



The Village of Broadview, Illinois  
Invites Your Interest  
In The Position Of  
Fire Department Chief



## CANDIDATE PROFILE

The Village of Broadview is seeking an experienced and progressive individual to serve as the Fire Chief and as a member of the Village of Broadview management team. Appointed by the Mayor with the approval of a majority vote of the Board of Trustees, the Fire Chief works under the general guidance and direction of the Mayor. The Fire Chief exercises supervision over Fire Department operational personnel directly or through subordinate personnel.

Our mission for the Fire Prevention Bureau is to improve the quality of life for the Broadview community through risk assessment, code enforcement, investigation and public education. We can only succeed with cooperation of citizens, business owners and highly motivated and educated members of the Broadview Fire Department. The ideal candidate is a skilled leader with superior communication skills.

Knowledge of and experience in the application of contemporary fire suppression, prevention strategies and technologies is a critical skill for this high-performing department. A sound management philosophy and style predicated on the team approach as well as an ability to develop and maintain authenticity, credibility, and trust are essential to the role. The chosen candidate will be a strong and visible leader, who truly enjoys being a part of the community, both professionally and personally.

As the Fire Chief, this individual is expected to provide progressive leadership and maintain open lines of communication with all units in the department, and be an equal partner to all department heads. Being receptive to new ideas, collaborating with neighboring departments and existing outreach programs will be essential. The ideal Fire Chief will demonstrate the highest ethics and respect for the staff and public.

The Broadview Fire Department has an excellent relationship with the community and the Fire Chief will be expected to maintain and advance that positive relationship. Supporting the Village initiative for greater engagement with the diverse population will be expected. Community initiatives to address racial inequities and engage the community are a high priority.

As a member of the Management Team, the Fire Chief is a team player, and maintains effective and collaborative working relationships with fellow department heads and the Village Administrator. While advocating for the Fire Department, the next Fire Chief must understand the overall needs and priorities of the Village of Broadview. Important management strengths include the ability to make timely and informed decisions, develop innovative ideas, a vision for the department, and to maintain accountability at all levels in the department. Additionally, the ideal candidate should be an effective presenter and be comfortable speaking to elected bodies, community groups, and the media. The successful candidate must be ambitious, trustworthy, and approachable.

The Village of Broadview provides an exceptional work environment characterized by employee excellence, outstanding customer service, and high levels of resident satisfaction.

## EXPERIENCE AND EDUCATION REQUIREMENTS

- ◆ Equivalent to a two year college education in fire, public or business administration, or closely related field and ten years of fire and EMS experience with at least two years in a position with supervisory responsibilities, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the required duties.
- ◆ State of Illinois Fire Officer II, Hazardous Materials Operations, Technical Rescue Awareness, National Incident Management System (NIMS) 100, 200, 300, 400, 700, 800, and State of Illinois Class "C" Drivers license.
- ◆ Desirable qualifications include State of Illinois Fire Officer III, Bachelor of Arts Degree in Fire Service/Public Administration or Emergency Management.

## KNOWLEDGE AND SKILLS

- Knowledge of fire science/EMS/Rescue administration, practices and procedures, hazardous materials, fire risk analysis techniques, fire ground command, emergency management operations, personnel supervision and practices, federal, state, and local laws effecting areas of responsibility, and safety precautions.
- Ability to analyze the effectiveness of Departmental operations, to diagnose its problems, and to correlate its development with changing conditions within the community.
- Ability to train and supervise subordinate personnel in the duties of their positions.
- Ability to apply standard firefighting, rescue, hazard mitigation, and EMS techniques to specific situations.
- Ability to act effectively in emergency and stressful situations.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively orally and in writing.
- Ability to establish effective working relationships with employees, other agencies and the general public.
- Ability to perform strenuous or peak physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.





## MAJOR/ESSENTIAL DUTIES

- Develop and implement department goals and objectives. Plan and develop departmental programs based on the analysis of village growth patterns, existing fire and life risks, workload, staffing levels, and related economic, legislative and judicial influences to provide appropriate and effective fire safety and emergency medical services to the community.
- Manage and evaluate work of subordinates, including supervisory personnel. Hear grievances and administer disciplinary action. Interview and effectively recommend hiring, disciplinary and termination actions. Ensure provision of adequate training within the department.
- Prepare initial department budget and necessary justifications for presentation to the budget committee. Manage and monitor approved department budget. Review and approve expenditures.
- Coordinate departmental working relationships with other safety agencies, village departments, special interest groups and the general public. Make public presentations to interested groups, schools, etc. Maintain communication with media representatives to ensure cooperative effort and accurate reporting of activities.
- Attend Village Board meetings and various other meetings, providing input and receiving direction or other information. Draft and/or recommend resolutions and ordinances, prepare and present reports for Village Board action.
- Respond to and provide direction at fires and other emergencies by performing fire suppression, hazardous material and natural disaster operations and prevention activities.



## COMPENSATION

- ◆ The Fire Chief has an annual starting salary of \$134,344
- ◆ The Village of Broadview also offers an attractive and competitive benefits package.
- ◆ Compensation package includes 20 vacation days, 6 personal days and 12 sick days.



## FIRE DEPARTMENT ORGANIZATION



The Broadview Fire Department currently includes fire suppression, emergency medical services, fire prevention and public education including pre-fire inspections, Broadview Fire Department has a fully staffed 4-person engine every day with 3 paramedics and 1 officer on each day. The Broadview Fire Department Paramedics and EMT-B's are supervised by one EMS Coordinator.

