Crestwood Fire Department

Fire Administration
13840 S. Cicero Ave
Crestwood, IL 60418
(708) 465-1300 Ext. 4004

Fire Prevention
13800 S. Cicero Ave
Crestwood, IL 60418
(708) 465-1300 Ext. 4003

Jonathan Newton
Chief of Department
(708) 465-1300 Ext. 4001

Daniel Jurka
Deputy Chief of Dept.
(708) 465-1300 Ext. 4002

Kevin McAuliffe
Assistant Chief of Dept.
(708) 465-1300 Ext. 4003

Lisa Holt
Administrative Assistant
(708) 465-1300 Ext. 4004

26 October 2026
Village of Crestwood Fire Department
JOB ANNOUNCEMENT

Position:	Coordinator of Logistics
Title Code:	LOG
Status:	Civilian Non-Exempt Part Time Position
Work Hours:	20-30 Hours per week variable (Mon-Fri typical)
Salary / Pay:	$38.76 / Hour

POSITION SUMMARY (SCOPE):
Under the direction of the Deputy Chief of Department, the Coordinator of Logistics assists the department uniform senior staff in: Tracking / maintaining global department and personnel inventory; tracking and coordinating maintenance on department apparatus and vehicles; maintaining and documenting fire (village) water systems as pertinent to the fire department; tracking and coordinating maintenance of self-contained breathing apparatus (SCBA); coordinating, performing and recording annual facepiece fit testing; tracking / coordinating issuance, collection and maintenance of structural firefighting turnout gear; scheduling / coordinating annual fire hose testing and other hose maintenance; scheduling / coordinating annual ground ladder testing; coordinating compliance with non-operational OSHA workplace requirements, coordinating maintenance and tracking of department mobile and portable radios with accessories; acting as the department's lead in the Illinois Secretary of State Driver Safety Officer program; other duties as assigned by the Deputy Chief of Department.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to finger, handle or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and smell. Frequently the employee would expect to lift up to 5 pounds, occasionally up to fifty pounds, and rarely up to one hundred pounds.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job: Work is performed primarily in an office setting. At times, the employee works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and or humid conditions, fumes or airborne particles. The noise level in the work environment is usually quiet in office settings and loud in non-office settings.

ESSENENTIAL DUTIES / RESPONSIBILITIES:
- Ensures compliance with applicable rules, regulations, orders, and standard operating procedures of the Crestwood Fire Department.
- Ensures compliance with applicable ordinances, directives, rules and regulations of the Village of Crestwood.
- Ensures compliance and adherence to applicable State and Federal statutes within scope.
- Advises Department senior staff on compliance issues / adherence to applicable Federal, State, and local laws, as well as applicable industry standards (OSHA, NFPA) within scope.
- Prepares reports applicable to scope of position for Department senior staff, as directed.
- Drive and operate fire department apparatus and other vehicles in non-emergency conditions.
- Duties described in position summary, as well as other duties as assigned by the Deputy Chief of Department.

BENEFITS:
Employee is afforded the following benefits as outlined in Village of Crestwood handbook:
- 8 hours of Personal Time Off (payout) after 6 months of employment
- Participation in 457 Deferred Compensation Plan (Voluntary)
- Illinois Municipal Retirement Fund (IMRF) Pension participation by maintaining a minimum of 1000 working hours per calendar year. Note: should employee not maintain 1000 hours per calendar year, IMRF participation shall not be allowed. Conversely, employee is required to participate in IMRF pension program if / when 1000 working hours is exceeded.
- Employee Assistance Program (EAP)

REQUIREMENTS:

Basic:
- US Citizen or Naturalized US Citizen
- Ability to participate in the Illinois Municipal Retirement Fund Pension system without legal or ethical conflicts
- Pass a qualified background check
- No felony convictions
- No leans on property or other debts acted upon in a legal fashion

Physical:
- Must be capable of passing a standard physical evaluation in compliance with the Village of Crestwood directives
- May be required to pass an annual NFPA 1500 medical / physical evaluation

Experience:
- 10 years experience in an operational and/or administrative fire service position desired
- Mechanical / maintenance experience in fire apparatus and fire equipment highly desirable

Formal Education:
- High School Diploma or GED

Certification:
- State of Illinois Non-CDL B (or higher) Driver's License with a clean driving record required
- Illinois OSFM Basic Firefighter Certification desired but not required
- Fire Officer Certification desired but not required
- Associate's Degree (or higher) in related field desired but not required

