



HUNTLEY FIRE PROTECTION DISTRICT

11118 Main Street Huntley, Illinois 60142
P 847-669-5066 F 847-669-0139

Qualifications/Job Description **Deputy Chief**

Distinguishing features of this position:

This exempt management position works a standard 40-hour administrative work week and reports directly to the Fire Chief. Persons assigned to this position have considerable latitude for decision making within assigned areas. Work in this position requires managerial knowledge, effective teamwork, and independent decision making. In the absence of the Fire Chief, this position may temporarily be assigned as Acting Fire Chief.

The Deputy Chief acting in the interest of the Huntley Fire Protection District has the authority to or effectively recommend, implement discipline, assign work schedules, evaluate worker productivity, and handle complaints. Upon recommendation of the Fire Chief, this position is appointed by the Board of Trustees and is a non-commissioned rank.

Responsibilities and Expectations:

- Plans, organizes, and directs the general day-to day operations of the District; performs field work as necessary; ensures firefighter/paramedics, supervisors, non-sworn employees, and specialized positions operate effectively and in accordance with District policies, rules and regulations, and various directives and procedures.
 - Provides leadership, management, and supervision in assigned areas; trains, supervises, and evaluates the performance of District staff directly or through subordinate supervisors; provides counsel and advice as needed; facilitates staff development to enhance efficiency and effectiveness; and oversees safety training and other personnel training programs.
 - Assesses line operations, including fire suppression, rescue, emergency medical services, training, and special teams; investigates new methods, technologies, laws, and programs to strengthen and improve current levels of service; and recommends new or revised programs and activities.
 - Responsible for representing the Huntley Fire Protection District within various Village departments, community organizations and other governmental agencies.
 - Expected to respond to large scale fires, special team operations, EMS incidents and mutual aid responses and assume assigned responsibilities within the Incident Management System.
 - Responds to and resolves difficult and sensitive inquiries and complaints.
-



HUNTLEY FIRE PROTECTION DISTRICT

11118 Main Street Huntley, Illinois 60142
P 847-669-5066 F 847-669-0139

- Expected to attend monthly officer meetings and training sessions and monthly Board meetings and training sessions.
- Submit monthly reports to the Fire Chief regarding emergency response and operations, monthly training activity, personnel issues, and complaints.
- Monitor and approve all part-time earnings related to shifts and training for the Safer Grant.
- Responsible for participation and assistance in the creation and management of the annual budget.
- Submit written reports to the Fire Chief as requested.
- Perform other duties as required by the Fire Chief.

Minimum qualifications and experience:

- A bachelor's degree from a four-year university and work experience specific to the position that exhibits qualifications as a Chief Officer managing multiple people and multiple projects.
 - Minimum of five (5) years of experience in the fire service at the rank of a Chief Officer.
 - Extensive fire service operational and administrative duties at the rank of Chief Officer.
 - State of Illinois Certified Fire Officer II.
 - State of Illinois Certified EMT-B or Paramedic.
 - Completion of NIMS IS100, IS200, IS300, IS400, IS700 and IS800 at time of hire.
 - Certified Illinois Incident Safety Officer or the ability to attain certification within one (1) year of appointment.
 - Experience with managing budgets, programs, and projects.
 - Experience as an incident commander managing multiple companies in emergency incidents.
-



HUNTLEY FIRE PROTECTION DISTRICT

11118 Main Street Huntley, Illinois 60142
P 847-669-5066 F 847-669-0139

- Must be able to pass an extensive background check.
- Ability to maintain the physical and mental ability to perform the essential functions of the district's firefighter's job description.
- Residency within the Huntley Fire Protection District is required within six (6) months from the date of hire.

Preferred Qualifications and Experience:

- A master's degree related to the Fire Service or completion of the National Fire Academy Executive Fire Officer Program.
- The State of Illinois certified Fire Officer III or Chief Officer Certification.
- Background and experience with part-time/combination fire departments.
- Special Teams certifications in the State of Illinois.

Salary Range: The current salary range for this position is \$152,000 - \$162,000.

Benefits: Comprehensive benefits package including health insurance, vacation days, sick days, personal days, VEBA and the Illinois Article IV Firefighters Pension Plan.

