



# VILLAGE OF SWANSEA, IL

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**POSITION TITLE: DEPUTY FIRE CHIEF**

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**DEPARTMENT: Fire Department**  
**REPORTS TO: Fire Chief**  
**STATUS: Full Time, Regular**  
**FLSA STATUS: Exempt / Salaried**  
**DATE PREPARED: November 2024**  
**PAY CLASSIFICATION: \$75,000.00 – \$90,000.00 DOQ**

## **JOB SUMMARY**

The Deputy Fire Chief is an exempt management position within the Fire Department. The Deputy Fire Chief works under the direction of the Fire Chief, and as a management position, assists the Fire Chief with the overall planning and direction of the Swansea Fire Department. The Deputy Chief is the second in command of the Department and assumes the Duties of the Fire Chief in his or her absence. The Deputy Chief will work closely with all the departments within the Village under the Chief's direction.

## **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

Exercise all function, powers and duties delegated by the Swansea Fire Chief; Oversee major tasks as assigned.

Must be able to perform all duties required of a firefighter as needed; Respond to emergency calls as necessary and be present at all fires if possible to help plan the attack and assist in directing the action of all equipment and Fire Department personnel at the scene; As with all members of the Fire Department, extinguish accidental or destructive fires, perform rescues and respond to other situations for the preservation of life and property; If the highest ranking officer at the fire scene, command the Fire Department and direct the management thereof for the suppression of the fire in the best manner possible; Provide necessary services during natural or man-made disasters. This position is subject to call-outs on nights, weekends, and holidays; as such a company vehicle is provided.

Assist with the development and coordination of plans for efficient and effective fire prevention, fire suppression and lifesaving services within the Village; Help oversee implementation of the Department's fire prevention program by assisting the Fire Chief in conducting inspections of commercial, industrial, public, residential and institutional buildings as required by ordinance, and by enforcing local laws and codes, enforcing federal and state laws and codes, and conducting community education programs; Assist the Fire Chief in the development of emergency preparedness plans involving the Fire Department and the community.

Direct and generally supervise Department personnel, providing general management and direction for those staff; Plan, organize, oversee, manage, schedule, and assign tasks and responsibilities; Monitor, direct, and provide technical assistance to staff related to their completion of assigned tasks and responsibilities, assisting them in making efficient use of each work day.

Help standardize Departmental work procedures to improve efficiency and effectiveness of operations and expedite workflow; Assist with the development and implementation of departmental policies, goals, and procedures, general and specific orders, memos and the laws of the State and the Village of Swansea, as well as those necessary for orderly Departmental operations; Maintain compliance with federal, state and recognized policy making entities such as the National Fire Protection Association;

Help prepare a master plan to guide future Departmental operations; Help implement and enforce Departmental policies and procedures;

Participate in continuing education programs; Attend training programs oriented to the duties of the Deputy Fire Chief; Oversee safety and other types of training for personnel; Assist with ensuring that all firefighting personnel are trained and qualified for the duties they are expected to perform; Identify Departmental training needs and assist in developing and administering training programs, including conducting staff and command seminars when needed. Assist the Fire Chief in monitoring and ensuring the effectiveness of departmental operations and personnel in accordance with the employee handbook while working closely with the Human Resource Department as related to personnel issues.

As directed, inspect, or cause the State Fire Marshal to inspect, any and all buildings and premises within the Village that are open to general public access, to identify any dangerous fire hazards that may threaten life or property; Help implement any orders that such fire hazards be abated.

Assist with coordinating mutual aid agreements with neighboring municipalities, fire districts, and the statewide Mutual Aid Box Alarm System (MABAS); Help ensure that any mutual aid provided to another municipality or fire district does not jeopardize the Department's ability to provide effective fire protection within the Village.

Promote good relations with and help coordinate the Department's work with other fire departments and public agencies, Village consultants, residents, business owners and others with whom the Department interacts; Help identify, define and resolve problems directly related to the Fire Department; Respond to citizen inquiries, concerns and complaints; Attend meetings with other Village departments, staff, and other agencies and organizations as required or as appropriate.

Identify, define and resolve problems directly related to the Department; Investigate and respond to resident inquiries, concerns and complaints related to the operations of the Department.

As directed, serve as a liaison with community groups, representing the Department at meetings and ceremonies Meet with community groups and others regarding fire department matters; Help oversee public service programs offered by the department and communicate with the public on fire prevention issues; Maintain a schedule and gather educational materials for schools during, but not limited to Fire Prevention Week; Speak at public and school functions on fire prevention subjects and distribute educational materials, as required.

Assist with the development of the Department's annual operating and capital budgets; When appropriate, code invoices to ensure payment from the proper budget account; Assist with cost control activities, and with providing clarification to any questions raised during year end audits, as those relate to the revenues and expenditures of the Department.

