

CHATHAM COMMUNITY FIRE PROTECTION DISTRICT

George A. Perkins - Board President

Gary L. Mueller - Board Treasurer

Kevin S. Bell - Board Secretary

ASSISTANT FIRE CHIEF

OVERVIEW

The Chatham Community Fire Protection District (the "District") in Chatham, Illinois, is located south of Springfield, Illinois and encompasses approximately 75 square miles and serves the Village of Chatham and unincorporated areas of Sangamon county providing excellent services to 22,000 residents of the District. The Village of Chatham is a community that has a population of 14,000+ residents. The Chatham Community Fire Protection District is a multifunction fire protection and life-safety organization. The District provides fire, emergency, medical, and other life safety services to those who reside, work, and travel through the area. The District accomplishes its mission through fire prevention and public fire safety education, fire suppression, rescue, hazard mitigation, and advanced life support emergency medical services.

JOB SUMMARY

The District is seeking an energetic and experienced fire service leader with strong communication and interpersonal skills. Must have a commitment to high professional standards and experience with both Fire and EMS services is important. Must have an inclusive managerial style and experience working in a union environment. The ideal candidate shall have experience of supporting management and leadership of fire functions including strategy development, technical aspects of emergency scene management leadership and management and transport, fire prevention and fire prevention and education plans, hazardous materials response, and MABAS operations, response, and management. The ideal candidate is responsible for supporting the efficient operation of the Fire Department to assure that firefighting, emergency medical services, hazardous material mitigation, and extrication services are provided to the residents of the Chatham Community Fire Protection District, which includes the Village of Chatham. Demonstrated strategic planning skills, fiscal, and budget skills are preferred.

Work is performed with latitude in interpreting and applying policies, rules, and regulations; work performance is measured by total results obtained. The Assistant Fire Chief works closely with the Fire Chief, Board of Trustees, and Board of Fire Commissioners. The Assistant Fire Chief reports to the Fire Chief and ultimately to the Board of Trustees.

1 Fireman Square, Chatham, Illinois 62629-1378

O: 217-483-2121 F: 217-483-4411

Our Team Makes A Difference

CHATHAM COMMUNITY FIRE PROTECTION DISTRICT

George A. Perkins - Board President

Gary L. Mueller - Board Treasurer

Kevin S. Bell - Board Secretary

MINIMUM POSITION REQUIREMENTS

- Associate Degree in Fire Science required or Bachelor's degree, preferably with emphasis in Fire Science, Emergency Management, Leadership, Public Administration, or closely related field.
- Minimum of six years in a leadership role as an Officer (e.g., Captain, Division Chief, Battalion Chief, or Chief) with demonstrated success within a fire service agency.
- Minimum of ten years of fire service experience prior to appointment to position.
- Must be certified as an Illinois OSFM Hazardous Materials Incident Command prior to appointment.
- Must be certified as an Illinois OSFM Fire Officer II for a minimum of three years prior to appointment.
- Must be certified as an Illinois OSFM Fire Service Instructor II for a minimum of three years prior to appointment.
- Must be certified as an Illinois OSFM Advanced Technician Firefighter for a minimum of four years prior to appointment.
- Must be certified as an Illinois OSFM Basic Firefighter or Firefighter II for a minimum of eight years prior to appointment.
- Must be licensed as an Emergency Medical Technician – Advanced or higher for a minimum of eight years.
- Possession and maintenance of a valid driver's license – Non-CDL, Class B minimum.
- Employee must live within the Chatham Community Fire Protection District within one year following appointment.
- Demonstrated competency in strategic planning and execution (ensuring mission, vision and values drive the organization), financial planning, and staff development founded in outstanding interpersonal skills.
- Experience in an urban / rural fire service agency or comparable experience.
- Must have taken the following FEMA National Incident Management System courses: IS-100, IS-200, IS-300, IS-400, IS-700, IS-702, IS-703, IS-706, and IS-800.
- Must hold an American Heart Association Advanced Care Life Support card, Pre Hospital Trauma Life Support card, Pediatrics Advanced Life Support card, and a Basic Life Support card.

1 Fireman Square, Chatham, Illinois 62629-1378

O: 217-483-2121 F: 217-483-4411

Our Team Makes A Difference

CHATHAM COMMUNITY FIRE PROTECTION DISTRICT

George A. Perkins - Board President

Gary L. Mueller - Board Treasurer

Kevin S. Bell - Board Secretary

DESIRED QUALIFICATIONS

- Experience in a combination fire service agency or comparable experience.
- Experience in an accredited Fire Department.
- Management/leadership training such as: National Fire Academy Executive Fire Officer Program or Chief Fire Officer designation.

COMPENSATION AND BENEFITS

Salary is negotiable depending on qualifications and experience. The Chatham Community Fire Protection District also provides an excellent benefit package and retirement program. Residency within the District is determined by the Board of Trustees.

HOW TO APPLY

The application closing date is November 15, 2021.

Successful candidates will participate in an Interview process on a date to be announced later. Interested and qualified candidates should apply at once providing the information as outlined below. Your application should include the following components:

1. A cover letter that addresses salary requirements.
2. A résumé / **Curriculum Vitae (CV)**.
3. Completion of the Supplemental Education and Experience questionnaire. The questionnaire may be downloaded from www.cfd-il.com.
4. All materials must be submitted electronically along (via email, as described above) by 11:59 PM on November 15, 2021.

Submit all applications materials to: George A. Perkins, Board President
Chatham Community Fire Protection District
chathamfiredept@cf-d-il.com

Questions can be directed to: Philip G. Schumer, Fire Chief
Chatham Community Fire Protection District
chathamfiredept@cf-d-il.com

The Chatham Community Fire Protection District is an Equal Opportunity Employer.
www.cfd-il.com

1 Fireman Square, Chatham, Illinois 62629-1378
O: 217-483-2121 F: 217-483-4411

Our Team Makes A Difference