Working conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed both indoor (office, meetings, training sessions) and outdoor, in all weather conditions, including temperature extremes, during day and nighttime hours. The Deputy Chief typically works eight (8) hour days Monday through Friday and is expected to respond to large-scale emergencies during the daily work hours, at night and on the weekends, and is the on-call Chief on a rotating basis.

The physical effort required will involve working in an office environment and responding to large scale incidents and participating as an integral component of the Incident Management System for extended periods of time.



HUNTLEY FIRE PROTECTION DISTRICT

11118 Main Street Huntley, Illinois 60142
P 847-669-5066 F 847-669-0139

Huntley Fire Protection District Deputy Chief of Operations

Position Qualifications:

A bachelor's degree from a four-year university and work experience specific to the position that exhibits qualifications as a Chief Officer managing multiple people and multiple projects. Graduate work and/or a master's degree in Public Administration, Human Resource Management, Fire and Emergency Management or Business Administration and Finance is preferred. Participation or graduation from the Executive Fire Officer Program is also preferred.

The State of Illinois certified Fire Officer II is required. Completion of NIMS IS100, IS200, IS300, IS400, IS700 and IS800 required at time of hire. Must have an Illinois EMT-B or Paramedic license. Must have five (5) years of progressively responsible experience as a Chief Officer in a medium to large fire protection district or municipal fire department. Experience as an incident commander managing multiple companies at emergency incidents is necessary. Also necessary is experience managing budgets, programs, and projects. Background and experience with a combination full-time and part-time fire department is desired. Special Teams certifications in the State of Illinois are preferred.

Complete details regarding required and preferred qualifications are included in the job description.

The Deputy Chief's position requires excellent interpersonal relationship skills, effective communication skills, extensive management skills knowledge and the ability to work well with teams and supervisors throughout the department.

The ideal candidate will have a highly productive work ethic and demonstrate the ability to lead calmly under pressure while uncompromisingly pursuing the goals of the department.

Must be able to pass all components of the testing process, an extensive background check and medical exam, including drug testing.

Residency within the Huntley Fire Protection District boundary is required within six (6) months from the date of hire.

The current salary range for this position is \$152,000 - \$162,000 plus a comprehensive benefit package. Upon recommendation of the Fire Chief, this position is appointed by the Board of Trustees and is a non-commissioned rank.

Application, letter of intent, resume and copies of certifications will be accepted until Monday, October 27, 2023, at 2:00PM.



HUNTLEY FIRE PROTECTION DISTRICT

11118 Main Street Huntley, Illinois 60142
P 847-669-5066 F 847-669-0139

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

The tentative timeline for the testing process is:

1. If selected, oral interview with Fire Chief and staff –
Week of November 13-16, 2023
2. Assessment Center – November 27, 2023 – Station 1
If needed - November 28, 2023 – Station 1
3. Interview with Board of Trustees - December 19, 2023
4. Finalist participation in leadership assessment exercise - January 4 or 5, 2024
5. Final Interview with Board of Trustees - January 23, 2024 (if needed)

The anticipated hiring date for the Deputy Chief of Operations is February / March 2024.

The Huntley Fire Protection District reserves the right to alter the schedule if deemed necessary. Updates will be communicated via email to candidates.

Interested individuals shall submit their application, letter of intent, resume and copies of certifications in person at:

Huntley Fire Protection District Station 1
11118 Main Street Huntley IL 60142,
Monday – Friday from 7:30am - 4pm.

Emailed application, letter of intent, resume and copies of certifications will not be accepted.

The Huntley Fire Protection is not responsible for any application documents that are mailed and not received, or received after the application deadline.

Completed package dropped off after Monday, October 27, 2023, at 2:00PM will not be accepted.