Assist in the requisition of supplies, materials, equipment, professional services and other purchases necessary for the operation of the Department as provided for in the annual budget, ensuring the use of competitive vendor quotes or competitive bidding as required by the Village's purchasing and contracting policies and procedures and State statutes.

May be required to take an active role in facilitating the Fire Pension meetings & reporting such details as necessary back to the appropriate departments.

Help oversee the work of any vendor providing services to the Department under contract; Assist with answering questions, resolving any issues or complaints, and observing the work to help ensure acceptable vendor conformance with specifications and contract documents.

Help oversee the use, maintenance, care, and operation of the Village's vehicles and equipment assigned to the Fire Department; Assist in the analysis of, and offer recommendations in relation to, the maintenance, repair and construction of the Department's building and grounds; Assist in the development and implementation of capital development plans related to the above.

Inspect equipment and apparatus at all fire stations, and maintain same in working order; Whenever any fire apparatus belonging to the Village is in need of service or repair to make it safe and serviceable, help

ensure that the same is done in accordance with the Village's purchasing requirements and cost limitations, but without undue delay; Assist in determining equipment and supply needs.

Help ensure that the Village and Departmental safety programs and goals are implemented and carried out within the Department; Assist in the development of new or revised safety procedures and requirements as appropriate.

Assist in the maintenance of documentation and record files relative to the work performed by the Department; Prepare, review and maintain a wide variety of other written reports and records; Help Prepare, review and submit reports required by local, County, State, Federal, MABAS, or any other agency.

Stay informed of new developments in the field of Fire Safety Administration, executive management and general administration through personal study, personal acquaintance with public and private administrations and active membership in professional fire prevention organizations and management associations.

While the primary role of the Deputy Fire Chief is management, when necessary, he/she may also need to perform the same duties and responsibilities as a Fire Captain, Lieutenant, or Firefighter and should therefore be willing and able to do so as is appropriate.

Perform other duties as necessary or assigned.

### **GENERAL QUALIFICATIONS**

- Must be at least 21 years of age.
- Must be able to read and write, have the ability to learn, and the ability to accurately and fairly interpret and apply regulations.
- Must have working knowledge of, and experience with, applicable Federal and State codes, statutes and regulations, and a thorough knowledge of Village, County, State and Federal firefighting procedures.
- Must have excellent public relations skills with the ability to effectively interact and communicate with others, including the general public, and to mediate, defuse and resolve disputes, complaints, and other issues.
- Must be able to work independently as well as work with others as a member of a team; must be able to effectively manage, direct and train subordinates and peers.
- Must have a working knowledge of computers, MS software, and the use of printers, copier, telephones, and other typical business technology.
- Must have strong planning, organizational, time management, public speaking and written and verbal communication skills.
- Must have the ability to read with comprehension, draw conclusions, make evaluations and then be objective and make decisions without outside influences.
- Must have or be able to develop geographical knowledge of the Village and surrounding areas, including a familiarity with municipal and jurisdictional boundaries all active members shall be residents of the Village **or** reside within **3 (three miles)** of the Village boundaries.

### **EDUCATION / EXPERIENCE**

- At a minimum, must have a high school diploma or its equivalent. Advanced education a plus.
- Must have at least three (3) years' of progressively responsible administrative and supervisory experience. Preferably 5 years.

- Must have at least three (3) years' experience in firefighting work of a progressively responsible nature. Preferably 5 years.

## **CERTIFICATES, LICENSES, REGISTRATIONS & TRAINING**

- Must have a clean driving record and a valid and current proper class Driver's License as required to drive fire apparatus in the State of Illinois, or be able to secure such a license within 90 days of employment.
- Must be certified by the Illinois Fire Service Institute as a Fire Officer I or II, Company Fire Officer or Advanced Fire Officer.
- Fire Inspector I or the ability to obtain within eighteen (18) months, *provided classes are available*.
- Hazardous Materials Operations & Fire Service Vehicle Operator *certifications preferred*.

## **PHYSICAL REQUIREMENTS**

- Must be able to perform the essential physical functions of the position, demonstrated by satisfactory performance on a post-offer work sample test, which requires some degree of physical agility, including walking, climbing, lifting, stooping, and bending, all associated with performing inspections of structures, crawl spaces, roofs, and other building components.
- Must be able to speak, hear, see, write, and communicate effectively, clearly, and efficiently.
- Must have the ability to sit, stand, and walk for extended periods of time.
- Since work may be performed outdoors, year-round, must have the physical health, willingness and ability to work in heat, cold and all kinds of weather conditions.
- Must be capable, willing and able to perform duties in emergency and stressful situations, and capable of handling that stress and pressure while completing the work in a timely manner.
- Must be physically able to drive a motor vehicle.

TO APPLY: SEND RESUME/COVER LETTER

ATTN: Human Resources

1444 Boul Ave.

Swansea, IL 62226

### ***Position open till filled***

***This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way or modify the right of any supervisor to assist, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.***