



Prospect Heights Fire Protection District Fire Chief/Administrator Recruitment Announcement

District Overview

The Prospect Heights Fire Protection District (PHFPD) is seeking an experienced, forward-thinking Fire Chief/Administrator to lead a combination fire department serving approximately 16,000 residents across the fire district with a total service area of approximately six (6) square miles. The Prospect Heights Fire District is governed by a Board of Trustees consisting of five (5) Fire District residents appointed to staggered terms by the Wheeling Township Board.

The Prospect Heights Fire Protection District includes 20 full-time firefighters and 18 part-time members and operates with an annual budget of approximately \$6.5 million (***PHFPD Organizational Chart, Appendix A***). The district operates from two stations and maintains a modern fleet and facilities focused on operational readiness and professional service delivery. The department responds to a wide range of emergency incidents while maintaining strong working relationships with surrounding mutual aid agencies and municipal partners.

Ideal Candidate

The ideal candidate will be a steady, practical, and accountable leader with strong communication skills, command-level experience, sound judgment, and the ability to build trust with full-time and part-time personnel. The district is seeking a Fire Chief/Administrator who can assess operations, set clear expectations, support personnel, ensure accountability, plan for future service demands, manage the department budget, oversee expenditures and purchasing, prepare RFPs, and pursue grant funding to support department growth. The successful candidate will possess a proven track record of innovative initiatives and have resulted in operational efficiencies (***PHFPD Fire Chief/Administrator Job Description, Appendix B***).

Minimum Qualifications (Education, Experience and Training)

This position requires at a minimum:

- Minimum ten (10) years of progressively responsible fire service experience.
- Minimum five (5) years of command-level experience at the rank of Battalion Chief, Deputy Chief, Assistant Chief, Fire Chief, or equivalent.
- ✓ High school diploma or equivalent.
- ✓ Bachelor's degree in Fire Science, Public Safety Administration, Emergency Management, Business Administration, or related field.
- ✓ Illinois OSFM Chief Fire Officer Certification (CFO) or Fire Officer III.
- ✓ Current or previous EMT-Paramedic licensure.
- ✓ Illinois OSFM Incident Safety Officer certification.
- ✓ NIMS ICS 100, 200, 300, 400, 700, and 800.
- ✓ Valid driver's license. (Class B non-CDL)
- Ability to pass required background, medical, psychological, and drug screening requirements.

Desired qualifications include:

- Executive Fire Officer certification from National Fire Academy
- CPSE accredited Chief Fire Officer certification.
- Completion of Blue Card Hazard Zone Management Certification

Benefits:

- Paid holidays per the districts approved schedule.
- Vacation time is based on years of service.
- Sick leave allowance.
- Comprehensive health insurance (medical, dental, vision).

Starting pay will be based on the selected candidate's overall qualifications, with consideration given to fire service experience, command/supervisory experience, administrative leadership, and other directly related experience.

How to Apply

The **PHFPD Fire Chief/Administrator Application Packet** can be obtained electronically at:

<https://www.phfire.com/content/fulltime/>

Candidates must complete the **PHFPD Fire Chief/Administrator Application Packet** which includes five (5) required questions. Each applicant must submit typed responses to all questions as part of the application process. Please limit responses to no more than 500 words per question. Clear, concise, and example-based responses are encouraged. Applicants are expected to submit original responses that reflect their own experience and professional judgment.

Documents Required (submitted with your application packet)

Your **PHFPD Fire Chief/Administrator Application Packet** should include the following documents:

1. Your completed PHFPD Fire Chief/Administrator Application Packet and your responses to the five candidate application questions.
2. A cover letter that addresses your qualifications and your past fifteen years of continuous service, including the last five years at the rank of Company Officer, or higher, with prevention experience including at least three years of management and supervisory experience.
3. A résumé.
4. COPY of U.S. citizenship (acceptable documentation may include a birth certificate, a valid U.S. passport or naturalization papers);
5. COPIES of all licenses, certifications, and documents as
 - High school diploma or equivalent.
 - Bachelor's degree in Fire Science, Public Safety Administration, Emergency Management, Business Administration, or related field.
 - Illinois OSFM Chief Fire Officer Certification (CFO) or Fire Officer III.
 - Current or previous EMT-Paramedic licensure.
 - Illinois OSFM Incident Safety Officer certification.
 - NIMS ICS 100, 200, 300, 400, 700, and 800.
 - Valid driver's license. (Class B non-CDL)
6. THREE letters of reference that speak to your character, ability, experience, personality and other qualities.

