

Village of Glenwood

Shift Officer/Paramedic





The Village of Glenwood, Illinois, is located in Northeastern Illinois, County of Cook, is a diverse community of 8,662 residents (Census 2020), which is near major regional employment and commercial centers in the Chicago metropolitan area. The village is located near the City of Chicago in the Chicago Southland approximately 23 miles south of the Chicago central business district.

Incorporated in 1871 and operating under the President/Board of Trustees form of government, the Village of Glenwood is currently seeking three full time Shift Officer/Paramedics.

Under direct supervision from the Fire Chief, the Shift Officer/Paramedic is a full-time (24/48 shift) position responsible for the supervision of assigned personnel (full-time, contract, part-time, and paid-on-call) including but not limited to, the assignment of station duties, periodic personnel review, discipline, emergency response, and Incident Command as required. The Shift Officer/Paramedic will also be assigned department program(s) to manage including Training Administrator, EMS Coordinator, and or Fire Prevention Officer (FPO). The Shift Officer/Paramedic will be the highest-ranking individual on duty approximately 16 hours per day (24 hour per day on the weekend) and, in the absence of the Chief and Deputy Chief, is responsible for the overall management of the Fire Department.

Essential Functions

A firefighter in full gear is shown in the background, operating a hose. The scene is a fire scene with smoke and a fire truck visible.

- ✓ Assigns work, provides supervision, conducts performance reviews, and issues discipline of volunteer, part-time, contractual and full-time personnel as directed by the Fire Chief and Deputy Chief;
- ✓ Make decisions with regards to the repair of equipment and apparatus and as necessary, consults with department administration regarding such decisions;
- ✓ Schedules/conduct regular and special fire and EMS training for all personnel on-duty and/or in the station during their shift;
- ✓ Supervises the safe instruction of personnel to prepare them to pass various State and/or National exams to obtain, maintain and comply with necessary licenses, certificates, and standards during their shift;
- ✓ Ensure recordkeeping is up-to-date for all assigned personnel in order to comply with Village, insurance, State and Federal requirements;
- ✓ Schedule/conducts regular fire safety and EMS training programs in cooperation with village departments, committees, community organizations and local businesses;
- ✓ Supervise/conduct CPR classes and blood pressure checks for citizens/groups.
- ✓ Serves as part of the fire department management team and leads/motivates department membership;
- ✓ Appears before school classes and civic organizations to further the public interest in Community Risk Reduction;
- ✓ Represents the fire department when working with Village Administration, Police, Public Works, Inspectional Services and other neighboring departments and agencies. The position also serves on interdepartmental and interagency committees/groups as required;
- ✓ Operates on apparatus, equipment, and/or supervises personnel during emergencies;
- ✓ Perform the duties of Paramedic and/or supervises personnel at medical emergencies;
- ✓ Performs/assigns fire prevention inspections and supports the Inspectional Services as required;
- ✓ Participates and ensures that assigned personnel participate in the fire department physical fitness program;
- ✓ Observes, enforces, and helps develop department safety guidelines and uses appropriate safety techniques at all times;
- ✓ Reports directly to and performs related work as assigned by the Fire Chief and Deputy Fire Chief.

Qualifications

MINIMUM QUALIFICATIONS

- U.S. Citizen
- High School Diploma/GED
- Valid driver's license of appropriate classification to operate all Fire Department vehicles
- Applicants must have attained their 21st Birthday at the last date for filing applications 4/17/2023, and must be under the age of 35 at such time as the Final Eligibility List is posted unless exempt by State Statute 65 IL 5/10-2.1-6
- Certified Basic Operations Firefighter/EMT-B. The ability to operate as a paramedic in the South Cook County Region EMS System and obtain EMT-P (Paramedic) within one year of hire date
- OSFM Certified for Hazardous Materials Operational Level
- CPAT-Must possess a valid CPAT with Ladder Climb Certification issued 2022 or later
- Must have five (5) years experience as a certified Firefighter in the State of Illinois
- At this time there is no established residency requirement declared by the Village of Glenwood, IL.
- Must be able to successfully complete all phases of testing

PREFERRED QUALIFICATIONS

- OSFM Certified Advanced Technician Firefighter
- OSFM Certified Company Fire Officer or Advanced Fire Officer
- OSFM Fire Apparatus Engineer
- OSFM Public Fire & Life Safety Educator I and/or Advanced Fire Prevention Officer
- OSFM Advanced Community Risk Reduction
- OSFM Fire and/or Arson Investigator
- OSFM Certified Service Instructor I, II, III or Training Program Manager
- IDPH Certified EMS Lead Instructor
- OSFM Advanced Certifications in Specialty Response Team Disciplines: Technical Rescue, Water Rescue and /or Hazardous Materials

Compensation & Benefits

Salary range is \$78,713.00—\$98,391.00. Placement within this range is dependent upon experience and qualifications of the selected individual. The Village also provides a generous benefit package This position is FLSA exempt.

How to Apply

Interested and qualified candidates should apply at once, by completing the online form which can be found at www.villageofglenwood.com under “Employment Opportunities.” Application link will be at the bottom left. The application closing date is **May 10, 2023, at 5:00 pm. Applications and any required documents must be submitted to:** Fire & Police Commission, One Asselborn Way Glenwood, Illinois 60425, Attention Carolyn Williamson by the deadline.

Successful candidates will be required to take a written examination planned for Wednesday June 14, 2023. Written exam study guide information will be provided. Achievement of a passing score will generate an invitation to participate in the Assessment Center which successful candidates will be notified of the date, time and location.

Candidates along with their applications will need to include a resume and a letter summarizing his/her qualifications and education (please include copies of your CPAT, required education degrees/certifications). Please include a description of the size of the department(s) where you have gained experience. Successful candidates will be placed on an eligibility list by the Fire and Police Commission for a period of two (2) years.

Questions regarding the application process should be directed via email to Commissioner James Minx police_firecommission@villageofglenwood.com

