigned by the Deputy Chief or Fire Chief.</p>



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Guiding Principles & Expectations	<p>The Battalion Chief:</p> <ul style="list-style-type: none">▪ Prepares for the next shift on the previous shift. Scheduled events and tasks located in the fire district's record management system as well and correspondence from superiors and fire district policies, procedures, and guidelines are used in this process.▪ Reports and records are completed the same shift and are accurate and thorough. Reads his own as well as his shift's fire, EMS, and payroll reports, maintenance forms and checklists, and training reports the same shift to ensure accuracy, completeness, and thoroughness.▪ Participates in the development of policy, procedure and guidelines by actively commenting on drafts and revisions as well as putting forth proposals.▪ On-coming Battalion Chief and off-going Battalion Chief communicate staffing, policy or operational issues prior to shift change. This is best accomplished face-to-face.▪ Attends most if not all command staff meetings as well as those meetings with subordinates of his shift as scheduled by superior officers. The command staff meeting is forum, time and place to communicate successes, failures, or short comings of the fire district policy, procedure, or guidelines as well as contribute to the creation of new or revised policy, procedure, guidelines, or programs that improve the fire district's operations and reduce duplication of effort or resources.▪ Following command staff meetings, conducts meeting or briefing with subordinate officers and/or members, as appropriate, to disseminate information from and decisions made at command staff meetings.▪ Looks out for the best interests of the fire district and manages risk that is identified.▪ Always takes the position of management and advocates to the command staff for subordinates when appropriate. Ultimately, the Battalion Chief is part of the management team and not labor.
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Function/ Responsibility	4.4. PERSONNEL
Duties/Tasks	<p>4.4.1. Coordinates and monitors work performance, schedules, member attendance and leave requests for members assigned to his or her shift. The Battalion Chief is the person responsible to ensure that their assigned shift is properly staffed before the beginning of a daily tour of duty. There is an expectation and requirement that all vacancies known to a Battalion Chief will be filled prior to the Battalion Chief taking any planned time off.</p> <p>4.4.2. Insures shifts and companies are properly staffed and operated. This includes making personnel shift and station assignment changes.</p> <p>4.4.3. Dispenses praise and commendation as well as coaching, counseling and discipline to subordinates. Disciplinary action is in compliance with PHFD rules and regulations and its authority involves the ability to issue suspensions.</p> <p>4.4.4. Manage and advocate for the health and safety of assigned members.</p> <p>4.4.5. Monitors the performance of subordinates as it relates to PHFD policies, procedures, and guidelines and other performance indicators contained in the member performance evaluation documents.</p> <p>4.4.6. Completion of both informal and formal member performance evaluations on subordinates.</p>
Guiding Principles & Expectations	<p>The Battalion Chief:</p> <ul style="list-style-type: none"> ▪ Is the key player in promoting positive labor-management relations. Excellent interpersonal relationship skills are essential. ▪ Values interaction and communication with all members. Such interaction and communication is a key and essential part of each shift and is regular, sometimes spontaneous, and often casual. As part of this interaction and communication both positive and negative feedback from the Battalion Chief to the company officers is essential. ▪ Proactively addresses time off requests, absences, and schedule vacancies not only for his own shift, but for those shifts between his current and next shift. Part of this is good communication with the other two Battalion Chiefs to ensure proper staffing for the next 72-hours. ▪ Probationary period, annual, and as-needed performance reviews are conducted in a timely and effective manner to communicate that expectations are met as well as that deficiencies exist. When deficiencies exist, performance reviews are preceded by coaching, counseling, retraining, and/or discipline, as appropriate. Only in rare instances should a subordinate receive a performance review in which he or she is informed of a less than desired performance or behavior that has not been addresses as described above.



