

VILLAGE OF DOLTON ASSISTANT FIRE CHIEF POSTING AND JOB DESCRIPTION



ASSISTANT FIRE CHIEF JOB POSTING:

The Village of Dolton is seeking applications from qualified persons to fill the full-time position of Assistant Fire Chief. Applicants must currently hold Illinois certifications for EMT, Firefighter III and Fire Prevention Officer, with at least eight (8) to ten (10) years of practical fire suppression experience, a valid driver's license with a commercial endorsement (CDL), a high school diploma or equivalent or above. Applicants are subject to complete background check and drug screening, and physical and psychological examinations. Applications may be obtained from the Village of Dolton Personnel Department located at 1515 East 154th Street, Dolton, IL 60419, (708) 201-3300, or from the Village of Dolton website, www.vodolton.org. Completed applications are to be returned in a sealed envelopment addressed as follows: Village of Dolton Personnel Department, 14014 Park Avenue, Dolton, IL 60419, and the outside of the envelopment should indicate application enclosed. Proof of delivery is the responsibility of the applicant.

ASSISTANT FIRE CHIEF JOB DESCRIPTION:

An individual in this position will supervise multiple divisions, serve as the Village's Fire Prevention Officer, and provide support technical and administrative support to the Fire Chief in the day-to-day administration of the Department.

Job Title:	Assistant Fire Chief (Reviewing Applications) Open Until Filled
Closing Date/Time:	Continuous
Salary:	Annually
Job Type:	Full Time
Location:	DOLTON, Illinois
Department:	Fire
Salary:	\$65,802.74

MISSION: To provide and ensure the fire safety to the Dolton community.

SUMMARY: Works under the general guidance and direction of the Fire Chief and the Village Administrator. In the absence of the Chief, the Assistant Chief shall assume responsible control of the Department, perform the duties and exercise the powers incidental to the office of the Fire Chief. This position provides for supervision and training of all Fire Department personnel in all phases of fire suppression, pre-fire planning, use of equipment and apparatus, organizing fire prevention activities, performing inspections and re-inspections of new and existing structures, and Fire Department safety.

EDUCATION and/or EXPERIENCE:

High School Diploma or equivalent, ability to read, write, and understand English language so that comprehensive accurate reports, records, and correspondence are made, Emergency Medical Technician (EMT) certification from the Illinois State Fire Marshall, Illinois Firefighter III Certification from Illinois State Fire Marshall, Fire Prevention Officer certification from the Illinois State Fire Marshall (Fire Prevention Officer II certification is desirable), a Valid Driver's license with Commercial Driver's License endorsement without record of suspension or revocation in any state; No felony convictions or disqualifying criminal histories, eight (8) to ten (10) years related experience and/or training; or equivalent combination of education and experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

All of the following are to be performed while adhering to Village of Dolton operational policies, safety rules, and procedures.

- **Provide Staff Support to Chief:** Assist in Fire Department policy, planning, development and performance of related duties as assigned by Fire Chief; Assist with budget preparation; Respond to alarms and special calls, assume command on basis of discretion as subordinate of Fire Chief. Applicant must be familiar with Firehouse Software.
- **Supervisory Responsibilities:** Responsible for supervisory/administrative tasks in accordance with the Village's policies, procedures and applicable laws, including planning, assigning and directing work, appraising performance, addressing complaints, resolving problems, and keeping Fire Chief advised of progress and needs of the Department; Supervise response crews, confer with officers in charge of shifts from time to time, coordinating duties for purpose of uniform government of shift; Receive and properly dispose of reports from other Officers and departmental units; Incorporate recommendations and suggestions to Chief when required; and Assist in preparation of bid specifications when purchasing new equipment or repair of in service equipment.
- **Training Responsibilities.** Responsible for training employees including establishing training programs, maintaining records of personnel training, attending fires to observe the effectiveness of training and schedule critique of major fires and performance.

- **Monitor Laws/Rules/Ordinances:** Monitor all laws, ordinances, rules, regulations, orders or directions for operation of Department are promptly and implicitly enforced and obeyed, all derelictions or transgressions which come to his/her knowledge are properly investigated and reported in writing to Chief.
- **Emergency Response Coordination:** Assist in research, development and coordination of Department projects such as data collection of department activities, grants, specialty equipment, emergency medical service training, etc. Other duties may be assigned. **This is a representative sample--not to imply a complete listing of responsibilities and tasks.**
- **Fire Prevention Officer Duties:** Conduct inspections and re-inspections of commercial, industrial, multi-family residences, public, and institutional buildings, checking for compliance with city, state and federal fire codes, ordinances and statutes as to fire hazards and fire protection equipment; secure correction of violations noted or institutes legal action for correction, if necessary. Investigate complaints of possible fire hazard conditions, determines if fire hazard is present and initiates action to secure correction if a fire hazard is determined to exist. Participate in team field inspection for items related to fire safety while construction is in progress. Prepare documentation of inspection findings for report submittal to parties involved, to administrative offices, and for record keeping purposes. Maintain a comprehensive system of records and computer files for follow-up inspections and for department use. Write violation notice letters and related follow-up correspondences. Updates files relating to fire prevention for occupancies in the Village. Communicate with firefighting shift personnel on situations found, potential hazards, etc. Give lectures on fire safety subjects and demonstrations on fire prevention equipment and practices. Sets occupancy levels for public establishments and businesses.
- **Tools And Equipment Used:** Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone, etc.
- **Work Environment:**

The employee frequently works near moving mechanical parts and in outside weather conditions and is frequently exposed to wet and/or humid conditions, extreme cold, extreme heat, risk of electrical shock, and vibration. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually loud. The employee must agree to and pass a firefighter physical and psychological examination as a condition of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in high, precarious places.

NOTICE: The above job profile does not include all essential and nonessential duties of this job and is not an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with a job. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope. All employees with disabilities are encouraged to contact the Personnel Department to review and discuss the essential and nonessential functions of the job. An applicant with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation.

