

# CITY OF MATTOON

## FIRE CHIEF



*"The Mission of the Mattoon Fire department is to protect our citizens and visitors by minimizing the loss of life and property resulting from fire, medical emergencies and other disasters in such a manner that will retain the public's support and confidence in all aspects of service delivery.*

*The mission will be accomplished through Fire Prevention, Investigation, Public Education and Training efforts as well as by maintaining a quick and effective response for fire suppression, monitors Emergency Medical Services operations and other emergency and non-emergency functions."*



## CITY OF MATTOON

The City of Mattoon embodies everything good about life in Central Illinois: convenient location, small town cohesiveness, excellent real estate values; a strong economy, a working downtown area, history, wide variety of sports, lakes and housing opportunities to support a variety of contemporary and traditional lifestyles.

Located at the intersection of interstate highway I-57 & IL Rt. 16 Mattoon is just 45 minutes away from the University of Illinois and has easy interstate access to all the major cities of Chicago, St. Louis and Indianapolis.

Mattoon is home to Lakeland College with Eastern Illinois University just 10 miles away. Beautiful Lake Shelbyville is a simple drive from the city with numerous other small lakes available for recreation. Several golf courses are nearby as well many beautiful parks and sports amenities. The Sarah Bush Lincoln Health Center is also located in Mattoon. The city has a robust local economy due to its innovative business attraction and development plan which leverages infrastructure, offers progressive incentives, and develops industrial properties including infrastructure to attract businesses.



## THE POSITION

The City is seeking an energetic and experienced fire service leader with strong communication and interpersonal skills as its new Fire Chief. The new Chief must have a creative vision for the future of Mattoon. A commitment to high professional standards is required and experience with a fire department of similar size is important. The ideal candidate must have an inclusive managerial style and experience working in a union environment.

The Mattoon Fire Department is a full-time career department with twenty-five members. The department consists of twenty-four shift personnel and a chief officer working 24/48-hour shifts and one command personnel. They respond from two stations. The department's apparatus consists of two front-line engine companies and one reserve engine, one 100' aerial, one heavy rescue truck, one technical rescue support vehicle, two emergency response trailers, and two command vehicles.

The City leadership includes the Mayor and four (4) City Council members, operating under the Council-Administrator form of government.



### **EXPERIENCE & EDUCATION**

The successful candidate will typically have five (5) or more years of progressively responsible experience, and or any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

The ideal education needed for the position will consist of the following:

- \* Bachelor's degree from and accredited four-year university or college, fire science or related field preferred.
- \* Fire Officer I required at appointment; Fire Officer II, Fire Officer III/Chief Fire Officer preferred.

### **ADDITIONAL QUALIFICATIONS**

Demonstrates the technical aspects of emergency scene management (NIMS), Emergency Management Preparedness and planning (EMA), fire prevention and fire prevention education programs, hazardous materials response, special technical rescue response and MABAS (Mutual Aid Box Alarm System) operations. Experience in strategic planning skills, interpretation and enforcement of policies, rules, regulations standards, strong awareness to the safety of the department personnel, ability to develop goals and objectives, priorities of the department, working with members of the community and coordination with the human resource needs is a must.

### **COMPENSATION AND BENEFITS:**

Salary range **\$85,000—\$95,000** depending on qualifications and experience. The City also provides an excellent benefit package and retirement program. Residency is required within 20 miles of the Mattoon city limits. Relocation costs are negotiable.



## TO APPLY

**The application closing date is March 1, 2020** . Successful candidates will participate in an Assessment Center process proposed for late April. Interested and qualified candidates should apply at once, with resume and salary history, together with a letter summarizing your qualifications, education, professional accomplishments, and a description of the size of the departments including staffing and call volume, square miles served and populations where you have gained experience in confidence to the Department's Executive Search Consultant:

Email application materials to:

***Executive Search Consultant***

**Illinois Fire Chiefs Association**

[dslivinski@illinoisfirechiefs.org](mailto:dslivinski@illinoisfirechiefs.org)



# MATTOON

MATTOON, ILLINOIS: *Working Together to Build the Future*

The Mattoon Fire Department is an Equal Opportunity Employer

[mattoon.illinois.gov](http://mattoon.illinois.gov)