**PROSPECT HEIGHTS FIRE DISTRICT
POSITION DESCRIPTION # 6-9
BATTALION CHIEF**

APPROVED: *Dean Smith*
EFFECTIVE: 01 JUN 17
SUPERSEDES: 01 NOV 16, 01 JAN 12,
01 OCT 10

Function/ Responsibility	4.5. EXTERNAL RELATIONS
Duties/Tasks	<p>4.5.1. Coordinate fire prevention and public educations effort assigned to shift.</p> <p>4.5.2. Interact professionally, competently, and positively with members of the public, civic organizations, law enforcement, local government officials and employees, as well as other fire department's members and officers.</p> <p>4.5.3. As part of normal shift operations, act as liaison between the PHFD's dispatch center and PSAP as well as with the shift commanders of the neighboring fire and police departments.</p> <p>4.5.4. When directed or assigned, act as liaison between the PHFD and other emergency service organization, governmental agencies, and non-governmental agencies at the local, regional, state and national level.</p> <p>4.5.5. In the absence of the fire chief and deputy chiefs, serve as the official representative of the PHFD and make decisions commensurate with the immediate need in order to protect life and property and maintain effective PHFD operations.</p>
Guiding Principles & Expectations	<p>The Battalion Chief:</p> <ul style="list-style-type: none">▪ Understands the value that stakeholders bring to the fire district.▪ Builds relations with other fire departments, RED Center, local police departments and sheriff, our city government, local special districts such as schools, parks, and library, and local civic and non-governmental organizations.▪ Communicates to other members of the command staff essential information gained during interaction with the above groups. The Battalion Chief will know when such communication is urgent and needs to be made in a timely manner or can wait for a command staff meeting or well composed email.



**PROSPECT HEIGHTS FIRE DISTRICT
POSITION DESCRIPTION # 6-9
BATTALION CHIEF**

APPROVED: *Dean Smith*
EFFECTIVE: 01 JUN 17
SUPERSEDES: 01 NOV 16, 01 JAN 12,
01 OCT 10

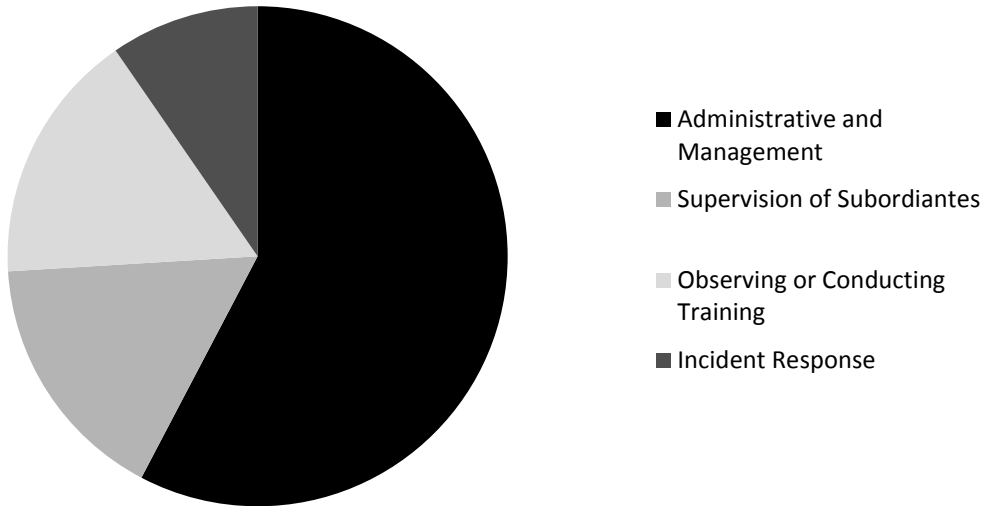
Function/ Responsibility	4.6. TRAINING
Duties/Tasks	<p>4.6.1. Ensure the schedule training and education, both for initial education and training and for the regular, periodic refresher subjects, are conducted and completed. To this end, the Battalion Chief will consult the plans and guides prepared by the training division. Additionally, special team training attendance for those members assigned to the Battalion Chief's shift also needs to be coordinated by the Battalion Chief.</p> <p>4.6.2. Instructs firefighter, officers and companies in fire suppression, rescue, hazardous material and emergency medical services and skills.</p> <p>4.6.3. Identify those areas where subordinate members may require additional training and/or education.</p> <p>4.6.4. Plan and participate in the professional development of subordinate members, both formally and informally.</p> <p>4.6.5. Orient and train newly hired members using the plans and documents of the PHFD. To this end, the Battalion Chief will be responsible for this process but should assign and delegate specific orientation and probationary period activities to appropriate non-probationary members and company officers who will serve as mentors and preceptors.</p> <p>4.6.6. Serve as mentor to those lieutenants assigned to the Battalion Chief's shift.</p>
Guiding Principles & Expectations	<p>The Battalion Chief:</p> <ul style="list-style-type: none"> ▪ Plans how scheduled training will be carried out within the schedule period: Who will conduct each session; where each session will be conducted; what apparatus, equipment and supplies are needed. ▪ In planning training understands the guidance of the training division as well as understands when he should be the presenter of specific information or sessions. One key function of a Battalion Chief with respect to new or revised policy, procedure, or guidelines is to give these documents meaning and life within the fire district. ▪ Evaluates performance of individuals and companies during certain training sessions and at incidents to determine competence, deficiencies, and conflicts with policy, procedure, guidelines, minimum standards or job performance requirements (JPRs). To this end, when less than desired performance is identified and such performance may have an immediate impact on member safety, the Battalion Chief addresses the performance through immediate retraining. The Battalion Chief may perform that retraining or delegate such activity to a subordinate. ▪ Coordinate with the training officer the professional development of subordinates in programs such as Fire Fighter 3/Advanced Firefighter, Vehicle and Machinery Operations, and MABAS Special Teams training, both initial courses and monthly drills. The Battalion Chief is responsible for ensuring adequate coverage of members sent to schools and drills so that minimum staffing is maintained. ▪ Ensures a plan for newly hired members to achieve completion of probationary requirements within established time frames and benchmarks. The Battalion Chief may directly carry out the necessary tasks or delegate such activity to a subordinate. If delegated, the Battalion Chief retains responsibility and accountability. ▪ Mentors members by not only addressing formal job requirements such as probationary member and new officer checklists, but by also reviewing aspects of each position description and performance review criteria prior to the formal performance review process.



