



FIRE CHIEF POSITION

Clarendon Hills Demographics

- The median household income in 2022 is \$115,923
- Nearly 84 percent of the 3,250 households in the Village are Owner-Occupied.
- Approximately 79.5 percent of the population age is 25 years or older and has at least a bachelor's degree.
- Within a five-mile radius, 14.4 percent of the population is age 25 and over with a Master's Degree, while 4.8 percent hold a professional degree. (Nielsen Site Report)
- The average household income within a five-mile radius is estimated to be \$94,836 with a total population of 242,285. (Nielsen Site Report)
- Median home value is \$493,800. (2021 Census figures)
- In a five-mile radius, 75 percent of homes are estimated to be owner-occupied. (Nielsen Site Reports)



The Community

The Village of Clarendon Hills, IL is a well-established, affluent, west suburban Chicago community located in eastern DuPage County. The main thoroughfares that border Clarendon Hills include: Route 83, 55th Street and Ogden Avenue. The Village is near several interstates: I-294, I-88, and I-355. Clarendon Hills was originally planned in the 1870s and incorporated on January 22, 1924. There are approximately 100 businesses in the Village and 8,900 residents.

The Village of Clarendon Hills, is seeking a proactive, innovative leader to serve as Fire Chief. The next Fire Chief will be an individual with a clear and dynamic vision for providing excellent, proactive emergency services. The position reports to the Director of Public Safety and the Village Manager. The Fire Chief is responsible for the professional, administrative, and management work in planning, organizing, and directing all activities of the Clarendon Hills Fire Department. The successful candidate will be the Department's second full-time Chief in its history.

The Village of Clarendon Hills Fire Department has met the changes and needs of the community throughout its 100 year history. Thus, the fire department has become better equipped and manned to handle any incident safely and effectively. The Department is entirely part-time, made up of professional firefighters/paramedics from other departments and local residents. The Chief is the only full-time employee in the Department. The Department has a Fire Insurance Classification Rating (ISO) of 3.

The Department has an approximate annual operating budget of \$2.1 million and responds to approximately 3,000 calls yearly. We are a member of Du-Comm Public Safety Communications and Mutual Aid Box Alarm System 10 (MABAS).



Fire Department Apparatus

- Truck 86: 105' Aerial Ladder –2002
- Engine 86: Pumper Truck -2002
- Ambulance Unit M86 - 2022
- Heavy Rescue Squad S86 - 2017
- New Ladder 86 Truck - arriving 2024
- New Squad 86 Truck - arriving 2024



Requirements

Bachelor's degree in fire science, public administration, business management or related field is preferred and ten (10) years of experience in firefighting, fire rescue, fire prevention and education. If the preferred candidate does not have a Bachelor's degree they must meet all requirements of 65 ILCS 5/10-7.3

Knowledge of emergency medical, supervisory management and administration. Thorough experience as a firefighter, emergency medical technician, and as a command officer in fire, emergency medical, and rescue operations and administration.

Thorough knowledge of the principles of organization, administration, and personnel management.

Ability to plan, implement, and direct programs, operations, and activities including employee training and development, and fire prevention and investigation activities.

Ability to express direction and ideas clearly, both orally and in writing.

Nature of Work

The Fire Chief is responsible for the administration and coordination of all fire service, emergency medical, and rescue activities and the establishment of policies, procedures, and regulations including those pertaining to fire suppression, fire prevention, training, maintenance, and communications. Supervision is exercised directly or through subordinate supervisors over all employees of the department. The Fire Chief responds to emergencies as a senior command officer responsible for all activities undertaken to gain incident mitigation. The Fire Chief is a goal-orientated leader with proven ability to gain cooperation and communicate clear directions to the department.

Examples of Essential Job Functions

Plans, organizes, directs, and evaluates fire suppression, emergency medical, rescue, fire prevention, training, maintenance, and communications programs.

Supervises directly, or through subordinate supervisors, all employees of the department; takes personal command of activities at major emergency incidents when required.

