

Deputy Chief Application Announcement

The Winfield Fire Protection District provides fire, emergency medical, and rescue services to an area of approximately 13 square miles in central DuPage County. The District is staffed by 15 paid, full-time members, 10 part-time members, 1 administrative position, along with the Fire Chief and Deputy Chief. Full-time members from the rank of Firefighter through Lieutenant are represented by the International Association of Firefighters Local 5024. The Winfield Fire Protection District is an ISO Class 2, and a member of MABAS 12 and the West Suburban Fire Rescue Alliance.

The Deputy Chief will be required to reside within 5 miles of District boundaries within 6 months of the date of hire. The salary for this position will be commensurate with the candidate's experience with a minimum starting rate of \$130,000.00. The District provides participation in an Article 4 pension fund, and provides an excellent benefits package.

The successful candidate will provide:

Leadership: Be dedicated to effective leadership and teambuilding. The ability to build and maintain positive relationships with those she or he leads, other staff members, and outside organizations within the area is paramount.

Energy: Provide enthusiasm and dedicate high effort to all projects, and demonstrate a passion for service to our community.

Communication: Possess the ability to effectively communicate with District members, partner agencies, and the public in an effort to maximize the District's positive impact in our community.

Versatility: Be able to play an integral role in coordinating, facilitating, and managing multiple projects concurrently across multiple topics while maintaining a balance of trust, honesty, and delegation.

Innovation: Bring fresh ideas and offer unique perspectives to the administration of the District, and keep abreast of advances in our industry, with the desire to adapt and apply positive changes to our organization.

Expertise: Be technically competent, and possess the desire to continue growing as a professional and as a leader.

Intellectual Curiosity: Have a passion for continued and lifelong learning.

Mentorship: Be committed to teaching and coaching our members to strengthen our organization.

Essential Job Functions:

The following list is not intended to be all-inclusive, and is not exclusive of any duties not listed. Other duties may be required and assigned as necessary.

Supervisory and leadership duties including:

- Establishing and maintaining positive and effective working relationships.
- Enforcement of District policies, procedures, and guidelines.
- Administration of the Fire Prevention Bureau, and activities.
- Conduct employee evaluations.
- Assume command of the District in the absence of the Fire Chief.
- Assign special projects as necessary.
- Direct training for the District.

Fire Suppression/Prevention:

- Respond to, and assist in commanding major incidents as required.
- Attend meetings, seminars, conferences, and special training.
- Maintain a high working knowledge of building codes for the Village and County areas.
- Establish and maintain working relationships with local code officials.
- Maintain a detailed relationship with OSFM and area governmental agencies.

Station and Apparatus maintenance/risk care management:

- Oversee, establish, and maintain accident and injury programs and procedures.
- Responsibility for overseeing maintenance and record keeping of District assets.

Organizational support:

- Attend District meetings, and special meetings as requested.
- Engage in public relations activities.
- Visit with, and maintain contact with sick or injured members.
- Monitor budgets, and advise in the event of unanticipated problems.
- Work with staff on the preparation of budgets.
- Assignment of daily shift projects.
- Working with shift officers to complete daily assignments.
- Maintain readiness for disasters and major incidents.
- Perform regular inspections of all District buildings and vehicles.
- Ensure quartermaster program is maintained.

Confidentiality:

The Deputy Chief has regular Access to confidential information including department records, collective bargaining documents, executive documents, and other sensitive materials. Maintaining confidentiality is critical.

Criteria:

Candidates for the Deputy Chief position shall meet the following prerequisites:

- Certified as a Provisional Fire Officer II/Advanced Fire Officer.

- Associate degree in fire science or related field; a Bachelor's degree from an accredited university or college; or a minimum of ten years' experience as a firefighter with the Winfield Fire Protection District.
- Demonstrated experience in program and/or project management.
- Applicants may qualify for this position with only a State of Illinois EMT-B certification.

Preferred:

- State of Illinois Fire Prevention Officer/Advanced Fire Prevention Officer certification.
- State of Illinois Fire Investigator certification.
- A working knowledge and/or ability to adapt to the West Suburban Fire Rescue Alliance Standard Operation Guidelines.

Upon appointment to Deputy Chief, she or he shall:

- Obtain the Illinois State Fire Marshall Fire Officer III/Chief Fire Officer Provisional certification within three (3) years. Upon application to the Board of trustees, the time limit may be extended due to extenuating circumstances.
- Upon appointment, she/he shall obtain Illinois State Fire Marshall Fire Department Incident Safety Officer certification within one (1) year of appointment, or as soon as practical.
- Pursue completion of any certifications deemed necessary by the Board of Trustees.
- The Deputy Chief shall receive and maintain certifications at the discretion of the Chief and needs of the District.

Other combinations of training and/or experience that can be demonstrated to result in the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

To Apply:

Submit letter of interest, along with resume and two (2) letters of recommendation to the Winfield Fire Protection District at the following:

- Email: admin@winfieldfpd.org
- Mail or in person: Winfield Fire Protection District, 27W530 Highlake Road, Winfield Illinois 60190

The deadline for submittals is 5:00 pm on Friday, July 18, 2021.

The candidate screening process may consist of an application review, employability assessment, interviews, reference checks, and other job-related testing and/or verification. Chosen candidates will be subjected to a background and criminal history investigation, fingerprinting, and qualifying NFPA 1582 medical examination and drug screen.

The Winfield Fire Protection District fosters an environment that values and encourages mutual respect, inclusion of all people, and the utilization of differences and similarities in our organization. We are an Equal Opportunity Employer.