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# Village of Broadview

## *Municipal Building*

2350 South 25th Avenue • Broadview, Illinois 60155-3800

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**KATRINA R. THOMPSON, President (Mayor)**

### Deputy Chief/ Operations Officer

#### PURPOSE OF POSITION:

Under the direction of the Fire Chief, is responsible for the safe and efficient operations of the Fire Districts. The Deputy Chief will serve as the second-in-command of the Fire Department and may be required to establish and/or perform in all functions of the incident command system. Position directly supervises the Captains. This position is directly responsible for the oversight of emergency and non-emergency operational functions including assisting in budget management, recommending hiring and discipline, grant management, safety, policy and rule development and public information. The Deputy Chief Operations Officer serves as Duty Chief on a rotational basis and is subject to emergency calls while on and off duty.

#### EXAMPLES OF DUTIES:

The duties listed below are only intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related and/or logical assignment to the classification.

- May assume command of fire scene or other emergency action from a subordinate Officer and direct fire ground and other emergency scene operations.
- Coordinates with the Fire Chief and the rest of the management team.
- Oversees personnel issues within the districts including labor relations.
- Develops administrative and operational policies, standard operating procedures, rules and regulations.
- Makes recommendations for policies, procedures and equipment purchases.
- Develops, reviews, approves and implements new service delivery programs.
- Commands fire department resources on all types of emergencies including the most complex fire, rescue, hazardous material and EMS incidents.
- Management representative on the safety committee and assures high level of safety in all operations.
- Must be capable of acting as Fire Chief in her/his absence.
- Serves as departments Public Information Officer.
- Performs other tasks and assignments as delegated by the Fire Chief.
- Constantly seeks to improve the public image of the Department with active community participation which may include regular press releases, public presentations, community service organization involvement and public education regarding the services the Department provides.

## EMPLOYMENT STANDARDS

### Education and Experience:

- Minimum 10 years of increasingly more responsible experience with at least 2 years' experience in a supervisory capacity at the Captain level or above.
- Experience in Training.
- Fire Officer I and Fire Officer II
- CFO preferred.

### Knowledge Of:

- Principals, practices and procedures of modern fire suppression, prevention and emergency medical services/procedures.
- Considerable working knowledge of computers and computer systems.
- Knowledge of strategy and tactics of handling fire, rescue and medical emergencies and the ability to analyze and respond effectively under stress to each.
- Applicable local, state and federal laws and regulations.
- Operation and maintenance of fire and EMS apparatus and equipment.
- Knowledge of budget preparation and accounting principles.

### Ability to:

- Function as Incident Commander on a wide variety of emergency incidents.
- Establish and maintain effective working relationships with employees, supervisor, and the public.
- Work in a close and effective manner with the Fire Chief.
- Delegate authority and responsibility.
- Understand and follow oral and written instructions.
- Act effectively and calmly in emergency situations.
- Work effectively with the public, other agencies and other employees.
- Work irregular or protracted hours and respond quickly to call backs.
- Meet and maintain physical standards.
- Learn, understand and operate existing and new software applications pertinent to the position.

## PHYSICAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is frequently required to stand, sit, read, communicate, reach and manipulate objects, tools or controls. The position requires mobility over all terrains and throughout buildings that may necessitate working in cramped spaces, crawling, climbing ladders and stairs as well as related to physical ability required for structural firefighting operations. Duties involve moving materials weighing up to 20 pounds on a regular basis and may exceed 100 pounds on an infrequent basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, motorized vehicles, instruments and tools used for fire investigations and inspections and fire suppression equipment.

### WORKING CONDITIONS:

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in office, vehicle and outdoor settings in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations, Work is occasionally performed in confined spaces and/or in complete darkness. The employee will be exposed to hazards associated with the above job functions, including fire, smoke, noxious odors, fumes, chemicals, solvents and oils. The employee occasionally works near moving mechanical parts and in high precarious places, and is occasionally exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually quiet in office settings and loud at the emergency scene.

### WORK SCHEDULE:

Schedule may vary, typically scheduled to 40 hours per week, plus on call for emergencies.

### QUALIFICATIONS

- Must be 18 years or older.
- Possess a high school diploma or GED.
- Have a valid Illinois driver license at the time of appointment and maintain throughout employment.
- Have acceptable driving record and be insurable by the Village's insurance carrier.
- Must possess ability to act promptly and use good judgement in emergencies and to deal tactfully with the public.
- Must pass an annual medical physical based on NFPA standard 1582.

### FLSA STATUS

- Exempt - Administration
- Salaried position - OT Exempt