Broadview Fire Department provides Fire and Ambulance service to: MABAS Division XX, Loyola University Medical Center, J.J. Madden Mental Health Center, Hines V.A. Hospital. There are currently 26 paramedics in the Loyola system within the Broadview Fire Department.

The Training Division works under the supervision of one Lieutenant/Training Officer. Daily trainings are conducted to keep skills sharp and fine-tuned while quarterly live burn training, monthly EMS and weekly skill drills are also incorporated.

The Fire Prevention Bureau is an important component of the Broadview Fire Department's team effort to protect the citizens of Broadview against bodily harm, the loss of life and property through its enforcement of the various adopted Fire Codes and ordinances. The Fire Inspector works directly with the Fire Chief, along with the Broadview Building department and other village officials to focus on our mission of Public Safety.



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## THE VILLAGE OF BROADVIEW

Located in Cook County, Illinois, on the outskirts of Chicago, the Village of Broadview was incorporated on December 6, 1914. Settled largely by farmers of German descent, Broadview got its name from the first Village President Jacob Mueller's daughter, Elizabeth Cote, who suggested that the Village be named after the Illinois Central Railroad depot, which at that time was named Broadview. Today, Broadview retains its "small-town" feel while existing only 13 miles and 20 minutes away from the hustle and bustle of Chicago. Broadview's suburban setting offers a respite from big city bustle, yet its location puts restaurants, sports arenas, shopping centers and convention/meeting facilities just minutes away.

Broadview's population stands at 7,998 residents, consisting of approximately 1,768 families. The Village of Broadview now encompasses approximately 1.78 square miles of land and comprises about 2,300 residential homes, 70 multi-family units, 95 commercial businesses and 150 industrial businesses. Broadview is enriched by a diverse population. The five largest ethnic groups in are 71.31% Black or African American (Non-Hispanic), 11.49% White (Non-Hispanic), 6.13% Two+ (Non-Hispanic), 2.16% Asian (Non-Hispanic), and 15.32% White (Hispanic). In 2020, the median property value in Broadview, IL was \$190,500, and the homeownership rate was 64.6%. Most people in Broadview, IL drove alone to work, and the average commute time was 32.6 minutes. The average car ownership in Broadview, IL was 2 cars per household.

## BOARD OF TRUSTEES AND VILLAGE DEPARTMENTS

The Village of Broadview operates under the Village Trustee form of government and has a Mayor and 6 Trustees. There is a strong commitment to professional management within the organization and the Mayor appoints the Village Administrator with the consent of the Village Board. Broadview's workforce is approximately 82 full-time employees and 8 part-time employees. There are six Department Heads. Departments include: Administration, Finance, Police, Fire, Public Works, and Building.



## **VISION**

The Broadview Fire Department strives for excellence in emergency preparedness and response, to enhance our customer-focused, innovative role as industry leaders, while overcoming expanding risks.

Our vision statement is the focal point of the fire department. Through continuous environmental scanning, we will analyze trends, programs, and services to provide our external and internal customers.

## **MISSION STATEMENT**

The Broadview Fire Department shall provide prompt quality service to our stakeholders that promotes safety, security, enhances sustainability, and enriches quality of life through professional development and dedication to service.

Our mission statement is our roadmap.

We exist as an organization to serve the citizens of Broadview.

Ultimately, our customers decide the services we deliver.

Our personnel have an obligation to provide those services in the most professional and efficient manner.

## **ORGANIZATIONAL CORE VALUES**

The image of the department is exemplified by each individual. Our collective professionalism is the integrity of our organization. Membership within the Broadview Fire Department means each person must value the personal needs and aspirations of others and recognize the following needs:

- \*Preserving integrity through respect, honesty and personal honor of its members.
- \*Maintaining competence, including the professional and personal development of one's ability to improve their working and living conditions.
- \*Providing best-in-class services that meet and exceed industry standards for excellence.
  - \*Enhancing predictability through properly derived, regularly reviewed and equally enforced departmental controls.
- \*Providing an atmosphere that encourages honesty, camaraderie, and high regard for the common good of all.
  - \*Providing an ism-free climate devoid of racism, favoritism, and territorialism.
- \*Embracing accountability to ensure that all members contribute to organizational success.
- \*Everyone can make a difference. Every employee is expected to accomplish their own tasks with a sense of duty, respect, and honor to the department and their fellow employees.



## To Apply—

The Village of Broadview is an equal opportunity employer and is committed to diversity in the workplace. If you are interested in this outstanding opportunity, please apply by September 11, 2023 with a cover letter, resume, college transcripts and certifications, and five references in confidence via U.S. Mail to:

LeTisa Jones, Village Administrator  
Village of Broadview  
2350 South 25th Avenue  
Broadview, IL 60155

Applicants for this position who are selected as finalists will be subject to a background screening. Pre-employment process following conditional job offer will include a full background investigation, including but not limited to psychological evaluation, medical examination, and drug screen. References will be contacted only following candidate approval. If you have questions about this process, please call Village Administrator LeTisa Jones at (708) 681-3600.

## Broadview Fire Department

2400 S. 25TH AVE  
BROADVIEW, IL, 60155  
(708) 343-6124

[www.broadview-il.gov](http://www.broadview-il.gov)