Application *(with Required Documents)* Due Date:

PHFPD Chief/Administrator Application Packets are due:

July 17, 2026, by 3:00 p.m. Central Daylight Time.

In-person submissions will not be accepted. Packets must be sent to:

Stephen G. Daday

Lavelle Law Ltd.

1933 North Meacham Road, Suite 600

Schaumburg, IL 60173

Note: Applications should be completed thoroughly, and resumes will not be accepted in lieu of an application but should be attached to the application. Include all requested education, experience, attachments, and other information when applying. Incomplete applications are subject to rejection. Notifications to applicants will be sent electronically to the email address provided in the application.

Important Dates:

After the application deadline, the PPSS Team will review submissions to identify candidates whose knowledge, skills, and abilities best match the position. Selected candidates will be contacted with the date and time of their ***Fire Chief/Administrator Structured Leadership Assessment***. **The assessment process will take place on August 11, 2026.**

The anticipated start date for the selected candidate is October 1, 2026.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

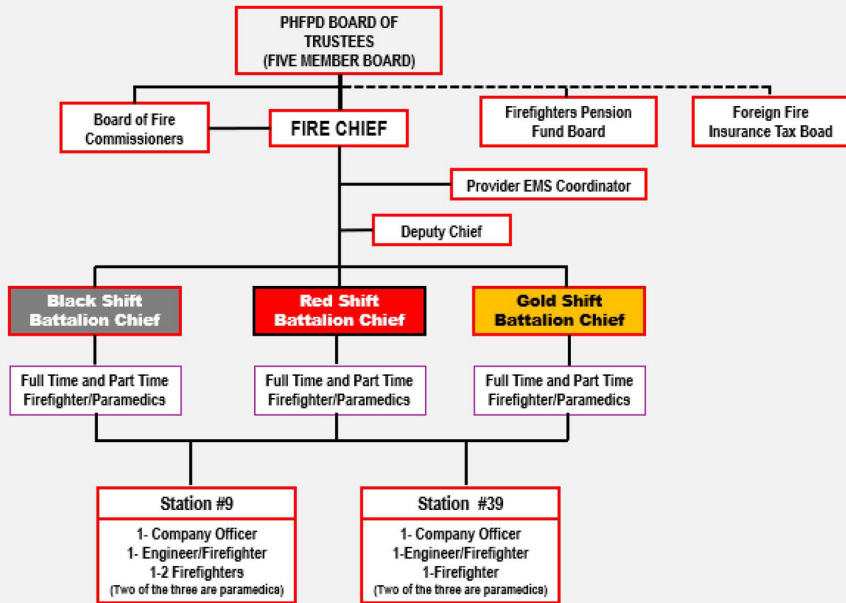
EXHIBIT A

PHFPD Organizational Chart



PHFPD ORGANIZATIONAL CHART

Our Mission: "Delivering exceptional services for everyone with Courtesy, Respect, and Empathy."



Updated 6/6/26

Prospect Heights Fire Protection District

EXHIBIT B

PHFPD Job Description



PROSPECT HEIGHTS FIRE PROTECTION DISTRICT FIRE CHIEF/ADMINISTRATOR JOB DESCRIPTION

Position Summary

The Fire Chief/Administrator serves as the Chief Executive Officer of the Fire Department and is responsible for the effective leadership, administration, and delivery of fire suppression, emergency medical services, rescue operations, community risk reduction, code enforcement, emergency management, and specialty response programs.

The Fire Chief/Administrator provides strategic direction for the organization while ensuring operational readiness, regulatory compliance, fiscal responsibility, personnel development, and exceptional customer service to the community.

The Fire Chief/Administrator reports directly to the Fire District Board of Trustees, as applicable and serves as the senior representative of the department in all matters of policy, operations, and public safety.

This position requires a leader who can build trust, develop future leaders, maintain operational excellence, and guide the organization through future opportunities and challenges while delivering exceptional service to the community.

Essential Duties and Responsibilities

Executive Leadership

- Establish and communicate the department's vision, mission, goals, and objectives.
- Develop and implement short-term and long-range strategic plans.
- Lead organizational improvement initiatives and succession planning efforts.
- Ensure compliance with all federal, state, and local laws, regulations, and standards.
- Develop, implement, and maintain departmental policies, procedures, and standard operating guidelines.
- Promote a culture of professionalism, accountability, innovation, and continuous improvement.

Personnel Management

- Direct the recruitment, selection, promotion, discipline, evaluation, and retention of department personnel.
- Supervise career, part-time, and civilian employees through the chain of command.
- Foster employee engagement, leadership development, and workforce succession planning.
- Administer collective bargaining agreements and labor-management relations.
- Ensure fair and consistent personnel practices.

