



## **Full-time Fire Chief-Village of Posen**

### **Description**

The Village of Posen, IL (Pop. 5700) is seeking a proactive, innovative leader to serve as Fire Chief. The next Fire Chief will be an individual with a clear and dynamic vision for providing excellent, proactive emergency services. The appointed position reports directly to the Village President. The Fire Chief is responsible for the professional, administrative, and management work of planning, organizing, and directing all activities of the Posen Fire Department.

The Posen Fire Department is a small suburban department approximately 10 miles south of Chicago. The department has 30 part time firefighter/paramedics, 20 part time firefighter/EMT's, 1 full time administrative assistant, and 1 part time Asst. Fire Chief. The Posen Fire Department operates out of 1 station with a response area of just under 2 square miles. The department operates 1 Engine, 1 Squad, 1 Ladder Truck, 2 ALS Ambulances and 3 Utility Vehicles. The department responded to just over 1700 runs in 2023 including over 100 working structure fires. This is a strong department offering development for a young Fire Officer looking for experience as a Fire Chief or a retired fire officer looking for a position as Fire Chief.

This is an exempt position. The pay range for this position is \$65,000-73,000. Starting salary for candidates depends on qualifications.

If you are interested in applying for this opportunity, Applications are available at the Posen Village Hall, 2440 Walter Zimny Drive, Posen, Illinois 60469. Applications shall be submitted with a cover letter, resume, and references.

First consideration of candidates will occur on November 1, 2024. Position will be available January 6, 2025.

Please direct any questions to Frank Podbieliak, Village President via email at [fpodbielniak@villageofposen.org](mailto:fpodbielniak@villageofposen.org) or phone 708-385-0139.

The Village of Posen is an equal-opportunity employer.

### **Requirements**

#### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

Plans, organizes, directs, and evaluates fire suppression, emergency medical, rescue, fire prevention, training, maintenance, and communications programs.

Supervises directly, or through subordinate supervisors, all employees of the department; takes personal command of activities at major emergency incidents when required.

Exercises purchasing and budgetary control and prepares annual operating budget; reviews and approves specifications for new equipment and apparatus.

Directs the preparation and analysis of records and reports to secure efficient operation, to meet service demands, and to comply with authorized requests for information regarding firefighting activities and personnel; submits reports to the Village President and Village Board.



Develops, revises, and implements standard operating guidelines, policies and procedures necessary to achieve, maintain and improve overall fire protection levels and operational capabilities.

Recommends changes in fire, building, and related codes to keep current with technological advances and modern fire/life safety requirements.

Performing fire inspections and approving occupancy for new businesses and new construction.

Oversees the development of programs for the training, utilization, and development of personnel; resolves disputes and grievances; disciplines personnel; recommends personnel actions including compensation, appointment, and removal; evaluates command personnel.

Maintains liaison with other Village departments; investigates citizen complaints; addresses groups regarding firefighting activities, fire prevention, and rescue programs to explain and promote public understanding; attends Village Board meetings, and other meetings as necessary.

Acts as liaison to 911 dispatch center.

Provides effective and efficient customer services and promotes and maintains responsive community relations in the Village and with neighboring Departments.

Prepares and administers the department budget, including capital outlay requests to ensure effective and efficient use of budget funds, personnel, materials, equipment, and facilities.

Develop and maintain the Village's Emergency Operation Plan and supervises management activities including preparedness, response, recovery, and mitigation and assures readiness of the Emergency Operations Center.

Provides supervision, training, and guidance for Fire Department employees, as well as annual performance evaluations for Fire Department staff.

Maintains a safe work environment for employees; develops standards and procedures for safe work practices; instructs employees on safe work practices.

Reviews and signs off on all accident investigation reports. Confirms that Safety Committee recommendations for his/her department are completed.

Holds employees accountable for risk management.

Attends appropriate risk management training and makes recommendations for department staff training.

Attend regular MABAS Chief meetings with neighboring departments to insure smooth mutual aid operations.

Plans and budgets for needed safety expenditures.



## **REQUIREMENTS OF WORK**

Minimum Associate's degree in fire science, public administration, business management or related field and ten (10) years of experience in firefighting, fire rescue, fire prevention and education. Must meet all requirements of 65 ILCS 5/10-7.3 and possess certifications in Firefighter I & II, ACLS, Paramedic and CPR.

Knowledge of emergency medical management, supervisory management, and administration. Thorough experience as a firefighter, emergency medical technician, and as a command officer in fire, emergency medical, rescue operations, and administration.

Thorough knowledge of the principles of organization, administration, and personnel management.

Thorough knowledge of Fire Codes and the ability to perform Fire Inspections as needed for new businesses and new construction.

Ability to plan, implement, and direct programs, operations, and activities including employee training and development as well as fire prevention and investigation activities.

Ability to express ideas clearly, both orally and in writing.