**PROSPECT HEIGHTS FIRE DISTRICT
POSITION DESCRIPTION # 6-9
BATTALION CHIEF**

APPROVED: *Dean Smith*
EFFECTIVE: 01 JUN 17
SUPERSEDES: 01 NOV 16, 01 JAN 12,
01 OCT 10

5. **RELATIVE DISTRIBUTION OF TYPICAL FUNCTIONS AND RESPONSIBILITIES**
Within a typical 24-hours shift approximately 8-10 hours will be spent in a standby mode awaiting incidents. The majority of this standby time will occur in the late evening into the next day and involve sleeping. The balance of the shift, from 0600 until evening, is typically distributed in the below graph. No percentage or number of hours is assigned as the distribution of one area is relative to the others. The majority of this time is spent in administrative and management functions that do not require direct involvement with subordinates.





**PROSPECT HEIGHTS FIRE DISTRICT
POSITION DESCRIPTION # 6-9
BATTALION CHIEF**

APPROVED: *Dean Smith*
EFFECTIVE: 01 JUN 17
SUPERSEDES: 01 NOV 16, 01 JAN 12,
01 OCT 10

6. ESSENTIAL FUNCTIONS

A Battalion Chief must possess the following abilities prior to employment:

- 6.1. All essential functions contained in the PHFD's Lieutenant Position Description.
- 6.2. Work hours and schedule
 - 6.2.1. Work either an assigned 56-hours work week of consisting of 24-hours on duty followed by 48-hours off duty, including nights, weekends and holidays or an assigned Monday through Friday 45-hour schedule that on occasion may require working a night, weekend, or holidays.
 - 6.2.2. Work additional assigned or mandatory hours ~~in excess of an average of 56 per week~~ as required.
 - 6.2.3. Attend twice-monthly Command Staff and as assigned meetings.
 - 6.2.4. Respond to callbacks for Code 4s or other significant incidents.
- 6.3. Except when on periods of approved vacation
 - 6.3.1. Manage their assigned area of administrative responsibility and shift schedule 24/7.
 - 6.3.2. Maintain phone and text connectivity with other command staff members. It is essential that a battalion chief be able to respond to phone calls and text messages within a reasonable period of time. Depending on the matter, this may be several minutes versus hours or hours rather than days.
 - 6.3.3. Maintain email connectivity with other command staff members. While most email can be handled while on duty, it is essential that a battalion chief be able to access and respond to emails when not on duty.
- 6.4. Be able to multi-task when appropriate and necessary to carry out any and all duties in the required time frame and to meet stated goals or benchmarks.
- 6.5. Be able to rapidly, and in some cases, immediately, switch from one task to another then back, when required.
- 6.6. Be able to concentrate and accomplish tasks and duties despite frequent interruption.
- 6.7. Knowledge of PHFD rules and regulations, policies and procedures, standard operating procedures and operational guidelines.
- 6.8. Ability to read, interpret, plan and complete work schedules and assignments.
- 6.9. Ability to complete proper and accurate reports using both typewriter and computer.
- 6.10. Ability to create work plans and programs
- 6.11. Ability to use word processing and spreadsheet software.
- 6.12. Ability to independently carry out and manage assigned projects and functional divisions of the PHFD that meet expectations or goals set by the fire chief or a deputy chief.
- 6.13. Maturity and judgment to maintain confidentiality.
- 6.14. Ability to work harmoniously, deal calmly, politely, and professionally with subordinates and superiors at all levels.
- 6.15. Ability to lead and manage subordinates.
- 6.16. Ability makes self heard clearly and understood.
- 6.17. Ability to conduct difficult conversations with subordinates and superiors.