Emergency Operations

- Ensure operational readiness of personnel, apparatus, equipment, and facilities.
- Direct fire suppression, EMS, rescue, hazardous materials, technical rescue, and emergency management programs at incidents.
- Serve as Incident Commander during significant emergencies when necessary.
- Coordinate mutual aid and automatic aid agreements.
- Participate in local, regional, and state emergency management activities.

Training and Professional Development

- Ensure compliance with all required training and certification standards.
- Establish competency-based training and officer development programs.
- Promote professional certification and continuing education.
- Maintain department-wide training records and performance metrics.
- Support firefighter health, safety, and wellness initiatives.

Community Risk Reduction and Code Enforcement

- Direct fire prevention, inspection, public education, and code enforcement activities.
- Develop community risk reduction strategies based on local hazards and response data.
- Collaborate with developers, businesses, schools, and community organizations.
- Promote public safety education and outreach programs.

Fiscal and Resource Management

- Develop and administer annual operating and capital budgets.
- Manage grants, contracts, and purchasing programs.
- Evaluate staffing, apparatus, facilities, and equipment needs.
- Ensure responsible stewardship of public funds.
- Prepare and present budget recommendations and financial reports.

Governance and Public Relations

- Serve as the department liaison to elected officials, governing boards, employees, labor organizations, community groups, and partner agencies.
- Attend board, council, and committee meetings.
- Prepare reports, recommendations, and presentations.
- Serve as departmental spokesperson when appropriate.
- Maintain effective relationships with stakeholders and regional partners.

Technology and Organizational Development

- Promote modernization through technology, data analytics, and performance measurement.
- Oversee records management, reporting systems, accreditation efforts, and compliance programs.
- Utilize performance metrics and dashboards to support decision-making.
- Lead continuous improvement initiatives and organizational assessments.

Required Knowledge, Skills, and Abilities

The successful candidate shall demonstrate:

Leadership Skills

- Strategic thinking and organizational leadership.
- Personnel management and team development.
- Change management and organizational improvement.
- Conflict resolution and labor relations skills.

Administrative Skills

- Budget preparation and fiscal management.
- Policy development and implementation.
- Project management.
- Grant administration.

Operational Skills

- Fire suppression, EMS, rescue, and incident command expertise.
- Emergency management and disaster preparedness.
- Community risk reduction and fire prevention knowledge.
- Understanding of modern fire service deployment and response models.

Communication Skills

- Exceptional written and verbal communication.
 - Public speaking and presentation skills.
 - Media relations experience.
 - Ability to communicate effectively with employees, elected officials, and the public.
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Minimum Qualifications

- High school diploma or equivalent.
 - Bachelor's degree in Fire Science, Public Safety Administration, Emergency Management, Business Administration, or related field.
 - Minimum fifteen (15) years of progressively responsible fire service experience.
 - Minimum five (5) years of command-level experience at the rank of Battalion Chief, Deputy Chief, Assistant Chief, Fire Chief, or equivalent.
 - Illinois OSFM Chief Fire Officer Certification (CFO) or Fire Officer III,
 - Current or previous EMT-Paramedic licensure
 - Illinois OSFM Incident Safety Officer certification.
 - NIMS ICS 100, 200, 300, 400, 700, and 800.
 - Valid driver's license. (Class B non-CDL)
 - Ability to pass required background, medical, psychological, and drug screening requirements.
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Preferred Qualifications

- Experience in an Illinois Fire Protection District at a mid to upper level of responsibility for a minimum of 10 years.
- Master's degree in Fire Science, Public Administration, Public Safety Administration, Emergency Management, Business Administration, or related field.
- Certified Fire Officer designation through CPSE
- National Fire Academy Executive Fire Officer (EFO) Program.
- IL OSFM Training Program Manager certification.
- IL OSFM Fire Inspector certification.
- IL OSFM Fire Investigator certification.
- Completion of Blue Card Hazard Zone Management Certification.
- Experience managing a combination department.
- Experience with collective bargaining.
- Experience with strategic planning and accreditation processes.

- Experience leading EMS, special operations, and code enforcement programs.
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Leadership Attributes Sought

The ideal candidate will demonstrate:

- Integrity and professionalism.
- Strong character and ethical leadership.
- Collaborative leadership style.
- Visionary thinking balanced with operational competence.
- Commitment to firefighter safety and wellness.
- Accountability and fiscal stewardship.
- Community engagement and customer service.
- Ability to lead organizational change while preserving positive traditions.