

GLEN CARBON FIRE PROTECTION DISTRICT

Job Description – Fire Chief

JOB TITLE: Fire Chief

LAST UPDATED: 3/04/2021

REPORTS TO: Board of Trustees

WAGE RANGE: Negotiable

SUMMARY: The Fire Chief is the Chief Executive Officer of the Fire District, appointed by and responsible to the Board of Trustees for the effective, efficient, and legal conduct of the Fire District and its employees. The Fire Chief performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing all aspects of the District. Such work includes, but is not limited to, creating, and maintaining District policies and budgets, ensuring required records are submitted complete and accurate, and ensuring all District services are continually monitored to prevent the loss of life and property by Fire and/or emergency medical conditions.

ESSENTIAL FUNCTIONS:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. ADMINISTRATIVE

- Through the Chain of Command, the Fire Chief is responsible for the general direction, supervision, and evaluation of all paid and paid on call staff to include employee safety, training, and job performance.
- Develops and proposes to the Board of Trustees the district's annual budget and strategic planning.
- Ensures that monthly reports are completed in a timely manner.
- Prepares and submits monthly status reports for the Board of Trustee meetings
- Monitors and controls district appropriations and expenditures.
- Supervises the acquisition and disposition of grant expenditures.
- Prepares shift scheduling of all personnel.
- Makes recommendations to the Board of Trustees on all appointments, demotions, and terminations of personnel.
- Directly supervises all District members with the assistance of subordinate officers.
- Ensures that accurate and complete records of employee benefits and personnel forms are completed and maintained.
- Investigates all disciplinary matters and recommends appropriate disciplinary action to the Board of Trustees.
- Recommends and enforces all District policies, procedures, rules, and regulations.
- Periodically evaluates all job descriptions, SOG's, policies, and procedures to ensure they are updated to meet the needs and changes within the District.
- Attends all Board Meetings, prepares and presents reports to Board Members on operations and administration of the Department; makes recommendations for Board

policy changes; identifies discrepancies between actual performance and adopted goals and objectives.

- Organizes periodic review sessions with EMS billing agency to ensure ambulance billing collection is meeting the District's budgetary goals.
- Assesses and responds to citizen complaints in a timely, courteous, and effective manner.
- Evaluates the need for and recommends to the Board of Trustees on the purchase of new equipment, apparatus, additional personnel, and emergency supplies.
- Performs additional administrative duties assigned by the Board of Trustees.

2. EMERGENCY OPERATIONS

- Responds to alarms, administers initial emergency care, and directs activities at the scene of emergencies as required.
- Inspects property for fire dangers and damage.
- Oversees all firefighting operations and fire prevention procedures including disaster relief and prevention, flooding, safety, and risk management.
- Coordinates Mutual Aid Agreements with surrounding agencies.
- Ensures apparatus is always in good working condition.
- Maintains and implements district disaster preparation plans.
- Supervises the development and enforcement of regulatory ordinances and codes regarding fire prevention and community safety.
- Provides guidance to department officers in the planning and implementation of operations, programs, training, and personnel management.
- Take appropriate safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for the safety of self, others, and equipment. Uses all required safety equipment and procedures.
- Performs additional duties as needed or assigned by the Board of Trustees.

3. PERIPHERAL DUTIES

- Promotes positive relations with other Fire Departments and associated agencies to ensure appropriate mutual aid responses and goodwill among other departments and the general public.
- Attends professional, trade, and community meetings, trainings, and events to keep abreast of current event within the fire service and within the communities.
- Performs related duties as needed to meet the needs of the Fire District.

SKILLS, KNOWLEDGE AND ABILITIES PERSON SERVING AS FIRE CHIEF MUST POSSESS:

Knowledge/Abilities Required:

- Ability to work effectively with others.
- Knowledge of modern principles, practices, terminology, and emerging trends of emergency medical operations, and public administration.
- Knowledge and application of related ordinances, laws, rules and regulations, national codes, and standards.
- Knowledge of effective labor relations, contract negotiations, and conflict resolution techniques.

- Ability to establish and maintain effective working relationships with other employees, supervisors, elected officials, and the general public.
- Ability to direct a program and to plan, schedule, and review the work and performance of others in a manner conducive to proficient performance and high morale.
- Knowledge of modern emergency services technology, computer operating systems, and software applications and the ability to analyze and present data effectively.
- Ability and fortitude to remain clear-headed and diplomatic in stressful situations.
- Excellent communicate skills, both orally and in writing, and the ability to write clear and concise reports.
- Ability to read and interpret a variety of technical materials including manuals laws, and codes.
- Knowledge of New World application for use of Fire Reporting.
- Knowledge of ESO Solutions application for use in EMS Report writing.

EDUCATION AND EXPERIENCE:

- Must possess certification as a Firefighter II/Basic Operations Firefighter through the Illinois State Fire Marshal's Office.
- Must possess certification as a minimum Instructor I through the Illinois State Fire Marshal's Office.
- Must possess and maintain at a minimum a First Responders License through the Illinois Department of Public Health.
- Must remain in good standing in Anderson Hospital EMS System.
- Graduate of an accredited high school or GED equivalency.
- Minimum ten (10) years of progressively responsible service as a firefighter in a fully paid fire of paid on call department with a minimum of two (2) years supervisory experience.
- Must be familiar with the organization and function of local and state agencies regarding the regulation of emergency medical personnel, vehicles, and records.
- Must maintain a current and thorough knowledge of District and departmental policies, rules, and regulations and other applicable laws, ordinances, and codes.
- Possess a valid Illinois State Driver's License with driving record acceptable to the District's insurance carrier.
- Combination of experience and training that show ability to function in the position.

WORKING CONDITIONS:

This is an FLSA Exempt position; hours are worked as required to perform the essential functions of the position. Work is generally completed on a regularly scheduled basis; the normal workweek is based on a schedule of 8:00 AM to 4:00 PM, Monday through Friday, forty (40) hours per week; however, work schedules may require working a flexible schedule, holidays, weekends and requires reporting to work in the event of an emergency.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee occupying this position will routinely encounter emergency situations that may require rapid evacuation of an area in order to avoid personal injury or to provide medical assistance, and therefore must have the physical ability to walk and run.
- The employees must have the ability to conduct coherent voice communication in person as well via portable radio and telephone. The employee must have the physical ability to climb ladders and stairs and work in confined spaces.
- Sustained physical activities with intense concentration at fire, emergency medical and disaster scenes, for long periods of time.
- Requires manual dexterity and visual acuity to operate a variety of fire district equipment.
- Requires ability to climb stairs and ladders, to be on one's feet for long periods of time, to move heavy objects weighing 50 lbs. or more for distances of more than 20 feet, and to work safely without presenting a direct threat to self or others. Requires pulling of 50 lbs. or more, repeated bending or stooping over time, and use of protective clothing to include self-contained breathing apparatus.
- While performing the duties of this job, the employee is frequently required to stand; sit walk; talk and hear; use hands to operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to climb and balance; stoop, kneel, crouch or crawl.
- Hand-eye coordination is necessary to operate drawing instruments, computers, and various pieces of office equipment.

APPLICATIONS: Send resume and compensation history to cotto@glencarbonfire.com.