BLOOMINGDALE FIRE PROTECTION DISTRICT #1



DEPUTY CHIEF ANNOUNCEMENT

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The Bloomingdale Fire Protection District provides fire, rescue, and emergency medical services to an area of approximately 14 square miles in northern DuPage County. The District is staffed with 41 paid full-time members, 2 clerical positions, 2 members of the fire prevention bureau, and 10 part-time/POC members. Personnel from the rank of firefighter through lieutenant are represented by the International Association of Firefighters Local 3272. We are an ISO Class 1 Fire District and member of the West Suburban Fire Rescue Alliance.

The Deputy Chief will be required to reside within 35 miles of the boundaries of the District within one year of hire. The salary to be paid will be commensurate with the candidate’s experience with a range of $119,925 - $129,358, and the District provides participation in its Article 4 pension fund and provides an excellent benefits package.

The successful candidate will provide:

Innovation: Bring fresh ideas to the organization and offer unique perspectives and experiences as well as a capability and desire to monitor the forefront of industry advances and assess adaptation and application.

Energy: Provide enthusiasm and focused energy to all projects and a passion for service to the community.

Expertise and Intellectual Curiosity: Bring deep knowledge of Fire and EMS strategy, operation and innovation and a passion for continuous learning and improvement.

Versatility: Play an important role in coordinating, facilitating, and managing projects that require involvement across multiple service areas with a balance of trust and delegation.

Leadership: Be dedicated to effective leadership and building collaborative and positive relationships with those he or she leads and other staff members and outside organizations in the region. Building and actively working to sustain high trust relationships is paramount.

Engaging Perspective: Demonstrates a balance of commitment to the organization as well as the senior management team of the district with a genuine confidence and approachable personality.

ESSENTIAL JOB FUNCTIONS:

The following duties are normal for this position, however the duties listed are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

• Supervises, along with the Fire Chief, subordinate employees, including making recommendations regarding hiring and discipline.

• Plans, directs, coordinates, and oversees the day-to-day operations of the district to establish and maintain a safe and harmonious work environment that ensures a high degree of operational readiness at all times that maximizes the level of service provided to the community.

• Responds to fires and other calls for emergency assistance when requested and in compliance with all department procedures and operational guidelines.

• Serves as the “Officer-in-Charge” when scheduled or as required.

• Initiates the National Incident Management System and/or Incident Command System and serve as the “Incident Commander” when required, in the absence of the Fire Chief or other higher-ranking officer, or when necessary.

• Collects information and completes necessary reports concerning fire department operations and completes related administrative tasks.

• Assists and/or leads the development of policies, procedures, and standards in order to enhance the overall operations and functions of the fire department and assigned program area(s) of responsibilities.

• Develops systems and approaches to define and meet community fire service needs.

• Assists with long-range planning efforts and develops pre-incident emergency response plans for facilities within the district that have been determined to be a target hazard or pose a life-safety hazard.

• Establishes, maintains, and nurtures a high degree of cooperation and trust with and between governmental and community leaders, communities, boards, councils, commissions, associations, entities, and allied community service providers.

* Promotes a positive atmosphere in all aspects of the district, one that helps one another and builds a team that works together for the common goal of professionalism and a high level of service to the people that we serve.
* Effective communication keeping the Fire Chief informed of any events which may impair and affect the image, efficiency and effectiveness of the District, or the individual employee.

OTHER JOB FUNCTIONS:

• Assist in the development of the annual fire department operating budget.

• Assist in the development and annual review of the fire department capital improvement plan.

• Represent the Fire Chief and departmental interests in a wide variety of inter-departmental and inter-agency initiatives and activities, as assigned.

* Maintain comprehensive knowledge of current methods and skills of fire department operations and administration.

• Other duties may be required and assigned.

CONFIDENTIALITY: The Deputy Chief has regular access to confidential information such as department records, collective bargaining documents, and executive session strategies that are obtained during performance of regular responsibilities. Maintaining confidentiality is required.

QUALIFICATIONS: Candidates for Deputy Chief should preferably meet the following desired prerequisites or demonstrate participation in appropriate training experience leading to these qualifications:

* At least fifteen (15) years of fire service experience.
* At least five (5) years of responsible management experience in a chief officer/fire command position, or equivalent experience in a municipal department or district of comparable size.
* Illinois Office of the State Fire Marshal Hazardous Materials Operations.
* Illinois Office of the State Fire Marshal Fire Officer I and II.
* Experience with fostering positive labor relations.

HIGHLY DESIRED AND PREFERRED ATTRIBUTES:

* Bachelor's and/or Master’s degree in Fire Science, Fire/Emergency Management, Business Administration, Public Administration or a similar field from an accredited institution.
* Graduate of the Executive Fire Officer Program at the National Fire Academy and/or designation as Chief Fire Officer from the Center for Public Safety Excellence (CPSE) and/or Illinois Office of the State Fire Marshal Fire Officer III/ Chief Fire Officer.
* Experience working with and effectively participating in contract negotiations and labor relations issues.
* Experience working with and understanding the needs of a highly diverse community.

Other combinations of training and/or experience that can be demonstrated to result in the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

TO APPLY:

Email letters of interest, along with resumes and two letters of recommendation to the Bloomingdale Fire Protection District to the following email address: BloomingdaleFireDC@ottosenbritz.com. No phone calls or faxes please. The deadline for submittals is 1:00 PM on August 15, 2018.

Candidate screening process may consist of an application review, skills testing, employability assessment, interviews, reference checks, and other job-related testing or verifications. Chosen candidates will be subject to a background and criminal history investigation, fingerprinting, and qualifying pre-employment medical examination (NFPA 1582) and drug screen.

We foster an environment that values and encourages mutual respect, inclusion of all people, and utilizing differences and similarities as an organizational asset.
We are an Equal Opportunity Employer.