- 6.18. Ability to issue direct and indirect orders to subordinates as appropriate and necessary to carry out both emergency and non-emergency duties and services.
- 6.19. Ability to implement and manage change within the organizational structure, fire district policies, procedures, and/or guidelines.
- 6.20. Ability to instruct members in both didactic and skill materials.
- 6.21. Ability to remain calm under duress and stress of emergency incidents and disciplinary matters.
- 6.22. Ability to make rapid decisions with minimal time during emergency operations in order to effect positive change at an incident.
- 6.23. Ability to evaluate circumstances and information and make decisions when urgency is not a primary factor.
- 6.24. Ability to conduct periodic informal performance reviews, verbal or written as necessary, of assigned members including retraining, discussion, coaching and counseling as required with member and follow-up with deputy chief on process and actions needed to ensure reviewed members are able to perform as required and desired within the position description applicable to the reviewed member.
- 6.25. Ability to conduct annual performance reviews of assigned members including preparation of the written performance review using the PHFD form, in-person presentation of form to member, discussion, coaching and counseling with member as required, and follow-up with deputy chief on process and actions needed to ensure reviewed members are able to perform as required and desired within the position description applicable to the reviewed member.
- 6.26. Ability to deal calmly, politely, and professionally, to communicate effectively both verbally and in writing, and interact effectively with diverse groups such as citizens/members of the public,



**PROSPECT HEIGHTS FIRE DISTRICT
POSITION DESCRIPTION # 6-9
BATTALION CHIEF**

APPROVED: *Dean Smith*
EFFECTIVE: 01 JUN 17
SUPERSEDES: 01 NOV 16, 01 JAN 12,
01 OCT 10

community leaders, and elected and appointed officials of other governmental agencies such as city administration and its department heads.

- 6.27. Be able to meet with members and resolve conflict or grievances between self and subordinates, between subordinates of identical or different ranks, and between members and the public.
- 6.28. Ability to administer discipline within Battalion Chief's scope of authority to those member's who violate the rules and regulations, policies and procedures, standard operating procedures, operational guidelines, position descriptions, minimum standards or job performance requirements, or other published documents of the PHFD.
- 6.29. Ability to implement and operate Incident Management System at all incidents.
- 6.30. Knowledge of modern fire suppression, emergency medical care, hazardous materials and rescue methods and skills.
- 6.31. Knowledge of geography, topography, roads and ways and strictures contained within the PHFD.

7. MAJOR AREAS OF RESPONSIBILITY

Each Battalion Chief shall be assigned one or more areas of responsibility from the following list:

- Public Education
- Street guides and maps
- Records and Reports
- Communications
- Service Billing
- Facility Maintenance
- Uniforms & Protective Gear
- Apparatus Maintenance
- Emergency Medical Services
- Safety & Health
- SCBA and Air Compressor
- Small Tools & Equipment:
- Special Teams
- Recruit Training
- Company Training
- Paid-on-call Training
- EMS Training
- Driver/FAE Training
- Airport Training
- Others as determined by staffThe assigned Battalion Chief shall be able to manage, administer, and operate each division without direct supervision of a Fire Chief or a Deputy Chief. With regard to this section, the role of the Fire Chief or a Deputy Chief is to provide counsel, guidance and vision to the Battalion Chief and to mentor the Battalion Chief in the above and developing their ability.

