

FIRE CHIEF TOWN OF DYER

The Town of Dyer (2019 pop. 15,976) is seeking to fill the position of Fire Chief on a Full-time basis.

The successful candidate will have:

- 10 years of progressively increasing leadership experience.
- Bachelor's degree from an accredited college in Fire, Public or Business Administration or related field preferred.

Starting salary range is \$75,000.00 - \$94,000.00 annually (DOQE).

Residency is required within 12 months of appointment unless requirement is waived by the Town Council.

Dyer is located in Lake County, Indiana. In 2019, Dyer, IN had a population of ~16k people with a median age of 45.4 and a median household income of \$84,375. Between 2010 and 2019 the population of Dyer, IN declined from 16,390 to 15,976, a 2.4% decrease and its median household income grew during the same time to \$84,202.00.

The Town is currently an ISO Class 4. The Town has just undergone an ISO review.

The Dyer Fire Department is a Paid-on-call department with up to 35 members. In addition to providing response coverage to Dyer, the department along with Schererville and St. John provides response to St. John Township. The department operates a support ambulance from the station. 911 EMS calls are initially handled by a Private Ambulance Company. All Dyer 911 calls are dispatched via the Lake County Emergency Dispatch Center in Crown Point.

Supervision Received and Exercised:

- Receives general administrative direction from the Town Manager.
- Exercises direct and indirect supervision over sworn and non-sworn technical staff.

Examples of Important Responsibilities and Duties:

- Develop, plan, implement and administer department goals and objectives, as well as policies and procedures necessary to provide assigned fire suppression, prevention, and support services; approve new or modified programs, systems, policies and procedures.
- Direct the development and administration of the department's budget; direct the forecast of funds needed for staffing, equipment materials and supplies; monitor and approve expenditures; make midyear corrections.
- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Town Manager, Chief of Police and Town Council; prepare and present staff reports and other necessary correspondence for Town Council plenary meetings.
- Recruit, train, motivate and evaluate staff; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures including employee terminations; approve timecards and expense reports.
- Direct the maintenance, repair and modification of all departmental facilities, equipment and supplies; oversee the bid and purchase processes for the department.

- Provide staff support to a variety of boards and committees, including inter and intra-departmental committees and citizen boards; conduct and participate in staff meetings; attend and participate in professional group meetings; attend training seminars and stay abreast of new trends and innovations in the field of fire suppression and prevention.
- Respond to major fire alarms and personally direct fire suppression activities.
- Direct and participate in the preparation of a variety of technical and departmental activity reports and records; direct research of alternative approaches to fire protection; direct the preparation of a fire protection plan.
- Respond to the most difficult complaints and requests for information.
- Recommend new ordinances related to fire protection.
- Other duties as assigned and needed in the service of the Town.

The Fire Department operates from two stations. The Headquarters Station, located at 2150 Hart Street, south of RT30, is shared with the Dyer Police Department. This station is staffed with a small daytime staff. In January 2021 the Town will begin operations from a new Station II at 930, 213th Street, located west of Calumet Ave. This facility is unmanned and contains storage bays for the Police and Parks Departments. It is located at the northwest corner of Central Park.

Interested applicants should submit a cover letter and resume to Tom DeGiulio, Town Manager, at tdegiulio@townofdye.com, by March 1, 2021.

The Town of Dyer is an Equal Opportunity Employer.