

June 15, 2012

City of St. Charles
Employment Opportunity
Assistant Fire Chief – Support Services
Full-Time

Job Description

This position is responsible for planning, directing, coordinating, and evaluating the activities of the Fire Prevention Bureau (FPB) and the Bureau of Safety and Training. This position will serve as City Fire Marshal as well as the Fire Department Health, Safety, and Training Officer. This position participates in the drafting and enforcement of fire prevention ordinances and municipal codes. Oversees the review of building plans for compliance with fire safety features, assures the investigation of all fires, and supervises the annual life safety inspection program. This position will maintain all Fire Prevention Bureau files, coordinate the Department training calendar, conduct department training, and maintain all department training records.

Supervises employees and assists with the development, implementation, and enforcement of policies and procedures. Attends staff meetings, prepares and presents reports, and participates in providing technical presentations. Participates in long range planning, prepares 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.

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 no later than July 15, 2012

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.

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