



**CITY OF O'FALLON, ILLINOIS**  
**invites applications for the position of:**

**FIRE CHIEF**

**SALARY:** See Position Description

**OPENING DATE:** 10/31/18

**CLOSING DATE:** 11/11/18 11:59 PM

**DESCRIPTION:**

**O'Fallon Fire Department**

The O'Fallon Fire Department is charged with the fire prevention, suppression and community service to a growing, progressive community of over 30,000 residents plus the surrounding O'Fallon-Shiloh Valley-Caseyville Fire Protection District bringing the coverage area population count to 45,000. The City of O'Fallon enjoys a robust and growing local economy, a quality ISO Rating and proud tradition of volunteer fire service. Over the last 10 years, the Fire Department has grown in professionalism and community engagement due to high quality leadership and a greatly engaged team. The ideal candidate will mesh into the community, collaborate broadly, honor our local traditions and philosophy, and embrace change to keep the department moving forward.

This position is responsible for all aspects of administration, financial planning, directing and supervising the Fire Department, including fire fighting, fire prevention and other activities activities for the City and, through an Intergovernmental Agreement, the surrounding Fire Protection District. The Fire Chief is responsible, through study and consultation with City officials, for developing recommendations for the protection of life and property in the area served. Administrative duties include planning, directing, and controlling departmental activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates, and the assignment of personnel and equipment. The Fire Chief reports to with the Director of Public Safety on problems of policy and planning, but works independently in supervising technical operations.

New Hire Range: \$75,900 to \$100,700 - DOQ

\*\* plus a generous benefits package including a Fire Fighters Pension

**ESSENTIAL DUTIES:**

Duties include (but are not limited to): Directs and oversees all departmental activities; plans, implements, and reviews departmental short and long-range goals; develops general policies and operational standards for the department; evaluates need and make recommendations for fire stations, apparatus and equipment; prepares annual budget and controls expenditures; keep abreast of developments and efficiencies in the field; responds to alarms and directs activities at the scene of larger fires or incidents; directs administrative functions including planning, personnel administration, equipment purchasing, and the allocation of resources; demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service; oversee and assist incident command during emergency situations; attends City Council, Committee, Board, subdivision and other related meetings to gather data, represent the City and make presentations; interpret the actions and opinions of City management and other groups to

one another; represents the City at community and intergovernmental meetings, events, and to the public; coordinate with other regulatory agencies and surrounding departments when necessary on matters involving emergency services; other duties as assigned within the scope of the position.

## **REQUIRES:**

1. Five years of supervisory experience in fire fighting at a level which has afforded the opportunity to become familiar with all phases of departmental operation, supplemented by successful completion of supervisory courses;
2. Bachelors degree in fire science, emergency management, public administration or related field (preferred);
3. Other equivalent combination of experience and education that meet the minimum requirements may be considered;
4. Applicable certifications including Firefighter I & II, Fire Officer I & II are required; EMT/Paramedic or other medical related licensure (preferred);
5. Ability to engage, motivate and lead a group of volunteers successfully;
6. In order to identify with our community & culture, residency within the Rural Fire District Boundaries within six months of acceptance will be required;
7. Valid CDL driver's license in good standing required;
8. Ability/willingness to work safely both inside and outside and be exposed to a variety of weather conditions regularly;
9. Ability/willingness to operate efficiently sometimes during irregular working hours including weekends to accomplish required tasks;
10. Regularly carry/lift 25-50 pounds, occasionally carry/lift up to 100 pounds, pushing/pulling, grasping (and hand over hand), regularly walking, regular bending, reaching over head, crouching, crawling, twisting, kneeling, stooping, climbing stairs/ladders;
11. Vision & Hearing - Ability to see details at close range, color differentiation and ability to focus on one sound among other distracting sounds;
12. Communicate strongly both orally and in writing and maintain effective working relationships;
13. Perform and accomplish requirements of the job using appropriate general office equipment (i.e., fax/copy machine, multi-function telephone);
14. Use basic computer word processing and spreadsheet/database management applications (i.e. Microsoft Office)
15. Regular and predictable attendance.

## **SUPPLEMENTAL INFORMATION:**

In addition to the online application, be sure to:

- Submit a resume outlining all work history
- Submit a cover letter indicating why you are interested in this position
- Submit copies or other evidence of any certifications/classes that are relevant to this position

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.ofallon.org>

255 South Lincoln Ave.  
O'Fallon, IL 62269  
618-624-4500, ext 8740

[amitchell@ofallon.org](mailto:amitchell@ofallon.org)

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Position #18-249  
FIRE CHIEF  
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