

DEPUTY FIRE CHIEF
City of Rolling Meadows, IL

The City of Rolling Meadows is seeking qualified candidates for the position of Deputy Fire Chief. Rolling Meadows is a thriving, dynamic, energetic, friendly and diverse community of over 24,000 residents located in the “Golden Corridor” between Interstate 90 and Illinois Route 53. The City is situated 27 miles from downtown Chicago. The diversity of business and industry in the City provides a stable economic base which in turn creates outstanding municipal services, educational systems, health and human care agencies and recreational facilities. The City is home to several large employers including Northrup Grumman, Verizon Wireless, and the global headquarters for Arthur J. Gallager.

The Rolling Meadows Fire Department is an ISO 2 rated provider of fire, rescue and emergency medical services. The Rolling Meadows Fire Department has 45 staffed positions and operates out of two fire stations. The Rolling Meadows Fire Department is a member of the Illinois Mutual Aid Box Alarm System (MABAS) Division One and averages 3,800 fire and EMS calls per year.

The Deputy Fire Chief is a highly responsible supervisor, who acts as Fire Chief in his or her absence. The Deputy Fire Chief is an exempt position and after consultation with the Fire Chief, is appointed by and serves at the pleasure of the City Manager.

Minimum qualifications include a Bachelor’s Degree in Fire Science, Emergency Management, Public Administration or related field; three years of fire service experience in a supervisory position; a thorough knowledge of fire, rescue, fire prevention and emergency medical services practices and procedures; excellent oral and written communication skills; and the ability to work effectively with other directors, elected officials and staff.

Preferred qualifications include a Master’s Degree in Fire Service Administration, Public Administration or related field; successful completion of the National Fire Academy Executive Fire Officer Program; Illinois Office of the State Fire Marshal Chief Fire Officer Certification; significant supervisory/administrative experience in Fire Prevention/Public Education, Emergency Medical Services, Labor- Management Relations; Budgeting and Training.

Starting salary range is \$146,000 - \$156,000 DOQ with excellent benefits.

To apply, please submit a cover letter, resume, and five professional references by Friday, August 26, 2022 to: Human Resources Specialist Joyce DeLeon at deleonj@cityrm.org. Please include “Rolling Meadows Deputy Fire Chief Application” in the subject line of the email. More information on the City of Rolling Meadows can be found on the City website at www.cityrm.org.

The City of Rolling Meadows is an Equal Opportunity Employer. Posted: August 4, 2022

City of Rolling Meadows Deputy Fire Chief

Qualifications and Responsibilities

Qualifications

- To succeed in this role, applicants will need to effectively and clearly communicate to a full range of people, inside and outside the organization, be capable of managing and prioritizing multiple projects with thoroughness and accuracy and be able to work cooperatively and effectively with others
- We are looking to add a team member that can demonstrate strong leadership skills and overcome challenges and defuse conflicts
- Bachelor's Degree from an accredited college or university
- A minimum of three years of managerial experience coordinating a range of activities undertaken by others that involve directing, monitoring, and evaluating performance of staff within a fire department or other emergency service agency
- Fire Officer I and II Certifications or equivalents in accordance with the requirement of the State Fire Marshall's office
- Comprehensive knowledge of fire suppression, equipment, and apparatus
- Comprehensive knowledge of fire prevention principles and procedures
- Possession of a valid driver's license
- The employee may occasionally lift, move, and wear personal protective equipment weighing up to 50 pounds
- Ability to make critical decisions in a chaotic and potentially life-threatening environment throughout the duration of the operation
- Must communicate effectively both orally and in writing as well as follow verbal and written instructions
- Candidate screening process may consist of an application review, employability assessment, interviews, reference checks, and other job-related testing or verifications
- Chosen candidates will be subject to a background and criminal history investigation, and qualifying pre-employment medical examination and drug screen

Responsibilities

- The Deputy Chief has direct control over all the members in his/her command. This position exercises the same authority and assumes the same responsibilities of his/her subordinate officers.
- Responsible for coordinating and preparing assigned annual operating budgets, oversee budgetary expenditures, monitor the compliance of contractual obligations of Collective Bargaining Agreement, assist with grievance hearings, the disciplining of personnel, and contractual negotiations, assignment of department personnel
- Coordination of the Fire Prevention Bureau, inspecting services, pre-plans, and life safety issues
- Manages multi-company emergency incidents by ensuring adequate manpower and equipment are present, directs, assigns, and coordinates essential emergency tasks, ensures personnel accountability and scene safety to effectively mitigate the emergency situation
- The Deputy Chief can assist or will assume incident command responsibilities unitizing the Incident Command System (NIMS)
- Coordinates and establishes standards for personnel assignment, training, firefighting equipment, policies and procedures
- Champions good customer service practices with the community, other City agencies, represents the fire department with inter-departmental groups and projects
- Assists with career development opportunities, and coordinates annual performance evaluations for subordinate officers and fire personnel
- Administers personnel issues related to complaints, absences, injuries, and workers' compensation cases in conjunction with the City Manager's Office, and disciplinary matters
- Performs other duties as assigned

Benefits

- Hiring Salary Range: \$146,000 - \$156,000 annually dependent on qualifications
- The City of Rolling Meadows has a competitive benefit package which includes: health, dental, vision, and life insurance. Paid holidays, paid vacation, sick leave, tuition reimbursement, and more.