

AGENCY: Village of Bradley
JOB TITLE: Deputy/Assistant Fire Chief
DEPARTMENT: Administration
CLASSIFICATION: Part-Time, Non-union, Exempt

Publish Date: October 31, 2019
Closing Date: November 22, 2019
Wage Range: Compensation is based on the selected candidate's skill set and experience.
+/- \$40 hour or contractual equivalent
Hours: 20-30 hours/week with variation in days/times
Candidates with flexible schedules are a plus

Application Instructions:

Applications can be submitted by mail, email, or dropped off to Village Hall. Please fill out the application and submit along with your resume, cover letter, and letters of recommendation. Please address all correspondence to Deputy Clerk Teresa Richert: tmrichert@bradleyil.org, 815-932-2125 option 1, 147 S. Michigan Ave. Bradley, IL 60915-2299. Internal Applications will receive priority.

JOB SUMMARY STATEMENT:

Manages and directs personnel as assigned by the Fire Chief. Performs highly responsible managerial and administrative work involved in the planning, organizing, and directing of all activities of the Fire Department. Plans, organizes, directs and evaluates fire suppressions, fire prevention, rescue, and emergency medical service programs necessary for the community's well-being. Responsible for compliance with departmental policies, operating guidelines, and special instructions from the Fire Chief. Utilizes best practices to illustrate leadership direction to all areas of the organization in the form of expectations, rules, and regulations. Work is performed with broad latitude for the interpretation and application of policies, rules, and regulations under the authority of the Fire Chief. Acts as the Fire Chief in his/her absence.

DUTIES AND RESPONSIBILITIES:

1. Manages and directs personnel as assigned by the Fire Chief. Provides leadership and guidance to direct reports. Assists with goal setting and evaluates outcome.
2. Plans, organizes, directs and evaluates fire suppression, fire prevention, and rescue and emergency medical service programs necessary for the community's protection.
3. Responsible for compliance with departmental policies, operating guidelines, and special instructions from the Fire Chief. Utilizes best practices to illustrate leadership directions to all areas of the organization in the form of expectations, rules, and regulations.

4. Supervises directly or through subordinate supervisors, all employees of the department; takes command of firefighting activities at major fires and/or other catastrophic emergencies that may occur.
5. Evaluates officers under his/her immediate supervision and collaborates with counterpart in the evaluation of personnel through indirect contact and project management.
6. Integrates dissimilar tasks, activities, and projects into effective individual unit, division, and department plans and operations to achieve organizational goals.
7. Manages and forecasts short and long-range planning as assigned.
8. Coordinates and participates in outside activities that are beneficial to the Fire Department. Examples are local and national fire chief's organizations, local and national fire prevention groups, etc.
9. Assists and advises the Fire Chief in formulation and implementation of the fire department budgets and monitors and approves purchasing and expenditures.
10. Directs the preparation and analysis of records and reports to secure efficient operations and to comply with city and state reporting requirements.
11. Directs the development of programs for the training, utilization, and continued professional development of personnel.
12. Meets with other municipalities, County, State or Federal agencies and/or businesses to handle issues affecting the fire service.
13. Cooperates with the mayor, administrator, police chief, and other city officials regarding fire safety and other relevant issues.
14. Addresses civic clubs, and other community groups regarding firefighting activities, fire prevention, and emergency medical services to explain and promote public understanding.
15. Responds to fires, other emergency scenes from time to time, makes high-level strategic and tactical decisions as to methods of fighting fires and performing rescues, and directs the work of all units in all matters concerning fire mitigation.
16. May be required to respond to incidents that have a high profile and where questions from the governing body and/or news media are anticipated.
17. Responsible for assuming all duties, functions, responsibilities, and authority of the Fire Chief in his/her absence.
18. Performs other duties as directed or required.

ADMINISTRATION

1. In conjunction with the Village Administrator and Finance Director, assist the Fire Chief in coordinating and managing the Fire Department's general accounting functions of accounts payable; procurement of bid items to ensure compliance with the Village of Bradley procedures; and fixed asset inventory. Monitors all department expenditures and oversees the preparation of financial forecast and projections. Prepares the annual Fire Department budget.
2. Monitors the EMS billing system revenues, reports, and the interaction between the department and the contract billing service.
3. With oversight from the Village of Bradley Administrative staff and in accordance with the Village of Bradley operating policies, implements and administers a recruitment strategy for personnel. Plans, administers, and manages the Fire Department's selection process up to and including offers of employment, coordinates background investigations, polygraphs and psychological test for pre-employment of personnel. Conducts departmental orientation for all new Fire Department employees.

