



Date Developed:	
HR Review Date:	10/27/2025

JOB DESCRIPTION/JOB POSTING
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

DEPARTMENT:	Fire
DIVISION:	Administration
POSITION TITLE:	Deputy Chief of Operations & Training
JOB TYPE:	Non-Union Exempt
PAY GRADE/RANGE:	
FLSA STATUS:	Exempt
CIVIL SERVICE STATUS:	Exempt
OPENING DATE:	10/27/25
CLOSING DATE:	11/10/25

*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.

NATURE OF WORK:

This is a senior management position serving as second-in-command to the Fire Chief, responsible for overseeing all operational and training functions within the Evanston Fire Department (EFD). The Deputy Chief of Operations/Training directs the daily operations of the department, ensuring effective emergency response, efficient deployment of resources, and high-quality training for all personnel.

The position directly supervises and provides leadership to the Field Chief of Special Operations, the Field Chief of EMS, and the three Battalion Chiefs (one per shift). The Deputy Chief develops, implements, and evaluates operational and training strategies that advance the department's mission and align with City goals.

This role demands independent judgment, strategic planning, and strong leadership to ensure compliance with department policies and operational guidelines (Lexipol), collective bargaining agreements, and applicable laws. The Deputy Chief serves as the acting Fire Chief in the Chief's absence and is on call 24/7/365.

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):

- Provides leadership, direction, and coordination for all fire suppression, rescue, and EMS operations.
- Directly supervises the Field Chief of EMS, Field Chief of Special Operations, and three Battalion Chiefs, ensuring consistent communication, operational readiness, and adherence to department standards.
- Develops, implements, and evaluates department training programs, ensuring alignment with NFPA standards, ISO requirements, and department strategic goals.
- Coordinates all operational and training activities on weekly, monthly, and annual schedules, including department drills, maintenance, programs, and meetings.
- Oversees daily staffing, emergency response readiness, and resource allocation.
- Leads department-wide initiatives to improve safety, performance, and efficiency through modern technology and best practices.
- Serves as incident commander or assumes command responsibilities at major incidents when required.
- Participates in personnel selection processes for all ranks, providing input on testing, promotions, and performance evaluations.
- Facilitates leadership development within the organization through mentoring, performance management, and succession planning.
- Collaborates with labor leadership to ensure contract compliance and to resolve operational or personnel concerns.
- Oversees the department's operational and training budgets; prepares specifications and justifications for capital and equipment requests.
- Coordinates mutual aid operations and interagency response plans with neighboring fire departments and public safety agencies.
- Reviews and approves departmental operational guidelines and policies (Lexipol), in cooperation with the Fire Chief and Command Staff.
- Ensures department-wide dissemination, training, and compliance with updated policies and operational guidelines.
- Represents the Fire Department at community, neighborhood, and City Council meetings as required.
- Ensures department compliance with all applicable federal, state, and local regulations.
- Oversees the acquisition, maintenance, and operational readiness of apparatus, equipment, and facilities.
- Participates in grievance hearings, labor-management discussions, and collective bargaining as assigned by the Fire Chief.

- Prepares and presents reports, correspondence, and presentations related to department operations and training.
- Serves as Acting Fire Chief in the Chief's absence.

MINIMUM REQUIREMENTS OF WORK:

- Must possess seven (7) or more years of Fire/EMS experience within a Fire Department.
- Must possess five (5) years of senior command staff experience with a Fire Department (Division Chief, Assistant Chief, Deputy Chief, or Chief).
- Must possess one of the following educational requirements: Sixty or more credit hours from an accredited college and either a Fire Officer II State Certification, Advanced Fire Officer, or Chief Fire Officer certifications,; OR a Bachelor's degree or higher in Fire Science, Emergency Management, leadership, education, or a related field.
- Must possess a valid driver's license and a safe driving record.
- Demonstrated experience managing fire department members, training, and assignments.

Knowledge, skills, and abilities in the following areas:

- Thorough knowledge of modern firefighting, rescue, and emergency medical operations, including incident command, tactics, and strategy.
- Knowledge of NFPA, ISO, NIMS, and Lexipol standards and their application to fire department operations and training.
- Skill in leadership, supervision, and performance management of sworn personnel.
- Ability to develop, coordinate, and implement complex operational and training programs.
- Ability to analyze data, prepare reports, and evaluate departmental performance.
- Strong interpersonal and communication skills, including the ability to maintain effective working relationships with employees, City departments, labor representatives, and the community.
- Ability to operate within budgetary constraints and City purchasing procedures.
- Understanding of the City's geography, water distribution system, and mutual aid agreements.
- Proficiency with computers and software systems used in fire department operations, including CAD, RMS, training management, and scheduling platforms.

PHYSICAL REQUIREMENTS OF WORK:

Medium work: exerting up to 50 pounds of force occasionally, and/or up to 25 pounds frequently, and/or in excess of 10 pounds constantly to move objects. Must be able to perform the physical requirements of command and training operations, including standing, walking, bending, reaching, hearing, and seeing with or without correction. Exposure to outdoor and emergency conditions is expected.

SUPERVISION:

Under the general direction of the Fire Chief, this position exercises broad responsibility for the operational and training divisions of the department. The Deputy Chief works independently to develop and implement programs within policy and strategic objectives, exercising significant judgment and initiative.

PUBLIC CONTACT:

The Deputy Chief has regular contact with City officials, department heads, labor representatives, business leaders, community members, and representatives of other agencies.

SELECTION METHOD

Structured Oral Interview

TYPE OF ELIGIBILITY LIST

LIFE OF ELIGIBILITY LIST

To apply for this position, please apply online at www.cityofevanston.org on or before the closing date.

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-866-5095 (TTY).