8. REQUIRED EDUCATION, TRAINING, AND CERTIFICATIONS

- 8.1. At time of application,:
 - 8.1.1. All requirements contained in PHFD Position Description # 6-5 Full-Time Lieutenant.
 - 8.1.2. Meet provisions adopted by the Board of Fire Commissioners of the Prospect Heights Fire Protection District.
 - 8.1.3. Certification from the Office of the State Fire Marshal as a Fire Officer 2 or Provisional Fire Officer 2.
 - 8.1.4. Completion of DHS-approved ICS 100, 200, 300 and 400 and IS-700 and IS-800.
 - 8.1.5. Experience required:
 - 8.1.5.1. Ten years as a member of the fire service.
 - 8.1.5.2. Five years experience as a lieutenant.
 - 8.1.6. Experience desirable before promotion:
 - 8.1.6.1. Serve as acting battalion chief
- 8.2. Education desirable before or after promotion:
 - 8.2.1. Bachelor of Arts or Bachelor of Sciences in related field such as management, business or safety.
 - 8.2.2. Completion of Illinois Fire Chiefs Association Chief Fire Officer 3-program.
 - 8.2.3. Certification as Chief Fire Officer 3-by the Office of the State Fire Marshal.
 - ~~8.2.4. Completion of National Fire Academy's Executive Fire Officer Program.~~



**PROSPECT HEIGHTS FIRE DISTRICT
POSITION DESCRIPTION # 6-9
BATTALION CHIEF**

APPROVED: *Dean Smith*
EFFECTIVE: 01 JUN 17
SUPERSEDES: 01 NOV 16, 01 JAN 12,
01 OCT 10

9. TOOLS AND EQUIPMENT USED

- 9.1. Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone, hand and power tools commonly found in home centers and hardware stores.
- 9.2. During a work shift the battalion chief is to have immediate access to his or her cell phone and radio communications with the PHFD dispatch center.

10. PHYSICAL DEMANDS

- 10.1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- 10.2. While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms, and talk and hear. The employee is regularly required to sit at his or her assigned desk/work space. The employee is regularly required to climb, balance, stoop, kneel, crouch, crawl, and taste or smell.
- 10.3. Physical activity distribution by percentage approximates as follows.

Activity	Average workday
Resting and sitting	20%
Sleeping and lying	30%
Reading, writing, performing computations, speaking, learning didactic materials, performing administrative office duties and/or sitting in classroom or at desk	40%
Lifting, reaching, exerting, and performing manual labor or fire fighting/emergency care skills	15%

11. WORK ENVIRONMENT

- 11.1. The Battalion Chief's work environment is significantly different from that of subordinate personnel. Time will be generally divided equally between an office environment performing administrative and management functions and field/out of office work performing training, incident response and leading/managing subordinates. During emergency operations, the Battalion Chief generally responds alone in a separate vehicle and functions apart from the work of individual companies. Occasionally, a Battalion Chief may have to operate at the company level to cover for staffing shortages. Such occasions are rarely for an entire shift.
- 11.2. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- 11.3. The noise level in the work environment is usually moderate, except during certain fire fighting or EMT activities when noise levels may be loud.

12. SELECTION PROCEDURE

Members are selected and appointed to the rank of Battalion Chief by the Board of Fire Commissioners.

13. EVALUATION OF ABILITY AND RESPONSIBILITY

On an informal and periodic basis a Deputy Chief or the Fire Chief will evaluate, discuss with, and provide feedback to the Battalion Chief regarding his or her performance since the last review.

During the probationary period, on a quarterly basis a Deputy Chief or the Fire Chief may perform a formal written evaluation of the Battalion Chief using this document as well as the fire protection district's rule and regulations, policies and procedures, standard operating procedures and operational guidelines as well as reports and records produced by the Battalion Chief.

On an annual basis a Deputy Chief or the Fire Chief may perform a formal written evaluation of the Battalion Chief using this document as well as the fire protection district's rule and regulations, policies and procedures, standard operating procedures and operational guidelines as well as reports and records produced by the Battalion Chief.



**PROSPECT HEIGHTS FIRE DISTRICT
POSITION DESCRIPTION # 6-9
BATTALION CHIEF**

APPROVED: *Dean Smith*
EFFECTIVE: 01 JUN 17
SUPERSEDES: 01 NOV 16, 01 JAN 12,
01 OCT 10

14. **PROBATIONARY PERIOD**
The probationary period for a newly promoted Battalion Chief begins on the first day of work once the employee has taken the oath and continues for twelve (12) months.
15. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
16. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.