Skill and Ability:
- Excellent oral and written communication skills
- Excellent computer skills
- Excellent interpersonal skills
- Ability to identify, prioritize, and mitigate issues in an effective and efficient manner
- Thorough knowledge of modern fire suppression and emergency medical services, principles, procedures, techniques and equipment
- Considerable knowledge of applicable laws, ordinances, standards, and regulations
- Ability to drive and operate all types of fire apparatus (Class 1 Vehicles)
- Ability to handle confidential information in a sensitive manner
- Ability to communicate with outside vendors and stakeholders accurately with regard to scope of work
- Proficiency in the following computer programs:
  - Microsoft Word
  - Microsoft Excel
  - Microsoft PowerPoint
  - Microsoft Outlook (email) or other email programs
- Ability to obtain proficiency in Telestaff / Crew Sense staffing programs
- Ability to obtain proficiency in Target/Vector Solutions training platform
- Ability of obtain proficiency in Check-IT inventory management platform
- Ability to type at a rate required to accomplish daily duties in an effective fashion

REASONABLE ACCOMODATIONS:
Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. To perform this job successfully, an individual must be able to perform each essential job function (or job functions deemed essential) satisfactorily with or without an accommodation.

EQUAL OPPORTUNITY EMPLOYER:
The Village of Crestwood / Crestwood Fire Department is an equal opportunity employer and does not discriminate based on race, color, religion, sex, sexual orientation, national origin, age, disability, or genetic information. This policy applies to hiring, termination, promotions, pay and all other terms of employment.

ADHERENCE TO ORDERS, POLICY, RULES AND REGULATIONS:
This is a non-sworn fire department position, however, the employee is subject to all applicable orders (written and oral), policies, rules and regulations of the Village of Crestwood and the Crestwood Fire Department throughout employment.

HIRING PROCESS AND APPOINTMENT:
Staffing of position is accomplished through a hiring process directed by the Chief of Department. Candidate(s) for the position are approved by the Chief of Department, Village of Crestwood Human Resources Director, and appointed with the approval of the Village Board of the Village of Crestwood.

PROCEDURE:
Prospective candidates shall complete a "Village of Crestwood Application for Employment" along with a comprehensive resume with documentation (as appropriate) attesting to requirements set forth in this announcement. In addition, candidates must submit THREE LETTERS OF REFERENCE from non-related persons, a copy of birth certificate, and a copy of current Illinois Driver's License.

The "Village of Crestwood Application for Employment" may be found on the Village of Crestwood website under the Village Department / Human Resource Tab:

https://crestwood.illinois.gov/

Application, resume, qualified documentation and letters of reference shall be placed in a sealed envelope (not folded) and must be submitted in person by 4:00 PM on Friday, November 20, 2026 to the Village of Crestwood - Village Hall (Front Window) at 13800 S. Cicero Ave, Crestwood, IL 60418.

Sealed envelopes shall have the following information written on them by the submitting candidate:

Coordinator of Logistics
Applicant Name and Phone Number
Attention:
Chief Jonathan Newton
Chief of Department (Fire)
Village of Crestwood
13800 S. Cicero Ave.
Crestwood, IL 60418

Business Hours for the Village of Crestwood Village Hall: Monday - Friday 9:00am – 4:00pm, excluding legal holidays.

Candidates packets will be evaluated and candidates then MAY be asked to participate in a formal oral interview. Candidates who participate in a formal oral interview MAY be scheduled for a secondary oral interview in the process. Prospective candidates will be notified of any additional requirements during the selection process.

Submission of an application packet and / or participation in an oral interview(s) does not guarantee an offer of employment.

The Coordinator of Logistics shall be selected by a committee led by the Chief of Department, approved by the Director of Human Resources and appointed with the approval of the Village Board of the Village of Crestwood.

Applicants found to have falsified any information submitted in the application process shall be disqualified from further participation.

The Village of Crestwood reserves the right to reject any applicant for this position at any time during the selection process.

The Village of Crestwood / Crestwood Fire Department reserves the right to augment or amend the selection process at any time, including augmentation of, or amendments to the requirements set forth in this job announcement.

The Village of Crestwood / Crestwood Fire Department is an equal opportunity employer and does not discriminate based on race, color, religion, sex, sexual orientation, national origin, age, disability, or genetic information. This policy applies to hiring, termination, promotions, pay and all other terms of employment.

Any questions regarding position or hiring process can be referred to Chief of Department Jonathan Newton at (708) 465-1300 Ext. 4001.