4. Administers the department's promotional processes. Coordinates eligibility, scheduling, and scoring. Provides necessary training to personnel participating in the promotional process. Participates in the design, implementation, and scoring of the promotional process.
5. Serves as a member of the Village's internal investigation team for complaints. Receives complaints reported by the public on firefighters or any department employee, investigates and responds to concerns, problems, or issues.
6. Performs the function of Fire department liaison with other agencies, the media, and the public.
7. Administers alternate duty assignments within the Fire department. Evaluates employees' situations; coordinates various evaluations, and assigns alternate duty work as appropriate. Coordinates assignments with the Village of Bradley Administrative Staff.
8. In conjunction with the Village of Bradley Administrative Staff, monitors and maintains the department's accident and incident reports. Records findings and maintains official record of findings and points.
9. Counsels and assists Fire Department personnel at all levels with work-related situations, Village policies, and program clarifications. Review and/or advise on all personnel disciplinary actions. Prepares and maintains reports, files, and correspondences of an administrative or confidential nature.
10. Coordinates and assists with the preparation of plans, obtaining bids, making recommendations for improvements and/or replacement of all fixed facilities and tangible resources; and maintenance and/or replacement of all department vehicles.
11. Conducts special studies and projects as requested.

OPERATIONS

1. Administers and coordinates all fire and EMS service activities; including special operations and suppression, emergency medical/rescue procedures and regulations, as well as business administration functions. Operational decisions will be data-driven, utilizing performance measures, standards of coverage, and community risks.
2. Develops and maintains professional development requirements for the Operations Division. Oversees and administers special operations personnel; including technical rescue, hazardous materials, and fire investigators. Collaborates with the Training Division on annual curriculum development and skills evaluations to maintain and develop personnel to the risks associated with the mission.
3. Coordinates with Emergency Management personnel and Fire Department personnel on all revisions to the Village's Emergency Operations Plan and its related Annexes. Ensures fire department personnel has a working knowledge of the EOC and EOP expectations when activated.
4. Implements and evaluates risk management initiatives department-wide based on performance measure indicators associated with injuries and accidents.
5. Conducts special studies and projects as requested.

The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular and/or specified business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interactions are required to accomplish work and employer goals.

The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor of Arts/Science degree in a related field. Must possess a valid driver's license and maintain an insurable driving record.

EXPERIENCE: Ten (10) years of experience in fire, rescue, and emergency medical operations. Five (5) years of Command and Management experience.

SKILLS:

1. Good oral and written communication skills
2. Organizational skills
3. Presentation skills

MENTAL REQUIREMENTS:

1. Knowledge of the principles and practices of modern fire and EMS departmental administration.
2. Ability to produce senior-level work products, which entail complexity of subject matter, multiple options, limited established guidance, and the need for programmatic creativity.
3. Advanced knowledge of the principles, practices, procedures, equipment, and apparatus used in modern fire and EMS municipal services.
4. Knowledge of the principles of local government organization, administration, and human resource management.
5. Knowledge of the ordinances and statutes affecting the operation of the department and its mission with the Village of Bradley.
6. Ability to plan, implement and direct programs, operations and activities including employee training and development services, fire suppression, fire prevention, and emergency medical services.
7. Ability to function effectively in group process situations and understand consensus development.
8. Ability to express ideas clearly, both orally and in writing.
9. Ability to establish and maintain effective working relationships with civic and official groups and the public, as well as to command and hold the respect and discipline of subordinates.
10. Quick decision-making skills

PHYSICAL REQUIREMENTS:

1. Must pass a physical
2. Ability to sit or stand for long periods of time, but also have the mobility to respond immediately for emergency incidents.
3. Ability to run, climb, crawl, crouch, bend, stoop, reach, twist, contort, and lift up to 160 lbs. while wearing 50 lbs. of equipment
4. Exposure to fire, smoke, bodily fluids, noise, potentially hazardous materials, dangerous animals; hazards of emergency driving; hazards associated with traffic control and working in and near traffic; natural and manmade disasters; and hazardous materials incidents.
5. Exposure to extreme temperatures and adverse weather conditions.
6. Eyehand coordination adequate to use assigned technical equipment.
7. Ability to work 100' above grade and in confined spaces.
8. Ability to operate Village of Bradley vehicles and other equipment.

SAFETY REQUIREMENTS:

1. Must not pose a direct threat or significant risk of substantive harm to the safety or health of himself/herself or others.

2. Must be committed to a high standard of safety and be willing and able to comply with all of the department's safety policies and rules. Must be willing to report safety violations and potential safety violations to the Fire Chief and/or to discipline for such violations.

SPECIAL REQUIREMENTS

Employees that are fire qualified and/or EMT certified must also meet the physical requirements of the FIREFIGHTER or PARAMEDIC job description. Fire and/or medical certification must also be maintained.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct:

Captains

Lieutenants

Indirect:

Administrative Assistant

Administrative Clerk

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.