



308 W State Street  
Sycamore, Illinois 60178  
Main Phone: 815-895-4515

### POSITION DESCRIPTION

TITLE: DEPUTY FIRE CHIEF – TRAINING/EMS

DEPARTMENT: Fire Department

SUPERVISED BY: Fire Chief

#### POSITION SUMMARY:

The City of Sycamore is seeking qualified applicants for the position of Deputy Fire Chief – Training/EMS.

Due to the size and makeup of the organization, this position is considered a “working chief” position. Therefore, the Deputy Chief must be physically fit and able to be assigned interior/exterior fire suppression supervision/participation and EMS/rescue response supervision/participation. In addition, the Deputy Chief actively participates in a chief officer on-call rotation (one week out of every three weeks). The on-call week requires 24-hour emergency response capability. Thus, a residency requirement has been established for the position with residence located within the City of Sycamore corporate limits or located within a 2-mile radius from State and Main, whichever is greater. Must meet the residency requirement within six months of appointment. Any deviations to the residency requirement will be evaluated on a case-by-case basis.

Primary responsibilities include:

- Assists the Fire Chief in planning, supervising, and coordinating the administration of the Fire Department budget as related to the assigned program management;
- Receives administrative direction from the Fire Chief and provides direct supervision to company officers and subordinate personnel;
- Manages and monitors various software programs, including EMS patient care reporting (ESO EHR), fire training reporting (Vector Solutions), and vehicle and equipment inventory management (Vector Solutions Check it);
- Oversees and directs the Department’s EMS program, which includes maintaining the inventory of EMS supplies, monitoring of EMS response activity, and serving as liaison to EMS Medical system;
- Oversees and directs the Department’s Training program, which includes chairing a Department Training Committee and occasional direct training session delivery.

Starting salary \$105,000 +/- dependent on experience, with excellent benefits.

#### DUTIES, RESPONSIBILITIES AND WORK PERFORMED:

Essential functions include, but are not limited to:

1. Thorough knowledge of Fire Department administration: confers with the Fire Chief to develop, implement, and revise policies and departmental procedures; ensures 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. Thorough knowledge of fire suppression, rescue, and EMS response operations; working understanding of rural fire 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. Coordinates and manages the assigned Fire Department programs; coordinates Department Emergency Medical Services activities; coordinates Department Training program activities.
4. As part of the assigned role, 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.
5. Supervision of staff: assists with the administration of personnel programs including the performance evaluation process, disciplinary actions, and employee development programs.

#### EDUCATION, EXPERIENCE AND TRAINING:

1. Bachelor's degree in Fire Administration, Public Administration, or related field from an accredited university.
2. Applicable additional coursework or certifications:
  - o Chief Fire Officer designation by Office of State Fire Marshal
  - o Executive Fire Officer designation from National Fire Academy
  - o Managing Officer Program from National Fire Academy
3. A minimum of five years' experience as a Fire Lieutenant and ten years' experience as a career Firefighter.
4. Must show relevant supervisory experience with increasing levels of responsibility.

#### CERTIFICATIONS / LICENSES:

1. Current Illinois Class B driver's license
2. Illinois certification as an Emergency Medical Technician, Basic or Paramedic. (Paramedic is preferred)
3. Advanced Fire Officer or Fire Officer II Certification/ Office of the State Fire Marshal
4. Hazardous Materials Incident Command/ Office of the State Fire Marshal
5. Incident Safety Officer/ Office of the State Fire Marshal
6. Instructor II/ Office of the State Fire Marshal
7. Training Program Manager/ Office of the State Fire Marshal

#### ESSENTIAL KNOWLEDGE AND ABILITIES:

1. Thorough knowledge of fire administration, organization, and operations, including the principles and practices of modern fire suppression.
2. Thorough knowledge of the Incident Command System (ICS).
3. Thorough knowledge of emergency medical services training and procedures.
4. Thorough knowledge of applicable Federal, State, and local laws and regulations.
5. Ability to retain and apply technical information, terminology, equipment, and guidelines.
6. Ability to conduct research and develop presentations on complex topics.
7. Ability to effectively administer all department operations and capably assume full command in the absence of the Fire Chief.
8. Ability to effectively manage personnel, including the maintenance of performance standards and the appropriate use of disciplinary actions.
9. Ability to accurately interpret and explain City and departmental policies and regulations.
10. Ability to communicate effectively in writing and verbally with a variety of people at all levels of the organization.
11. Ability to establish and maintain effective working relationships with those contacted in the course of work.
12. Ability to effectively plan, organize, and direct the work of others.



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13. Ability to analyze problems and make recommendations for resolution.
14. Ability to maintain mental alertness and comprehension skills when carrying out essential duties.
15. Ability to remain calm and cooperative in difficult or emergency situations.
16. 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.
17. Ability to work a 40-hour work week position that may require additional hours beyond the normal work week, including holidays and weekends.
18. This position is frequently subject to emergency recall for emergency response after business hours, particularly when on call.
19. This position requires the use of 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.

NON-DISCRIMINATION:

All positions in the City of Sycamore will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin, or disability.