



TRUSTEES

JUDY ABRAHAM

PATRICIA CHAO-MALAVE

JUDY MILLER

ANDREA SENIOR

JARRY SHELBY

LAKECIA WHIMPER

Village of Broadview

Municipal Building

2350 South 25th Avenue • Broadview, Illinois 60155-3800

1-708-681-3600 • FAX 1-708-681-2018

KATRINA R. THOMPSON, President (Mayor)

VILLAGE CLERK

KEVIN MCGRIER

VILLAGE ADMINISTRATOR

LETISA JONES

FINANCE

THOMAS HOOD, CPA

BUDGET OFFICER

WONDERFUL WATSON

VILLAGE ATTORNEYS

DEL GALDO LAW
GROUP, LLC

Broadview Fire Department Deputy Chief

JOB SUMMARY:

Under the direction of the Fire Chief, the Deputy Chief is responsible for the safe and efficient operations of the Fire Department. The Deputy Chief will serve as second-in-command of the Fire Department and may be required to establish and/or perform in all functions of the incident command system. This position directly supervises the Captains and is responsible for the oversight of emergency and non-emergency operational functions including assisting in budget management, hiring and discipline, grant management, safety, policies, procedure development and public information. The Deputy Chief is subject to emergency calls while on and off duty.

ESSENTIAL FUNCTIONS INCLUDING, BUT ARE NOT LIMITED TO:

- May assume command of fire scene or other emergency action from a Subordinate Officer and direct fire ground and other emergency scene operations.
- Coordinates with the Fire Chief and the rest of the management team.
- Oversees personnel issues within the department including labor relations.
- Makes recommendations for policies, procedures and equipment purchases.
- Develops, reviews, approves and implements new service delivery programs.
- Commands fire department resources on all types of emergencies including the most complex fire, rescue, hazardous material and EMS incidents.
- Management representative on the safety committee and assures high level of safety in all operations.
- Must be capable of acting as Fire Chief in her/his absence.
- Performs other tasks and assignments as delegated by the Fire Chief.
- Constantly seeks to improve the public image of the Department with active community participation which may include, public presentations, community service organization involvement and public education regarding the services the Department provides.

KNOWLEDGE AND ABILITY:

- Knowledge of principals, practices and procedures of modern fire suppression, prevention and emergency medical services/procedures.
- Knowledge of computers and computer systems.
- Knowledge of strategy and tactics of handling fire, rescue and medical emergencies and the ability to analyze and respond effectively under stress to each.
- Knowledge of applicable local, state and federal laws and regulations.
- Operation and maintenance of fire and EMS apparatus and equipment.
- Knowledge of budget preparation and accounting principles.

- o Ability to:
 - Function as Incident Commander on a wide variety of emergency incidents.
 - Establish and maintain effective working relationships with employees, supervisors, and the public.
 - Work in a close and effective manner with the Fire Chief.
 - Delegate authority and responsibility.
 - Understand and follow oral and written instructions.
 - Act effectively and calmly in emergency situations.
 - Work effectively with the public, other agencies, and other employees.
 - Work irregular or protracted hours and respond quickly to call-backs.
 - Meet and maintain physical standards.
 - Learn, understand, and operate existing and new software applications pertinent to the position.

QUALIFICATIONS:

- A Citizen of the United States
- Pass background check, criminal history investigation, pre-employment medical examination and drug screen.
- Have a valid Illinois driver's license w/clean driving record
- Must possess the ability to act promptly and use good judgment in emergencies and to deal tactfully with the public.
- Must pass an annual medical physical based on NFPA standard 1582.

EDUCATION & EXPERIENCE:

- Possess an Associate Degree or higher.
- Three (3) years of progressive experience in a supervisory capacity, Battalion Chief or higher, preferred.
- Experience in Training, Training Program Manager Certification
- Fire Officer I and Fire Officer II, or OSFM equivalent
- Chief Fire Officer preferred

PHYSICAL & WORK CONDITIONS:

- o Frequently required to stand, sit, read, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility over all terrains and throughout buildings that may necessitate working in cramped spaces, crawling, climbing ladders and stairs, as well as related to physical ability required for structural firefighting operations.
- o Duties involve moving materials weighing up to 20 pounds regularly and may exceed 100 pounds on an infrequent basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, motorized vehicles, instruments and tools used for fire investigations and inspections, and fire suppression equipment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- o Work is performed primarily in office, vehicle, and outdoor settings in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. Work is occasionally performed in confined spaces and/or in complete darkness. The employee will be exposed to hazards associated with the above job functions, including fire, smoke, noxious odors, fumes, chemicals, solvents, and oils.
- o Occasionally works near moving mechanical parts and in high precarious places, and is occasionally exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings and loud at the emergency scene.
- o Work Schedule may vary, typically scheduled to 40 hours per week, plus on call for emergencies.

BENEFITS:

- Salary \$135,000 annually, depending on education and experience
- FLSA STATUS, Exempt - Administration & OT
- Medical, Dental, and Vision Insurance
- Ability to contribute to a Deferred Compensation Plan
- Four (4) weeks' vacation, Six (6) Personal Days & Eleven (11) Paid Holidays

SELECTION PROCESS:

Interested individuals are to submit a resume, college transcripts, and certifications via U.S. Mail to:

- LeTisa Jones, Village Administrator
- Village of Broadview
- 2350 South 25th Avenue
- Broadview, IL 60155

Deadline for submitting resume, college transcripts, and certifications is November 30, 2025.