Exercises purchasing and budgetary control and prepares annual operating budget; reviews and approves specifications for new equipment and apparatus.

Directs the preparation and analysis of records and reports to secure efficient operation, to meet service demands, and to comply with authorized requests for information regarding firefighting activities and personnel; submits reports to the Village Manager and Village Board.

Develops, revises and implements standard operating guidelines, policies and procedures necessary to achieve, maintain and improve overall fire protection levels and operational capabilities.

Recommends changes in fire, building, and related codes to keep current with technological advances and modern fire/life safety requirements.

Oversees the development of programs for the training, utilization, and development of personnel; resolves disputes and grievances; disciplines personnel; recommends personnel actions including compensation, appointment and removal; evaluates command personnel.

Maintains liaison with other Village departments; investigates citizen complaints; addresses groups regarding firefighting activities and fire prevention and rescue programs to explain and promote public understanding; attends Village Board meetings, and other meetings as necessary. Acts as liaison to joint dispatch center.

Provides effective and efficient customer services and promotes and maintains responsive community relations in the Village and with neighboring Departments.

Prepares and administers the department budget, including capital outlay requests to ensure effective and efficient use of budget funds, personnel, materials, equipment, and facilities.

Develop and maintain the Village's Emergency Operation Plan and supervises management activities including preparedness, response, recovery, and mitigation and assures readiness of Emergency Operations Center.

Provides supervision, training, and guidance for Fire Department employees, as well as annual performance evaluations for Fire Department staff.

Maintains a safe work environment for employees; develops standards and procedures for safe work practices; instructs employees on safe work practices.

Continues on next page.

Examples of Essential Job Functions Continued

Reviews and signs off on all accident investigation reports. Confirms that Safety Committee recommendations for his/her department are completed.

Holds employees accountable for risk management.

Attends appropriate risk management training and makes recommendations for department staff training.

Plans and budgets for needed safety expenditures.

Physical Demands

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand; walk; use hands and fingers to handle or operate objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to life-threatening situations.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places, and with explosives; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, bloodborne pathogens, extreme cold, extreme heat, and vibration.

How To Apply

If you are interested in applying for this opportunity, please visit the Village's website at <https://www.clarendonhills.us/Employment> and apply by completing an application and submitting a cover letter and 3 references. First consideration of candidates will occur April 30, 2024. Position open until filled.

Please direct any questions to Mera Johnson Assistant Village Manager/HR Director 630-286-5404, mjohnson@clarendonhills.us.



Village of Clarendon Hills

1 North Prospect Avenue
Clarendon Hills, IL 60514

630.286.5400

www.clarendonhills.us

The Village of Clarendon Hills is an equal-opportunity employer.

VILLAGE OF CLARENDON HILLS

FIRE CHIEF POSITION OPENING

The Village of Clarendon Hills, IL (Pop. 8700) is seeking a proactive, innovative leader to serve as Fire Chief. The next Fire Chief will be an individual with a clear and dynamic vision for providing excellent, proactive emergency services. The position reports to the Director of Public Safety and the Village Manager. The Fire Chief is responsible for the professional, administrative, and management work of planning, organizing, and directing all activities of the Clarendon Hills Fire Department. The successful candidate will be the Department's second full-time Chief in its history.

NATURE OF WORK - The Fire Chief is responsible for the administration and coordination of all fire service, emergency medical, and rescue activities and the establishment of policies, procedures, and regulations including those pertaining to fire suppression, fire prevention, training, maintenance, and communications. Supervision is exercised directly or through subordinate supervisors over all employees of the department. The Fire Chief responds to emergencies as a senior command officer responsible for all activities undertaken to gain incident mitigation. The Fire Chief is a goal-orientated leader with proven ability to gain cooperation and communicate clear directions to the department.

This is an exempt position. The pay range for this position is \$118,3900 – \$157,853. Starting salary for candidates depends on qualifications.

