



VILLAGE OF HANOVER PARK
invites applications for the position of:

Assistant Fire Chief

An Equal Opportunity Employer

SALARY: Depends on Qualifications

OPENING DATE: 07/02/21

CLOSING DATE: 07/30/21 04:30 PM

JOB SUMMARY:

HIRING SALARY RANGE:

\$100,819 - \$123,503.33 annually
Depending on Qualifications (DOQ)

Under general direction of the Fire Chief, directs and supervises the daily operations and activities of the Fire Department. Exercises a high level of discretion with making decisions and requires very little direct guidance from superiors. Serves as the Executive Officer/second (2nd) in command and functions as the Acting Fire Chief in the absence of the Fire Chief.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Assists the Fire Chief in the preparation of the department budget, and periodic management reports. Contributes to budget development by providing accurate budget estimates, monitoring expenditures, and staying within the budget guidelines. Applies cost-saving techniques wherever possible, and/or appropriate.

Assists the Fire Chief in the formulation, administration, and enforcement of department and division standards and Village policies, rules and regulations, practices and procedures governing personnel and operations of the Fire Department; in establishing criteria for setting, implementing, evaluating, and revising department goals and objectives. Additionally, participates in the development of policies that may affect other departments.

Oversees the implementation of all planned objectives for the Operations, Training, Inspectional Services, Emergency Medical Services (EMS), and Emergency Management Divisions. Disseminates policy decisions to supervisory personnel and analyzes all operations through research and objective evaluation.

Responds to and takes command of any public safety emergency in the absence of the Fire Chief. As Incident Commander, assigns authority and responsibilities, gives clear orders, and passes on necessary information to subordinates. Operates within the Incident Command System (ICS) and the National Incident Management Systems (NIMS).

Investigates and reviews complaints or evidence of employee misconduct, discrimination, or abuse of authority.

Takes appropriate responsibility for subordinates' activities. Provides subordinates with timely and valuable feedback regarding performance issues. Displays skill at inspiring employees to do their best and works with subordinates to develop their skills. Hears and resolves employee work problems and misunderstandings and provides counseling of personnel when necessary. Implements disciplinary measures where appropriate.

Assists the Fire Chief in responding to grievances filed by union representatives and/or represented personnel. Provides the Fire Chief with background information and recommendations concerning all grievances presented.

Plans and prioritizes own daily work schedule and some of the unit's group work activities to ensure that they are performed according to established procedures and/or standards within the department.

Initiates and implements operational changes or recommend revisions of the department policies, procedures, and/or standards, to ensure efficient and effective shift operations. Coordinates department resources and shift personnel to efficiently and effectively meet department goals and objectives.

Recognizes, commends, and recommends awards for personnel for superior service. Informs the Fire Chief of potential and real problems and recommends solutions.

Plans and recommends to the Fire Chief, the purchase of new equipment and the use of new techniques in rescue, Emergency Medical Services (EMS), and firefighting operations. Attends

meetings, seminars, and conferences to keep abreast of the latest developments in firefighting methods and administration.

Enforces safety procedures and regulations; properly and thoroughly investigates accidents and provides training in order to increase safety. Supervises the preparation and submission of written reports of all accidents involving firefighters or department apparatus. Consistently uses protective equipment and clothing and is alert to potentially dangerous conditions and reports them immediately.

Provides training for the department.

Meets with representatives of other Fire Departments, Village departments, and other governmental agencies and private companies to discuss and resolve various issues pertaining to Village and/or Fire Department matters. Coordinates intergovernmental agreements, mutual aid plans, and hazardous materials teams with neighboring Fire Departments and other Village departments, as assigned.

Supervises the procurement and maintenance of materials, supplies, and equipment. Coordinates the repair and maintenance of all Village Fire Department vehicles and apparatus.

Presents a positive public image. Meets minimum physical requirements for firefighter positions. Properly maintains uniform and protective clothing while following the department's guidelines on grooming.

Reviews and signs off on all accident investigation reports. Participates in safety committee activities. Participates in accident review committees as needed. Holds supervisors accountable for risk management. Adheres to Early-Return-to-Work program.

Adheres to all Village policies and procedures within the department and as outlined in the Employee Handbook.

Maintains regular attendance and punctuality.

Follows all safety regulations, policies, and procedures. Reports all unsafe conditions and acts to supervisor. Reports all accidents to the supervisor immediately whenever possible, but no later than end of the employee's work shift. Follows recognized safe work practices.

Performs other duties, assignments, and/or projects as requested or assigned which are reasonably within the scope of the duties enumerated above.

SUPERVISORY RESPONSIBILITIES

Supervises the employees in the Fire Department. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; mentoring and providing employee career planning; rewarding and disciplining employees; addressing safety issues, complaints and resolving problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION &/OR EXPERIENCE:

Completion of a bachelor's degree with courses in fire science or technology, administration or a related field, and ten plus (10+) years of progressively responsible professional firefighting experience, including fire prevention, and five (5) years of supervisory experience at the level of lieutenant or higher; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

CERTIFICATES, LICENSES, REGISTRATIONS

Licensure as a Paramedic. Must have Office of the State Fire Marshal Fire Officer II/Advanced Fire Officer, Fire Department Instructor II, Fire Department Incident Safety Officer and Hazardous Materials Incident Command within two years of appointment. Must possess and maintain in good standing, a valid State of Illinois Class B vehicle operator's license.

Assistant Fire Chief Supplemental Questionnaire

- * 1. Do you have your bachelor's degree or higher with courses in fire science or technology, administration or a related field?
 Yes No

- * 2. Are you currently a certified PARAMEDIC?
 Yes No

- * 3. Do you hold a State of Illinois Class B vehicle operator's license?
 Yes No

- * 4. Which of the following Office of the State Fire Marshal certifications do you currently hold?
 - Fire Officer II/Advanced Fire Officer
 - Fire Department Instructor II
 - Fire Department Incident Safety Officer
 - Hazardous Materials Incident Command
 - None

- * Required Question