



Village of Downers Grove
JOB OPPORTUNITY
Deputy Fire Chief - Support Services

The Village of Downers Grove is seeking a Deputy Fire Chief of Support Services, who, under the direction of the Fire Chief, will be responsible for the oversight of support services functions, including assisting in budget management, facility maintenance, administrative services, safety, policies and procedure development, staff management, and public information. The Deputy Fire Chief of Support Services is also expected to have experience in firefighting, EMS, and emergency management, and will function as a liaison between line staff and management personnel, as a member of the management team. A successful candidate will possess strong interpersonal communication skills, with the ability to provide constructive feedback, and understand the importance of team building.

Major Duties and Functions:

- Plans and administers various functions of the Fire Department, including public education, community risk reduction, and training/safety.
- Researches, analyzes, and recommends administrative and personnel changes, such as modernizing policies and procedures, developing department goals, and implementing staffing changes.
- Plans and administers emergency medical services of the fire department.
- Plans and administers fire and EMS reporting quality assurance.
- Promotes continuous improvements in methods of administration by revising and developing work standards, implementing appropriate corrective actions to resolve problems and ensuring adherence to quality assurance programs.
- Onboards, develops training schedules, assigns work, evaluates performance, and disciplines, when necessary, all subordinate staff. Approves recommendations of subordinate officers in evaluating and disciplining sworn and civilian personnel to ensure compliance with established personnel policies. Assists with career development and succession planning of all personnel.
- Plans and administers directly, and through subordinate supervisory personnel, the effective management of fire department services, in cooperation with Deputy Chief of Operations and Deputy Chief of Administration; assists subordinate officers in developing and meeting appropriate goals and objectives for each shift or unit and implements recommendations, when appropriate.

- Plans and coordinates compliance with ISO/Accreditation standards.
- Plans and coordinates incident action plans for community events/large scale incidents.
- Plans and coordinates annual fit for duty exams and fitness evaluations.
- Assures adherence to applicable labor agreements. Resolves disputes and responds to grievances.
- Maintains and enhances the department's public and employee relations efforts through contacts with civic organizations, businesses, village residents and village employees; investigates and resolves complaints or concerns; attends meetings of professional, civic and service organizations as a representative of the fire department.
- Maintains safe work areas and equipment, promptly reports work hazards, as necessary. Reports all work related injuries immediately, complies with all safety rules and attends appropriate safety programs. Serve as a member of the fire department Safety Committee
- Keeps current regarding trends and developments in fire service and EMS administration, practices and management through appropriate educational programs, professional associations and literature. Evaluates current training programs and makes changes as needed.
- Implements and ensures compliance with the collective bargaining agreement.
- Shall have the authority, in the interest of the Village of Downers Grove, to effectively recommend procedures, transfers, suspensions, lay-off, recalls, employee disciplines, promotions and discharge, or to adjust grievances.
- When necessary, performs all duties and functions of a fire officer, including command situations directing department efforts.
- In the absence of the Fire Chief, assumes command of the Fire Department.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

- Professional knowledge of fire services, emergency medical services, hazardous materials, and rescue principles and practices.
- Knowledge of the principles and practices of modern fire and EMS departmental administration.
- Knowledge of applicable federal, state and local laws.
- Knowledge of training principles and techniques.
- Knowledge of supervisory, management and training principles and practices.
- Knowledge of appropriate Village and departmental policies, procedures and budgetary process.
- Skill in the safe use of fire service and EMS techniques.
- Skill in analyzing management information and interpreting it accurately.
- Ability to maintain confidentiality.
- Ability to manage dangerous, crisis or emergency situations, and extreme stress without loss of productivity.
- Ability to be a positive role model for subordinate personnel and lead by example.

Education and Experience: Bachelor's degree in fire service management, public administration, or a related field. Ten (10) years progressively responsible fire service experience, with at least eight (8) years in a supervisory/ management position, or any combination of education and experience which provides the required knowledge, skills and abilities.

Licenses and Certifications: Advanced Technician Firefighter (Certified Firefighter III), Advanced Fire Officer (Certified Fire Officer II), a valid Illinois Class B-Non CDL License, NIMS courses: ICS 100, ICS 200, ICS 300, ICS 400, ICS 700, ICS 800, Illinois Department of Public Health Licensed Paramedic, and the successful entrance into the Good Samaritan Hospital Emergency Medical Services System.

Salary Range: The full salary range for this position is \$110,565 to \$152,027. The Village provides an excellent benefits package, including health, dental, vision, and life insurance, and participation in a Fire Pension.

APPLY NOW! Interested applicants may apply online at www.downers.us. Job posting closes on March 15. Only online applications will be accepted, with the exception of providing reasonable accommodations. Position open until filled.

The Village of Downers Grove is an Equal Opportunity Employer. For more information, or for assistance, please contact the Human Resources department at (630) 434-5500.