

Limestone Township Fire Protection District
Full Time Fire Chief Job Description

POSITION SUMMARY:

This position is responsible for directing and coordinating all activities of the Limestone Township Fire Department (LTFD). Work involves supervising, managing and/or delegating operations to protect life and property from fire by providing fire suppression, emergency medical service and emergency management services. The Fire Chief provides leadership and directs training in fire suppression, emergency medical care, and fire prevention. The Chief enforces ordinances and regulations affecting the LTFD. The Chief oversees long-range LTFD strategic and budgetary planning. Work requires broad professional knowledge of customer service, fire administration and emergency management, fire fighting techniques, fire education and prevention, communications, rescue, and emergency medical services. Work is performed under the general direction of the Board of Trustees of the Limestone Township Fire Protection District and is reviewed through conferences, reports, and evaluation of results achieved.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Board of Trustees

- The Chief or designee will attend all monthly and special meetings held by the Board of Trustees.
- Meet or teleconference weekly with the President of the Board of Trustees for the purposes of updating the Board.
- Meet with the Treasurer of the Board during board meetings and as needed to review the budget and financial situation of the LTFPD
- Report to the President of the Board or designee on any “critical incidents” including but not limited to:
 - Firefighter injury
 - Firefighter death
 - Any accident or loss of property placing LTFPD at legal or financial risk

Firefighters

- Directs and manages the operations of the LTFPD.
- Ensure a high level of morale among firefighters
- Provides direction to all LTFPD officers and monitors staff performance.
- Conducts monthly LTFPD Officer meetings regarding deployment analysis, policies and procedures, and problem solving.
- Surveys buildings, grounds, and equipment to estimate needs of the department and to prepare annual departmental budget relating to personnel needs, fire station planning and location, equipment needs, etc. through one, five, and ten-year master plans and updates.
- Works with the Treasurer and other board member to prepare the annual LTFPD operating budget.
- Operates the LTFPD within the approved budget and ensures expenditures are made in compliance with LTFPD purchasing ordinances and policies. Reviews and corrects call log sheets.
- Verifies firefighter compensation
- Plans and oversees staff development and training programs.

- Supervises the instruction and training of LTFPD personnel on equipment and in new methods and procedures; ensures completion of proper training in safety, fire suppression, emergency medical treatment, technical rescue and Hazardous Materials.
- Ensures records and reports of completed training hours are accurately maintained and submitted to appropriate state agencies.
- Develops, maintains, approves, implements and enforces LTFPD Standard Operating Procedures and Guidelines.
- Ensures proper maintenance and testing of fire equipment and tools and the proper maintenance of those records.
- Ensures corrective measures are taken to resolve safety hazards as soon as possible.
- Supervises, directs, and evaluates LTFD personnel, handling employee concerns and problems, directing work, counseling, disciplining and completing employee performance evaluations.
- Responds to major incidents to command the operations of LTFD
- Performs emergency duties as required, including assuming command of major emergency incidents and multiple-alarm structural fire scenes.
- Coordinates mutual fire protection plans with surrounding municipalities, Counties and the Mutual Aid Box Alarm System (MABAS).
- Prepares and presents annual, mid-year, and monthly budgetary evaluations and related analysis.
- Oversees the purchase of major fire fighting apparatus and equipment.
- Provides support in the interview, testing, and evaluation of new applicants and promotional process for LTFPD officers.
- Conducts disciplinary actions in accordance with LTFPD policy and State statutes.
- Evaluates fire prevention and fire control policies by keeping abreast of new methods and conducting studies of the efficacy of LTFD operations.
- Reviews investigations of causes of all fires.
- May inspect buildings for fire and Life Safety hazards.
- Direct the preparation of grant applications to FEMA and other funding sources

Public

- Delivers the best possible service to our Customers through quick response, skillful performance and positive personal treatment.
- Provides routine and emergency assistance, guidance, information and support to citizens of the LTFPD, other persons within the geographic boundaries of the LTFPD, and persons in other geographic areas following established automatic or mutual aid agreements.
- Directs the LTFD's fire prevention and inspection programs.
- Directs the LTFD's Fire Investigation program
- Serves as chief public relations contact for LTFD, interfacing on a regular basis with neighboring community fire departments, County Board, and surrounding City Board members, home owner/business groups and organizations.
- Addresses various community groups to explain and promote public understanding of fire safety and prevention
- Attends at least 2 Chamber of Commerce meetings per year
- Acts at primary contact and spokesperson for the media
- Establishes at least 30 hours per week of "office hours" to be available to the public, concerned citizens and firefighters

SPECIFIC DUTIES AND RESPONSIBILITIES (Continued)

ADDITIONAL JOB FUNCTIONS

- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge

- knowledge of fire fighting techniques and methods
- knowledge of command and control techniques
- knowledge of investigation and evidence gathering techniques
- knowledge of fire fighting training programs
- knowledge of training techniques and methods
- knowledge of fire fighting public education and awareness programs concerning protective services
- knowledge of public safety theories and methods
- knowledge of emergency response techniques
- knowledge of crowd control techniques
- knowledge of emergency procedures, First Aid and CPR
- knowledge of volunteer training, development and recognition

Skills

- leadership skills including the ability to take full command at the scene of a fire
- analytical and problem solving skills
- decision making skills
- negotiations skills
- effective verbal and listening communications skills
- ability to deal effectively with people in difficult situations
- effective written communications skills including the ability to prepare reports
- effective public relations and public speaking skills
- research and program development skills
- stress management skills
- time management skills

Personal Attributes

- maintain standards of conduct
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- be consistent and fair

The Fire Chief would normally attain the required knowledge, skills and attitudes through completion of Fire Fighting Training combined with several years of related firefighting and supervisory experience in emergency and command and control situations.

MINIMUM TRAINING AND QUALIFICATIONS

- High School Diploma or GED required.
- Certification as an Illinois Fire Fighter II required.
- Certification as an Illinois Fire Officer I within one year of date of hire.
- Certification to the EMS level requirement of the LTFD
- Must be able to work in extreme weather and hazardous environmental conditions.
- Possession of a valid State of Illinois non-commercial Class B Driver's License required.
- Must be at least twenty-one (21) years of age.
- Must not have been convicted of a felony within the past ten years and must be of good moral character as determined by investigation. Good moral character generally consists of the absence of any conviction for misdemeanors or documented participation in any actions involving "moral turpitude", use or distribution of controlled substances, or contributing to the delinquency of a minor.

- Must be able to remain composed and effectively direct and control fire service personnel under emergency conditions.