**Williamson County Fire Protection District**

**Fire Chief Position Opening**

**Submit resume to WCFPD Board President Matt Lee at mlee@southerntrustbank.com**

**Deadline: July 1, 2025**

**Job Type:** Full Time – Salary

**Salary Range:** $75,000 - $90,000 Yearly (Depending on Qualifications)

**Benefits:** Medical Insurance, Vacation, Sick and Personal Days

**Position Summary:**

The Fire Chief is the chief executive officer of the WCFPD and is responsible for 6 Fire Stations, Fleet of 31 pieces of equipment, 4 full time employees, 65 paid on call volunteers. The Fire Chief is responsible for directing the operations and managing the administrative business affairs of the WCFPD.

This position establishes current and long-range objectives, plans and policies/ procedures subject to the approval of the WCFPD Board of Directors.

**Major Responsibilities:**

Direct the daily operations for the WCFPD and evaluate to ensure a high level of performance.

Formulate WCFPD business and administrative policy and procedures

To project and recommend budget expenditures for the WCFPD

Monitor deviations from approved budget and initiate corrective actions in order to control costs

To develop and implement operational plans to assure alternative courses of action which provide realistic operations for the WCFPD consistent with budget considerations

To interact and coordinate with WCFPD officers the statuses of present programs and react to new developments within the officers area of operation

To assume responsibility for all purchases, approve invoices for payment and approve and monitor all travel and expense accounts of all personnel

Coordinate development of personnel recruitment and promotional programs

To coordinate with WCFPD officers overall training programs

To attend meeting, conferences and seminars as approved by the WCFPD Board of Directors

To oversee the activities of the WCFPD to assure compliance with federal and state requirements

To maintain communication with WCFPD Board of Directors identifying significant problems and developments to facilitate board management decision making

To perform such additional duties on behalf of the WCFPD that may be assigned by the Board of Directors.

**Performance Criteria:**

Meet current objectives of strategic plans

Operate within the parameters of the established budget

Manage the number of officers and personnel appointed to the WCFPD span of control standards

Maintain effective utilization of the WCFPD personnel through leadership

Maintain awareness of supervisory programs and established department procedures affecting the recruiting, maintaining, training and performance objectives of the WCFPD personnel

Maintain a high quality fire department

**Qualifications:**

This position requires a broad knowledge of the fire and emergency service industry. The position requires recruiting, training, financial and supervisory skills.

Those applying for this positon must meet one of the criteria listed below **and** must have a minimum of 10 years in the fire service and a minimum of 5 years of officer experience in the fire service.

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| --- |
| (1) Office of the State Fire Marshal Basic Operations |
| |  |  | | --- | --- | |  | Firefighter Certification or Office of the State Fire Marshal Firefighter II Certification; Office of the State Fire Marshal Advanced Fire Officer Certification or Office of the State Fire Marshal Fire Officer II Certification; and an associate degree in fire science or a bachelor's degree from an accredited university or college; | |
| (2) a current certification from the International |
| |  |  | | --- | --- | |  | Fire Service Accreditation Congress or Pro Board Fire Service Professional Qualifications System that meets the National Fire Protection Association standard NFPA 1001, Standard for Fire Fighter Professional Qualifications, Level I job performance requirements; a current certification from the International Fire Service Accreditation Congress or Pro Board Fire Service Professional Qualifications System that meets the National Fire Protection Association standard NFPA 1021, Standard for Fire Officer Professional Qualifications, Fire Officer II job performance requirements; and an associate degree in fire science or a bachelor's degree from an accredited university or college; | |
| (3) qualifications that meet the National Fire |
| |  |  | | --- | --- | |  | Protection Association standard NFPA 1001, Standard for Fire Fighter Professional Qualifications, Level I job performance requirements; qualifications that meet the National Fire Protection Association standard NFPA 1021, Standard for Fire Officer Professional Qualifications, Fire Officer II job performance requirements; and an associate degree in fire science or a bachelor's degree from an accredited university or college; or | |
| (4) a minimum of 10 years' experience as a |
| |  |  | | --- | --- | |  | Firefighter at the fire department in the jurisdiction making the appointment. | |

**Final Interview Requirements:**

Must possess a valid Illinois Driver’s License

Must submit to a background check prior to any offer of employment

Must submit a driving record abstract prior to employment

Must provide a current physical examination from a medical doctor