

## DEPUTY FIRE CHIEF

### CITY OF SYCAMORE, ILLINOIS

The City of Sycamore, population 17,519, located about 60 miles west of Chicago, seeks qualified fire officers as candidates to serve as Deputy Fire Chief.

The position of Deputy Fire Chief is a management position that reports directly to the Fire Chief. This position is created and governed by the City Code and Salary Ordinance and requires the Deputy Fire Chief to perform a variety of administrative duties involving the planning, coordination, and direction of operations, as well as providing administrative leadership in budgeting, emergency services, personnel and training. The Deputy Fire Chief assumes full command in the absence of the Fire Chief. This position differs from other officer-level positions in the Fire Department in that it has a wider scope of responsibility for the overall operations and services of the departments and functions as second highest rank in the Fire Department. The Deputy Fire Chief receives administrative direction from the Fire Chief and provides direct supervision to company officers and subordinate personnel. The Deputy Fire Chief shall comply with any applicable federal, state, or local rules and regulations governing the position. The position requires the ability to effectively administer all department operations and capably assume full command in the absence of the Fire Chief.

Candidates should possess well-developed interpersonal communication skills and be a person of utmost integrity. This is an exempt, full-time position under the direct supervision of the Fire Chief that requires a normal 40-hour workweek with some evening and weekend obligations. The starting annual salary range is \$101,767-105,838. The City of Sycamore offers a generous benefit package. Must meet the 20-mile residency requirement within one year of appointment.

Submit applications to City of Sycamore, c/o Acting City Manager Maggie Peck, at 308 West State Street, Sycamore Illinois 60178. The complete application packet is available on the City's website at [www.cityofsycamore.com](http://www.cityofsycamore.com). Applications should be submitted by July 12, 2021. For questions or inquiries please call 815-895-6746.

City of Sycamore is committed to equal employment opportunity and employs all qualified persons without regard to race, color, religion, national origin, sex, age, handicap, or any other classification protected by the federal, state or local laws.



## **Community Overview**

The City of Sycamore is the county seat of DeKalb County and is located in north central Illinois, approximately 60 miles west of the City of Chicago and 30 miles southeast of the City of Rockford. The City encompasses an area of 9.74 square miles and is served by Illinois Routes 23 and 64 which provide easy access to Interstates 88, 39, and 90. Other state highways in close proximity include Illinois Routes 38 and 72.

Sycamore has its origins in a claim established on the north bank of the East Branch of the Kishwaukee River, then called the Sycamore River, in 1835. The present location was surveyed as a village plat in 1836 and a county seat controversy was settled in Sycamore's favor in 1839.

In 1858, Sycamore was incorporated as a village and in 1869 the community was organized as a city. By the early 1880's Sycamore had developed a substantial industrial base including the Marsh Harvester Manufacturing Company, the Reuben Ellwood Manufacturing Company and the Sycamore Preserve Works. Though not extensive, this manufacturing presence helped push the City's population to 3,300 in 1900.

The 2010 census placed the Sycamore population at 17,519.

The community's geographic area has become considerably more diverse in its economic profile in recent decades, owing in no small part to the influence of Northern Illinois University. The geographic, political, and social center of Sycamore in 2014 remains the courthouse, downtown central business district, and nearby historic homes. In no small way, the historic architecture and walkable business district convey a gracious charm that fits the popular image of the ideal small town.

## **Municipal Organization**

The City of Sycamore is a Council-Manager form of government. This form of government was passed by referendum in 2003. Alderpersons are elected, two in each of the four wards, and the aldermanic elections are held every two years, at which time half of the City Council is elected. The Mayor is elected at large every four years. The City Manager is appointed by the City Council, and the City Manager appoints all other employees. Elected officials determine policy, while professional, appointed officials implement policy. Departments include: Administration, Community Development, City Clerk, Fire, Police and Public Works.



## EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

### 1. Administration

- Confers with the Fire Chief to develop, implement, and revise policies and departmental procedures and insures conformance to policies, regulations, and procedures.
- Develops and implements major programs and projects.
- Assists with the development and administration of the department budget.
- Assists with labor-management issues and labor negotiations.

### 2. Operations

- Reviews the operations of the fire suppression shifts to assure the accomplishment of primary goals and objectives.
- May assume command at the scene of major fires and emergencies as deemed necessary.
- Establishes plans, organizes, and directs the company officers.

### 3. As Assigned

- Coordinates Department Fire Prevention activities
- Coordinates Department Emergency Medical Services activities
- Coordinates Department Training program activities
- Coordinates Department vehicle and equipment maintenance program
- Coordinates Department facility repair and maintenance program

For the past 5 years, the duties for the two positions have been assigned as follows:

- Deputy Chief #1 Fire Operations/Fire Prevention/Building & vehicle maintenance
- Deputy Chief #2 EMS Operations/Training

### 4. Staff Liaison

- May represent the department on inter-agency committees and other cooperative programs.
- Maintains close liaisons with fire, law enforcement, and other officials of neighboring public jurisdictions and with officials of Federal and State agencies.
- Represents the City in relationships with the public, community groups, professional organizations, other City departments and divisions, and outside agencies.
- Responds to inquiries and requests for information.
- Attends conferences, training sessions, and meetings.
- Attends and presents technical information to the City Council in the absence of the Fire Chief.
- Represents the Fire Department as needed by the Fire Chief.

