



# Bristol-Kendall Fire Protection District

103 East Beaver Street  
Yorkville, IL 60560-1704  
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## Full-Time Assistant Chief of Training & Safety

The Bristol Kendall Fire Protection District provides fire, rescue, and emergency medical services to an area approximately 77 square miles. The fire district staffs three stations with a combination of full time and part time members.

The Assistant Chief's position requires excellent interpersonal relationship skills, effective communication skills, extensive management skills and the ability to work well with teams and supervisors. The ideal candidate will have a highly productive work ethic, ability to lead calmly under pressure, and be extremely organized.

### Position Summary:

The Assistant Chief position requires strong administrative and supervisory skills which encompass budgeting, planning, organizing, and directing certain programs of the district under the direction of the Fire Chief. The Assistant Chief shall be responsible for the development, delivery, and management of the Bristol Kendall Fire Protection District's training program and the general direction of The Fire Prevention and Public Education Division. Duties also include responsibility of assisting in planning, developing, and implementing budgets, records reporting systems, and other important coordination and management functions.

### Essential Functions:

- Be subordinate in rank to the Chief and, in the absence of the Chief, assume control of the district and perform the duties and exercise the powers incidental to the office of the Chief in such order of precedence as may be designated.
- Is a member of the general staff and assists in the formulation and administration of the policy, rules and regulations, practices and procedures governing personnel and the operations of the district.
- Be responsible for the effective enforcement of all policies, rules and regulations, practices, and procedures of the district within their command, as adopted by the Board of Trustees.
- Designate commissioned members and other employees to act in the absences of other officers.
- Respond to alarms and special calls when dispatched and assume command of operations according to the operating procedures of the district.
- Be on duty for periods to be determined by the Chief as the needs of the district may require.
- As directed by the Fire Chief, prepare and plan the portion of the district annual Budget related to assigned areas. Control expenditures within the budget appropriation for the assigned areas.
- Submit written reports to the Fire Chief as requested.
- Expected to attend monthly Board meetings.
- Responsible for the Health and Safety Committee.
- Acts as the Department Infection Control Officer.
- Promotes a positive atmosphere in all aspects of the district.
- Performs other duties as assigned.

## **Desirable Qualifications:**

### **Knowledge, Skills, and Abilities:**

- Comprehensive knowledge of modern methods and skills of fire department operations and administration.
- Comprehensive knowledge of modern firefighting and emergency medical techniques and problems, and application thereof.
- Considerable knowledge of fire hazards and firefighting resources such as personnel, water supply, and communications.
- Skill in the evaluation of tactical and operation requirements and conflagration situations.
- Considerable knowledge of District policies and rules and regulations.
- Excellent oral and written communication skills.
- Excellent leadership skills and the ability to establish and maintain effective working relationships with other employees and the general public.
- Excellent judgment skills.
- Considerable skill in the application of administrative and management methods and procedures with regard to departmental activities.
- Comprehensive knowledge of labor/management relations and the collective bargaining process.

### **Experience and Training:**

- Minimum of ten (10) years of experience in a full-time Fire/EMS service organization with at least three (3) years of management experience.
- Demonstrated familiarity with all phases of departmental operations.
- Knowledge of fire administration, Fire/EMS operations, procedures, and tactics.
- Working knowledge and proficiency in the operations of computer equipment and software programs used by the district.

### **Licenses/Certifications/Registrations:**

- Possession of valid Illinois Class B non-CDL or higher driver's license.
- State of Illinois Fire Fighter III certification or Advanced Firefighter Certification.
- State of Illinois Fire Officer I certification
- State of Illinois Emergency Medical Technician – Basic or higher.
- National Incident Management System (NIMS) 100, 200, 700, and 800 certificates of completion.

### **Additional Desired Qualifications:**

- State of Illinois Training Program Manager Certification
- State of Illinois Fire Department Safety Officer Certification
- State of Illinois Fire Inspector I
- Bachelor's degree from a regionally accredited University in; Fire Science, Fire Administration, Public Administration, or a closely related field.
- Experience as Paramedic
- District resident by time of employment

**Compensation and Employment:**

- Wages and benefits will be commensurate with experience with a salary range of \$125,000.00 to \$130,000.00.
- Residency within Bristol Kendall Fire Protection District is required within six (6) months from date of hire.
- The Position of Assistant Chief is an exempt position and is filled by appointment of the Fire Chief upon approval by the District Board.

Submit a letter of intent and resume to the Bristol Kendall Fire Protection District, Station #1 103 Beaver St., Yorkville, IL 60560 by 5:00 p.m. on December 11, 2023.

Qualified and selected candidates will be notified via email regarding details during the process.

The tentative timeline for the hiring process is:

1. Resume review- December 14, 2023
2. Interview with Board of Trustees, senior staff, and union- Week of January 1, 2024
3. Anticipated date of appointment for the Assistant Chief of Training is January 11, 2024 with a potential start date the end of January.