ABOUT THE COMMUNITY – Clarendon Hills is a Charming, family-oriented suburban community located twenty-one miles west of downtown Chicago, in DuPage County. Clarendon Hills encompasses 1.7 square miles and is undergoing redevelopment and revitalization. Clarendon Hills offers a high quality of life for residents, including a low crime rate, top-rated schools, high average home values and a vibrant downtown, with access to the city of Chicago via rail and highways. The Village is a full-service community comprised of six departments: Administration, Community Development, Finance, Public Works, Fire and Police. The Village Manager oversees the day-to-day operations of the Village and is appointed by and reports to the Village President and a six-member Board of Trustees. Currently, the Village employs forty-five full-time and fifty part-time employees and has an annual budget of 20 million dollars.

ABOUT THE DEPARTMENT - The Clarendon Hills Fire Department is entirely part-time, made up of professional firefighters/paramedics from other departments and local residents. The Chief is the only full-time employee in the Department. The Department has a Fire Insurance Classification Rating (ISO) of 3.

Department Mission Statement:

The Clarendon Hills Fire Department exists to meet needs created by a wide variety of crisis situations that demand a quick, efficient, and professional emergency response.

We strive to provide the highest quality service while maximizing the productivity of our staff and reducing costs whenever possible. We will do as much as we can within the limitations of our resources to protect lives and property and limit the degree of human suffering when called to emergencies.

It is through our prevention, education, and training efforts that we strive to prevent, prepare for, or otherwise limit, the extent of any fire or other emergency.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

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Exercises purchasing and budgetary control and prepares annual operating budget; reviews and approves specifications for new equipment and apparatus.

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Develops, revises, and implements standard operating guidelines, policies and procedures necessary to achieve, maintain and improve overall fire protection levels and operational capabilities.

Recommends changes in fire, building, and related codes to keep current with technological advances and modern fire/life safety requirements.

Oversees the development of programs for the training, utilization, and development of personnel; resolves disputes and grievances; disciplines personnel; recommends personnel actions including compensation, appointment, and removal; evaluates command personnel.

Maintains liaison with other Village departments; investigates citizen complaints; addresses groups regarding firefighting activities, fire prevention, and rescue programs to explain and promote public understanding; attends Village Board meetings, and other meetings as necessary. Acts as liaison to joint dispatch center.

Provides effective and efficient customer services and promotes and maintains responsive community relations in the Village and with neighboring Departments.

Prepares and administers the department budget, including capital outlay requests to ensure effective and efficient use of budget funds, personnel, materials, equipment, and facilities.

Develop and maintain the Village's Emergency Operation Plan and supervises management activities including preparedness, response, recovery, and mitigation and assures readiness of Emergency Operations Center.

Provides supervision, training, and guidance for Fire Department employees, as well as annual performance evaluations for Fire Department staff.

Maintains a safe work environment for employees; develops standards and procedures for safe work practices; instructs employees on safe work practices.

Reviews and signs off on all accident investigation reports. Confirms that Safety Committee recommendations for his/her department are completed.

Holds employees accountable for risk management.

Attends appropriate risk management training and makes recommendations for department staff training.

Plans and budgets for needed safety expenditures.

REQUIREMENTS OF WORK

Bachelor's degree in fire science, public administration, business management or related field and ten (10) years of experience in firefighting, fire rescue, fire prevention and education. Must meet all requirements of 65 ILCS 5/10-7.3 and possess certifications in Firefighter I & II, ACLS, EMT and CPR.

Knowledge of emergency medical, supervisory management and administration. Thorough experience as a firefighter, emergency medical technician, and as a command officer in fire, emergency medical, and rescue operations and administration.

Thorough knowledge of the principles of organization, administration, and personnel management.

Ability to plan, implement, and direct programs, operations, and activities including employee training and development, and fire prevention and investigation activities.

Ability to express ideas clearly, both orally and in writing.

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or airborne particles, toxic or caustic chemicals, risk of electric shock, bloodborne pathogens, extreme cold, extreme heat, and vibration.

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