Application can be found at www.huntleyfpd.org

Questions regarding the testing and hiring process may be directed to Fire Chief Scott Ravagnie at 847-669-5066 or Sravagnie@huntleyfpd.org



HUNTLEY FIRE PROTECTION DISTRICT

11118 Main Street
Huntley, Illinois 60142
(847) 669-5066

APPLICATION FOR DEPUTY CHIEF OF OPERATIONS

PERSONAL DATA

Name: _____
Last First Middle Suffix

List Any Other Names That You
Have Used Or Have Been Known As: _____

Address: _____
Number & Street City State Zip Code

E-Mail Address: _____

Home Phone: _____ Cell Phone: _____

Driver's License Number: _____

Driver's License Class: _____

Driver's License State of Issue: _____

Social Security Number: _____

Are You A United States Citizen? Yes No

If Not, Have You Applied For United States Citizenship? Yes No

EMERGENCY CONTACT INFORMATION

Name: _____
Last First Middle Suffix

Address: _____
Number & Street City State Zip Code

E-Mail Address: _____

Home Phone: _____ Cell Phone: _____

RESIDENTIAL HISTORY

Please List All Former Addresses For The Past Ten Years In Chronological Order

Address: _____
Number & Street City State Zip Code

Years Resided: _____

Address: _____
Number & Street City State Zip Code

Years Resided: _____

Address: _____
Number & Street City State Zip Code

Years Resided: _____

Address: _____
Number & Street City State Zip Code

Years Resided: _____

MILITARY SERVICE RECORD

Are You Now Or Have You Ever Been In The United States Armed Forces?

Yes No

Branch Of Service: _____

Period Of Service: _____

Are You Now Or Were You Ever An Active Member of Any Branch Of United States Military Reserve Or The National Guard?

Yes No

Branch Of Service: _____

Period Of Service: _____

EDUCATION

Please Check Your Highest Level Of Education Completed:

GED Certificate: High School: College: 1 2 3 4
Graduate School: Master's degree: Doctoral Degree:

Please Complete The Following Information For Each School Attended:

High School Name: _____

High School Address: _____
Number & Street City State Zip Code

Date Attended: _____ **Graduate?** Yes No

College Name: _____

College Address: _____
Number & Street City State Zip Code

Date Attended: _____ **Graduate?** Yes No

Graduate School Name: _____

Graduate School Address: _____
Number & Street City State Zip Code

Date Attended: _____ **Graduate?** Yes No

Doctoral Institution: _____

Doctoral Institution Address: _____
Number & Street City State Zip Code

Date Attended: _____ **Graduate?** Yes No

Please List Any & All Degrees Attained:

EMPLOYMENT HISTORY

Please List All Jobs That You Have Held In The Past Ten Years In Chronological Order Starting With Your Current Employment. Please Include Periods Of Unemployment. Also, Include Military Service Along with Temporary Or Part-Time Employment.

Employers Name: _____

Address: _____
Number & Street City State Zip Code

Telephone Number: _____ Period Of Employment: _____

Job Description / Position Held: _____

Supervisor' Name: _____ Supervisor's Title: _____

Reason For Leaving: _____

May We Contact Them? Yes No

Employers Name: _____

Address: _____
Number & Street City State Zip Code

Telephone Number: _____ Period Of Employment: _____

Job Description / Position Held: _____

Supervisor' Name: _____ Supervisor's Title: _____

Reason For Leaving: _____

May We Contact Them? Yes No

Employers Name: _____

Address: _____
Number & Street City State Zip Code

Telephone Number: _____ Period Of Employment: _____

Job Description / Position Held: _____

Supervisor' Name: _____ Supervisor's Title: _____

Reason For Leaving: _____

May We Contact Them? Yes No

Employers Name: _____

Address: _____
Number & Street City State Zip Code

Telephone Number: _____ **Period Of Employment:** _____

Job Description / Position Held: _____

Supervisor' Name: _____ **Supervisor's Title:** _____

Reason For Leaving: _____

May We Contact Them? Yes No

Employers Name: _____

Address: _____
Number & Street City State Zip Code

Telephone Number: _____ **Period of Employment:** _____

Job Description / Position Held: _____

Supervisor' Name: _____ **Supervisor's Title:** _____

Reason For Leaving: _____

May We Contact Them? Yes No

Have You Ever Been Suspended Or Terminated, Other Than For Economic Layoff, From Any Prior Employment?

Yes No

If Yes, Please Explain: _____

Have You Ever Resigned From Any Employment Position Because Of Misconduct Or Unsatisfactory Performance Or While Under Investigation?

