Job Bulletin

Win-Bur-Sew FPD

Full-Time Fire Chief

The Win-Bur-Sew Fire Protection District is located in southern Winnebago County, providing fire and EMS to residents in the Village of Winnebago and three adjacent townships. The District answers about 800 calls annually with a combination fire department.

LOCATION: 110 E. Main Street, Winnebago, IL 61088

APPLICATIONS DUE NO LATER THAN MARCH 10, 2025

ESTIMATED STARTING DATE: JUNE 1, 2025

SALARY RANGE: $85,000.00 to $90,000.00

BENEFITS: HEALTH INSURANCE / ARTICLE 4 PENSION / PAID TIME OFF

MINIMUM QUALIFICATIONS:

* Must reside within Win-Bur-Sew FPD boundaries or relocate within 6 months of hire
* Associate’s degree in Fire Science or a related field
* A minimum of ten (10) years of firefighting experience
* OSFM Firefighter II certification or equivalent, HazMat Operations certification, NIMS compliance – Levels 100, 200, 300, 400, 700 & 800
* Fire Inspector I certification or equivalent is required within one year of hire
* Maintain flexible working hours which include evening or weekend meetings/events
* Valid driver’s license
* Current Illinois Paramedic license and be accepted into current Mercy Health System
* Otherwise meet Fire Chief hiring criteria set by State Statute 70 ILCS 705/16.04b

PREFERRED QUALIFICATIONS:

* Bachelor’s degree in Fire Administration, Public Administration or other related field
* Completion of advanced fire officer certifications
* Experience as a volunteer firefighter and/or working with volunteers
* Preference given to existing Win-Bur-Sew FPD members meeting qualifications

DUTIES TO INCLUDE:

a) Managing and scheduling employees/volunteers.

b) Planning, scheduling and conducting firefighting and emergency medical services training.

c) Attending WBS Board, MABAS, applicable/pertinent municipal board

and Winnebago Fire Chief’s meetings.

d) Functioning as a paramedic and firefighter which requires a valid State of Illinois paramedic license for duration of contract.

e) Promoting the District within the community of Winnebago and surrounding townships.

f) Conducting building and plan inspections required by ordinances of District.

g) Responding to major incidents when off duty.

h) Engage in normal administrative tasks in furtherance of fire and EMS service to the residents of the District.

i) Overseeing maintenance of property and equipment. Implement preventative maintenance schedule for vehicles, medical equipment and applicable hydraulics and electric/gasoline driven tools

j) Provide oversight in administration of contract for ambulance service by third party vendor.

k) Provide supervision and direction in the yearly IDPH/EMS System inspection process for District ambulances and personnel.

l) Maintain onsite records for State and EMS System required certifications of WBS personnel.

m) Provide Quality Assurance/Improvement (QA/QI) review on all medical PCRs completed by fire district personnel. Constructive critique provided personnel as appropriate and necessary.

n) Pursue in furtherance, infection control policies and procedures for department personnel. Function as DICO (Designated Infection Control Officer) for department personnel.

o) Provide liaison between WBS department/members and Mercy EMS System, Mercy EMS Coordinator, and Mercy Project Medical Director

p) Conduct yearly written performance evaluations on members, or on as-needed basis.

q) Maintain reporting system in manner which meets criteria of ambulance billing provider and applicable NEMSIS reporting system standards (currently NEMSIS 3.0).

r) Performing other duties as may be reasonably assigned by the Board of Trustees of District.

Resumes (including three references) must be delivered to the Board of Trustees **NO LATER THAN MARCH 10, 2025** via the Board Attorney, Shawn Flaherty, using the following email address: [WBSFireChief@ottosenlaw.com](mailto:WBSFireChief@ottosenlaw.com). No phone calls please.

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