## **5. Supervision of Staff**

- Assists with the administering of personnel programs including the performance management processes, disciplinary actions, and employee development programs.

## **6. Special Projects**

- Undertakes special projects, reports and studies.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Knowledge of fire administration, organization, and operations.
- Knowledge of the principles and practices of modern fire suppression.
- Knowledge of fire prevention and investigation.
- Knowledge of fire and medical equipment.
- Knowledge of the Incident Command System (ICS).
- Knowledge of emergency medical services training and procedures.
- Knowledge of the principles and practices of public administration, including personnel management and budgetary control.
- Knowledge of public information and public relations techniques.
- Knowledge of City and Department policies, procedures, and regulations.
- Knowledge of applicable Federal, State, and local laws and regulations.
- Ability to retain and apply technical information, terminology, equipment, and guidelines.
- Ability to conduct research and develop presentations on complex topics.
- Ability to effectively administer all department operations and capably assume full command in the absence of the Fire Chief.
- Ability to effectively manage personnel, including the maintenance of performance standards and the appropriate use of disciplinary actions.
- Ability to accurately interpret and explain City and departmental policies and regulations.
- Ability to communicate effectively in writing and verbally with a variety of people at all levels of the organization.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to effectively plan, organize, and direct the work of others.
- Ability to analyze problems and make recommendations for resolution.
- Ability to maintain mental alertness and comprehension skills when carrying out essential duties.
- Ability to remain calm and cooperative in difficult or emergency situations.
- Possession of the physical capability to perform the duties contained in this job description, including the strength and stamina to sit, stand, walk, crouch, stoop, squat, twist upper body, climb, and lift moderate weight.
- Ability to work a 40-hour workweek position that may require overtime work, including holidays and weekends.

- This position requires the use of personal or City vehicles on City business. Individuals must be physically capable to operate the vehicles safely, possess a valid driver's license and have an acceptable driving record.
- This position requires active participation in on call Chief rotation (one week every three weeks).
- This position requires that the Deputy Chief be physically fit to be assigned interior/exterior fire suppression supervision.

## **MINIMUM QUALIFICATIONS REQUIRED**

### **Education:**

- Bachelor's degree in Fire Administration, Public Administration, or related field from an accredited university.
- Suggested additional coursework or certifications:
  - Chief Fire Officer designation by Office of State Fire Marshal
  - Executive Fire Officer designation from National Fire Academy
  - Managing Officer Program from National Fire Academy

### **Experience:**

- A minimum of five (5) years' experience as a Fire Lieutenant and ten (10) years' experience as a career Firefighter.
- Must show relevant supervisory experience with increasing levels of responsibility.

### **Licensing and Certification:**

- Current Illinois Class B driver's license
- Illinois certification as an Emergency Medical Technician, Basic or Paramedic
- Advanced Fire Officer or Fire Officer II Certification/ Office of the State Fire Marshal
- Hazardous Materials Incident Command/ Office of the State Fire Marshal
- Incident Safety Officer/ Office of the State Fire Marshal
- Instructor II/ Office of the State Fire Marshal

Preferable at time of hire or within 12 months of hire:

- Training Program Manager/ Office of the State Fire Marshal
- Fire Prevention Inspector II/ Office of the State Fire Marshal

## **PHYSICAL DEMANDS/WORK ENVIRONMENT CONDITIONS**

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

All City of Sycamore Fire Department personnel, unless specifically exempted must be able to meet a wide range of physical demands in the performance of their duties. For the

purposes of this section, the term "Firefighter" shall include all ranks of the Fire Department up to and including Fire Chief.

These demands include, but are not limited to:

Standing, walking, sitting, pulling, lifting, carrying, pushing, bending, talking, listening, climbing, balancing, feeling, handling, crawling, reaching, crouching, kneeling, stooping, reclining, finger dexterity, reading, writing, smelling, tasting, running, throwing, jumping, measuring, reaching above shoulder over 18", below shoulders to floor, and eye, hand and foot coordination.

In the area of vision, a Firefighter should have corrected vision that allows clarity in all ranges with no depth perception, color, or field of vision deficiency.

Lifting must be performed from all levels and angles. Lifting objects in excess of 100 lbs., with frequent lifting and/or carrying of objects weighing 50 lbs. or more is fairly common. These periods of lifting may occur at any time during a work period with very little or no notice.

A Firefighter may also be exposed to a wide range of working conditions. The Firefighter may be exposed to, among other synthetic and natural elements, heat, cold, wetness, noise, dust, oil, fumes, and/or confined spaces. The noise level in the work environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud.