

September 4, 2013

**City of St. Charles**  
**Internal/External Employment Opportunity**  
**Assistant Fire Chief – Operations**  
**Full-Time**

**Job Description**

Under the direct supervision of the Fire Chief, this position is responsible for the planning, directing, and coordination of the activities related to the provision of emergency services by the Fire Department. This position will serve as the Accreditation Manager and ISO compliance officer for the Department. The Assistant Chief will supervise employees and assists with the development, implementation, and enforcement of policies and procedures. Attend staff meetings, prepares and presents reports, and participates in providing technical presentations. Participate in long range planning, assists in the preparation of the budget, the annual report and business plan. To ensure success, partners with the Human Resources Department, Community Development, and other organizations (i.e., Illinois Fire Service Institute, State Fire Marshal, Illinois Department of Labor, OSHA). In the absence of the Fire Chief, this position may assume the duties of the department director when assigned.

**Requirements**

Applicants must possess a Bachelor's degree in fire science technologies, fire administration, public administration, or other related field with a Master's Degree desirable. A minimum of eight (8) years of firefighting, fire prevention, EMS, and training experience, as well as five (5) years supervisory experience is required. Possession of Fire Officer III is desirable. Certified Incident Safety Officer and completion of incident management training through NIMS 400 are required within 6 months of appointment. Significant experience in preparing, coordinating and presenting accreditation documentation through the Center for Public Safety Excellence and the Commission on Fire Accreditation International is a must. Familiarity with the requirements of the Insurance Service Office is highly desirable. Applicants must be proficient. A high level of knowledge with Word, Excel, Firehouse, and Vinelight software applications are very desirable.

Must possess the ability to manage emergency incidents, take initiative, and exercise professional, independent judgment to plan work, formulate recommendations and make sound decisions. Exceptional oral and written communication skills, to build rapport with co-workers, contractors, management, elected officials, and the public are essential. Strong computer skills with Word and Excel are required. Cross-functional knowledge in the areas of Finance and Human Resources as it relates to assisting with the management of the Fire Department.

Applicants must be able to work under varying environmental conditions with heavy physical activity. Must have the ability to rescue, by carrying or dragging, an adult weighing at least 150 pounds from a hazardous situation. In addition, applicants must be able and willing to respond to emergency calls twenty-four (24) hours a day, seven (7) days a week, and carry a wireless communications device, and possess a valid Illinois driver's license (class B, non-CDL or equivalent). If selected, successful completion of a background check, physical, functional capacity evaluation, and drug screen are required.

**Salary**

Starting pay will be commensurate with experience. Excellent benefit package provided.

**Apply on line at [www.stcharlesil.gov](http://www.stcharlesil.gov) no later than September 27, 2013.**

Please complete the employment application including salary history. Resumes should be attached in the on-line application. Any additional documents may be sent to [hr@stcharlesil.gov](mailto:hr@stcharlesil.gov). If you are unable to apply online, or for other assistance, please contact 630-377-4415.

The City of St. Charles is an Equal Opportunity Employer.