Yes No

If Yes, Please Explain: _____

DEPUTY CHIEF MINIMUM QUALIFICATIONS

Years Of Service In The Rank Of Chief Officer: _____

Bachelor's Degree: Yes No Institution: _____

State Of Illinois Certification:

Fire Officer II: Yes No Certification Date: _____

Incident Safety Officer: Yes No Certification Date: _____

EMT-B Or Paramedic: Yes No Certification Date: _____

National Incident Management System Certification:

IS100: Yes No Certification Date: _____

IS200: Yes No Certification Date: _____

IS300: Yes No Certification Date: _____

IS400: Yes No Certification Date: _____

IS700: Yes No Certification Date: _____

IS800: Yes No Certification Date: _____

DEPUTY CHIEF PREFERRED QUALIFICATIONS

Master's Degree: Yes No Institution: _____

National Fire Academy Certification:

Executive Fire Officer Yes No Certification Date: _____

State Of Illinois Certification:

Fire Officer III: Yes No Certification Date: _____

Chief Officer: Yes No Certification Date: _____

Special Teams Certifications: _____

LEGAL & TRAFFIC HISTORY

Have You Ever Been Convicted Of A Crime Other Than Minor Traffic Violations?

Yes No

If The Answer To The Above Question Is Yes, Please Explain Below. If More Room Is Needed, Please Type On A Separate Piece Of Paper & Attach.

Date Of Incident: _____ **Police Agency:** _____

Offense: _____

Disposition Of Case: _____

Date Of Incident: _____ **Police Agency:** _____

Offense: _____

Disposition Of Case: _____

Date Of Incident: _____ **Police Agency:** _____

Offense: _____

Disposition Of Case: _____

Please List All Traffic Convictions & Accidents You Have Had In The Last Four Years. If More Room Is Needed, Please Type On A Separate Piece Of Paper & Attach.

Date Of Incident: _____ **Location :** _____

Violation: _____

Disposition Of Case: _____

Date Of Incident: _____ **Location:** _____

Violation: _____

Disposition Of Case: _____

Date Of Incident: _____ **Location:** _____

Violation: _____

Disposition Of Case: _____

PERSONAL REFERENCES

Please List Three Personal References (Adults Not Related To You & Not Former Employers, Who Have Known You For More Than Three Years.) All Persons To Whom You Refer Will Be Asked To Appraise Your Character, Ability, Experience, Personality, & Other Qualities.

Name: _____

Address: _____
Number & Street City State Zip Code

Telephone Number: _____ **Occupation:** _____

Relationship: _____

Name: _____

Address: _____
Number & Street City State Zip Code

Telephone Number: _____ **Occupation:** _____

Relationship: _____

Name: _____

Address: _____
Number & Street City State Zip Code

Telephone Number: _____ **Occupation:** _____

Relationship: _____

Please List Any Organizations You Are An Active Member Of Or Donate Time To Both Professionally & In Your Personal Life:

Organization: _____

Organization: _____

Organization: _____

Organization: _____

PROFESSIONAL REFERENCES

Please List Three Professional References. All Persons To Whom You Refer Can Vouch For Your Qualifications For This Job Based On Their Insight Into Your Work Ethic, Skills, Professional Strengths, & Achievements.

