



VILLAGE OF HAZEL CREST

FIRE CHIEF VACANCY

HAZEL CREST, ILLINOIS (POP. 14,100) – The Village of Hazel Crest is one of the most family-friendly communities in Illinois. It is proud to be home to Advocate South Suburban Hospital (an acute-care facility providing a wide range of comprehensive medical services and a member of Advocate Health Care, Illinois' largest hospital system). It is also home to Mi-Jack Products, the worldwide leader in manufacturing solutions for the industrial and intermodal industries.

Hazel Crest is constantly growing and changing; supporting more than 14,000 residents, it ranks as the 31st largest city (out of 71 cities) in the Chicago Southland. With a median age of 36.7, Hazel Crest is filled with the energy of young adults and families with young children. Conveniently located within 25 miles of downtown Chicago. Families can make day trips to Chicago museums or they can travel southwest to the scenic Starved Rock State Park for a weekend of camping or hiking.

The Hazel Crest Fire Department is staffed by 20 sworn personnel, with a total budgeted staff of 21. The department provides services from a single fire station with full Fire, EMS, and Firefighting services.

The Village is seeking experienced chief officers with strong leadership skills as candidates for its next Fire Chief. The successful candidate will provide:

- **Leadership:** Be dedicated to becoming an effective leader and building collaborative and positive relationships with other staff members and outside organizations in the region.
- **Innovation:** Provide fresh ideas for alternative service delivery and forecasting for service calls and improved response times as well as providing new ideas for increasing diversity within the department.
- **Enthusiasm:** Provide focused energy and enthusiasm for managing projects that require involvement across multiple service areas and have a true passion for service to the community.

Other desired attributes include:

- Desire to be part of a great team with a continued focus on local and regional issues.
- A complete understanding of the Accreditation process and how to successfully maintain Accreditation.
- Strong background in providing leadership through succession planning and mentoring.

The successful candidate will possess:

- Associate Degree in Fire Science or a Bachelor's Degree from an accredited college/university;
- Office of the State Fire Marshal Basic Operations Firefighter certification or Firefighter II certification;
- Office of the State Fire Marshal Advanced Fire Officer or Fire Officer II certification;

- Current certification from the International Fire Service Accreditation Congress or Pro Board Fire Service Professional Qualifications System (that meets NFPA 1001 and NFPA 1021 standards for Fire Fighter Professional Qualifications Level 1 and Fire Officer II job performance requirements); and
- Qualifications that meet NFPA 1001 and NFPA 1021 standards for Fire Fighter Professional Qualifications Level 1 and Fire Officer II job performance requirements.
- Experience and demonstrated success in a fire command leadership position are required.
- A Master's Degree and at least 10-years of supervisory experience as a chief officer in fire department operations and administration are preferred.

The Village of Hazel Crest offers an attractive benefits package. Interested professionals should submit resume, cover letter and contact information for 5 professional references by August 20, 2019 to the attention of Dante Sawyer, Village Manager at: dsawyer@villageofhazelcrest.com.

THE VILLAGE OF HAZEL CREST, ILLINOIS IS AN EQUAL OPPORTUNITY EMPLOYER.



VILLAGE OF HAZEL CREST
FIRE CHIEF

SUMMARY DESCRIPTION

Serves as the Department Head of the Department of Fire and Rescue. Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression, emergency medical services and inspectional services to prevent or minimize the loss of life and property by fire and emergency medical conditions. Also serves as the Emergency Management Agency Coordinator.

SUPERVISION RECEIVED

Works under the general supervision of the Village Manager.

SUPERVISION EXERCISED

Supervises the Deputy Fire Chief, Lieutenant/Paramedics, Lieutenants, and Administrative Assistant directly, and Firefighter/Paramedics, other department staff, officers, or part-time personnel through subordinate officers.

ESSENTIAL FUNCTIONS

- Plans, coordinates, supervises and evaluates Fire, EMS, and EMA operations.
- Establishes policies and procedures for Fire, EMS, and EMA in order to implement directives from the Village Manager
- Plans and implements Fire, EMS, EMA, and Inspectional programs for the Village in order to better carry out the policies and goals; reviews departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.
- Supervises and coordinates the preparation and presentation of an annual budget for Fire, EMS, and EMA; directs the implementation of the department's budgets; plans for and reviews specifications for new or replaced equipment.
- Responds to alarms and may direct activities at the scene of major emergencies as required.

- Supervises the inspection of buildings and other properties for hazards and enforces building, plumbing, electrical, property maintenance and fire prevention related ordinances.
- Serves as a key member of the Village Management staff and attends meetings and functions in that capacity. That includes attendance at weekly Village Board Meetings.
- Utilizes a participative management style in a combination fire department.
- Directs the operation of departmental in-service training activities.
- Controls the expenditure of department appropriations.
- Handles grievances, maintains departmental discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits monthly reports to the Village Manager regarding the department's activities and prepares a variety of other reports as appropriate including the annual report of activities.
- Plans departmental operation with respect to equipment, apparatus, and personnel supervises the implementation of such plans.
- Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.
- Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the department's activities.
- May serve as Assistant Village Manager in the absence of the Village Manager
- Other duties as assigned.

PERIPHERAL DUTIES

- Attends conferences and meetings to keep abreast of current trends in the field; represents the Village Fire/EMS/EMA in a variety of local, county, state and other meetings.
- Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.
- Serves as a member of the Emergency Telephone System Board.
- Serves as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from an accredited college or university with an Associate or Bachelor's Degree in Fire Science; Master's Degree in related field preferred; and,
- At least ten (10) years of experience in supervisory fire or emergency medical service work; and,
- Office of the State Fire Marshal Basic Operations Firefighter certification or Firefighter II certification; and,
- Office of the State Fire Marshal Advanced Fire Officer or Fire Officer II certification; and,
- Current certification from the International Fire Service Accreditation Congress or Pro Board Fire Service Professional Qualifications System (that meets NFPA 1001 and NFPA 1021 standards for Fire Fighter Professional Qualifications Level 1 and Fire Officer II job performance requirements); and,
- Qualifications that meet NFPA 1001 and NFPA 1021 standards for Fire Fighter Professional Qualifications Level 1 and Fire Officer II job performance requirements.

Necessary Knowledge, Skills, and Abilities

- Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T. Certification; considerable knowledge of applicable laws, ordinances, departmental standard operating guidelines and regulations;
- Skill in the operation of the listed tools and equipment.
- Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

- Must possess a valid Illinois State Driver's License with non-CDL Commercial Driver's License endorsement (Class B) without record of suspension or revocation in any state;
- No felony convictions or disqualifying criminal histories within the past ten (10) years.
- Ability to read and write the English language.
- Ability to meet departmental physical standards.
- Must comply with Village residency requirements.

TOOLS AND EQUIPMENT USED

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard fire-fighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.