



Assistant Chief

Fairview Caseyville Township Fire Protection District

Fairview Heights, Illinois

The Fairview Caseyville Township Fire Protection District is seeking an experienced, motivated, and progressive fire service leader to serve as the department's next Assistant Chief.

This executive-level management position serves as the third-in-command of the organization and plays a critical role in the leadership, administration, emergency operations, personnel development, inspections, fleet management, and long-term strategic planning of the District.

Salary Range

\$60,000 – \$80,000 annually dependent upon qualifications and experience.

Application Deadline

June 30, 2026 — 4:00 PM CST

The Community



Fairview Heights, IL is a vibrant and growing community located in the Metro East region of the greater St. Louis metropolitan area. The community offers an outstanding mix of residential neighborhoods, regional commerce, retail development, restaurants, entertainment, and transportation access. The City of Fairview Heights is recognized as one of the leading commercial centers in Southern Illinois, featuring more than 3 million square feet of retail space and strong economic development. Convenient interstate access and proximity to downtown St. Louis make the area an attractive place to live and work. Community information can be found at COFH.org

The District



The Fairview Fire Department provides fire suppression, rescue services, fire prevention, inspections, public education, and emergency response services to approximately 17,000 residents across roughly 11 square miles. The District operates from two stations and maintains a modern fleet and facilities focused on operational readiness and professional service delivery. The department responds to a wide range of emergency incidents while maintaining strong working relationships with surrounding mutual aid agencies and municipal partners. Currently there are 3 full-time Chiefs and about 25 paid-on-call volunteers. The department is dedicated to professionalism, training, accountability, and continuous improvement while providing the highest level of service to the community.

Organizational Values

The Fairview Caseyville Township Fire Protection District values:

- Professionalism
- Integrity
- Accountability
- Teamwork
- Community Service
- Leadership Development
- Training and Education
- Respect
- Operational Readiness
- Continuous Improvement



The organization seeks leaders who can build morale, mentor personnel, maintain high standards, and help move the department forward in a positive and professional manner.

The Position

Job Summary

This top management position involves assisting the Fire Chief and Deputy Fire Chief with the planning and directing of activities of the Fire Department. This position is third in command of the Fire Department.

Supervision Received

Work is performed under the managerial direction of the Fire Chief and Deputy Fire Chief.

Supervision Exercised

Supervises all subordinate members of the Fire Department.

Essential Job Functions

The essential job functions of the Assistant Fire Chief that must be performed with or without accommodation include, but are not limited to:

1. Assist the Fire Chief in developing long-term objectives and plans for the Department and emergency plans for the area.
2. Inspect and ensure the effectiveness and utilization of departmental operations and personnel; assign and oversee major tasks such as apparatus maintenance.
3. Inspect, supervise, and maintain fire stations, equipment, and apparatus in working order.
4. Manage daily operations of the Department through subordinate division managers.
5. Exercise all functions, powers, and duties delegated by the Fire Chief and Deputy Chief.
6. Supervise meetings with community groups, city officials, and others regarding Fire Department matters.
7. Maintain high morale and motivation among subordinates; assist personnel with problems, handle personnel matters, and administer initial disciplinary actions.
8. Direct and generally supervise line officers and other departmental personnel; oversee safety and training initiatives.
9. Assist with the development and implementation of departmental policies, goals, procedures, memorandums, and compliance with the laws of the State and the District.
10. Approve purchases for equipment and supplies and make recommendations to the Fire Chief regarding acquisitions.
11. Conduct or oversee inspections and re-inspections on structures designated by the Fire Chief.

Key Job Functions

- Inspections of local businesses and maintaining an effective inspection program
- Fleet management and apparatus maintenance oversight
- Leadership and supervision of personnel
- Emergency scene operations and incident management
- Administrative support and strategic planning
- Community engagement and public relations

Education and Experience

General Requirements

Applicants must:

- Possess NFPA 1021 Fire Officer I certification or equivalent or actively seeking status
- Pass a background investigation
- Pass a pre-employment physical examination
- Possess strong communication and leadership abilities
- Demonstrate professional conduct and organizational skills

Requirements Upon Hire

The selected candidate must:

- Achieve NFPA 1021 Fire Officer II certification or equivalent within three (3) years of hire date
- Earn an Associate's degree in Fire Science, or another degree approved by the Fire District, within four (4) years of hire date



The Ideal Candidate

The ideal candidate will be a progressive and professional fire service leader who demonstrates:

- Strong leadership and decision-making skills
- The ability to motivate and mentor personnel
- Excellent communication and interpersonal abilities
- Strong organizational and administrative skills
- A commitment to accountability and professionalism
- Experience with inspections, fleet management, and emergency operations
- The ability to build positive working relationships internally and externally
- A commitment to training, safety, and operational readiness
- The ability to balance tradition with modern fire service leadership practices

Experience in a combination or volunteer fire department environment is highly desirable.



Compensation and Benefits

Compensation

\$60,000 – \$80,000 annually Dependent upon qualifications and experience.

Benefits Include

- Illinois Downstate Fire Pension
- 11 Paid Holidays
- Medical / Dental / Vision Insurance
(100% of premium paid by the District)
- Life Insurance
- Vacation Pay
- Employee Assistance Program (EAP)
- 457 Retirement Plan
- Uniforms Provided
- Safety Equipment Provided

Application Process

Interested candidates should submit:

- Resume
- Cover Letter
- Letters of Recommendation
- Relevant Certifications

Applications must be received no later than: June 30, 2026 at 4:00 PM CST

Submit applications to: Chief John Winters at Chief@FairviewFireDept.com

Successful candidate must live within 10 minutes of either Fairview Fire House according to Google Maps within 12 months of being hired.

Equal Opportunity Employer

The Fairview Caseyville Township Fire Protection District is an equal opportunity employer committed to professionalism, leadership, service, integrity, and equal opportunity in employment practices.