Name: _____

Address: _____
Number & Street City State Zip Code

Telephone Number: _____ Job Title: _____

Organization: _____

Name: _____

Address: _____
Number & Street City State Zip Code

Telephone Number: _____ Job Title: _____

Organization: _____

Name: _____

Address: _____
Number & Street City State Zip Code

Telephone Number: _____ Job Title: _____

Organization: _____

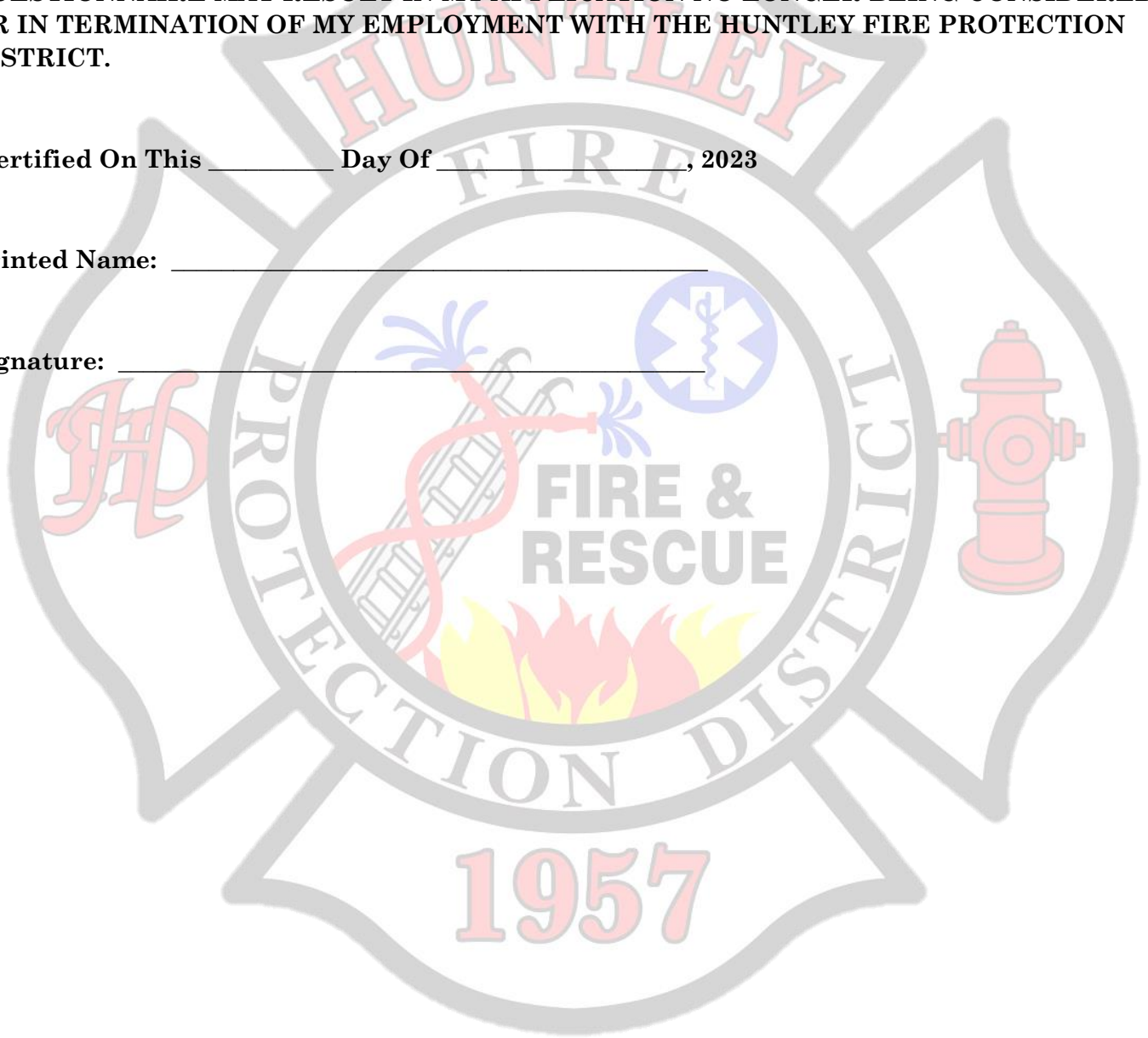
CERTIFICATION

I HEREBY CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND STATEMENTS, AND I CERTIFY THAT THERE ARE NO WILLFUL MISREPRESENTATIONS, OMISSIONS, OR FALSIFICATIONS IN THIS QUESTIONNAIRE, AND THAT ALL MY ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT ANY MISREPRESENTATIONS, OMISSIONS, OR FALSIFICATIONS ON THIS QUESTIONNAIRE MAY RESULT IN MY APPLICATION NO LONGER BEING CONSIDERED OR IN TERMINATION OF MY EMPLOYMENT WITH THE HUNTLEY FIRE PROTECTION DISTRICT.

Certified On This _____ Day Of _____, 2023

Printed Name: _____

Signature: _____



ADDITIONAL INFORMATION

Please Use This Additional Page To Add Any Additional Information From Previous Sections That Did Not Fit In The Appropriate Area Of The Application.

