



SPOKANE COUNTY FIRE DISTRICT 9



Division Chief of Operations

Posted: June 25, 2024

Spokane County Fire District 9 is located in suburban north Spokane County and provides full-service fire protection, prevention, and emergency medical services to approximately 50,000 residents over an area of 122 square miles. The District is a combination career/volunteer department with a total of 82 full time employees and 36 volunteer personnel operating from nine fire stations.

The District will utilize application packets, panel interviews, and/or situational exercises, to determine which candidate will receive a conditional offer of employment.

POSITION: Division Chief of Operations

SALARY: \$152,226 to \$164,775 per year

BENEFITS: Per the current *Salary and Benefit Program for Administrative Staff and Support Personnel* which includes medical, dental, vision, long term disability and life insurance; VEBA, vacation, and sick leave. The program is reviewed and adopted annually by the Board of Fire Commissioners.

MINIMUM QUALIFICATIONS:

1. Candidate must provide documentation as required by the Federal Government that proves their legal right to work in the United States (Form I-9).
2. Current WA State EMT or Current WA State Paramedic certification. National registry EMT or Paramedic certification is accepted, but the applicant must complete the transfer of their certification to the State of Washington within 90 days of the conditional offer.
3. Valid driver's license, with the privilege to drive in the State of Washington, by date of hire.
4. Insurability with the District's insurance carrier.
5. High school diploma or GED certificate. An Associate's degree in Fire Science, Fire Command, or Fire Administration and/or Bachelor of Arts in Public/Business Administration is preferred.
6. Minimum age of 18 years.
7. Meet or exceed the District's physical and medical standards.
8. Proficient use of the English language (speaking, reading, and writing).
9. Five (5) years of increasingly responsible command and supervisory experience in a municipal fire department or fire district as a company officer or higher rank.
10. Obtain and maintain a Fire Instructor 1 and Fire Instructor 2 certification or demonstrate equivalency as determined by the District.

TESTING PROCESS:

1. Without exception, application packets must be received in our Administration Office by July 12, 2024 at 12 noon. Application packets can be submitted via email, fax, in person, or delivery service (USPS, UPS, or Federal Express). Email address, physical address, and fax number are below. **See APPLICATION PACKET section below for what is required in the application packet.**
2. A review committee will consider all application packets as to qualifications, experience, and suitability for the position. Only applicants who meet the minimum qualifications and demonstrate strong alignment with the job description will be contacted for further consideration.
3. The committee will select a group of candidates who will be invited to participate in one or more rounds of interviews, virtual and/or in person. These may include panel interviews and situational exercises. The interview process will

3801 E. Farwell Road; Mead, WA 99021-9605 • OFFICE: (509) 466-4602 • FAX: (509) 466-4698 • Email: njeffries@scfd9.org

provide an opportunity for candidates to further discuss their qualifications, experiences, and suitability for the role. (Week of July 29, 2024)

4. On or around August 5, 2024, the District will select a candidate.
 - a. If the candidate is an external candidate, the candidate will receive a conditional job offer and will be required to complete a physical examination, background investigation, and/or pass a psychological examination.
 - b. If the candidate is an internal candidate, the selected candidate will receive a formal job offer, outlining the terms and conditions of employment.

APPLICATION PACKET:

Applications are available during regular business hours at the District's Administration Office located at 3801 E. Farwell Road, Mead, WA 99021, on the District's web page, or attached to this document.

Application packets **must** be returned with all of the following in order to be considered:

1. Completed Fire District 9 application.
2. Current resume.
3. Completed supplemental questionnaire (page 3 of application).
4. Copies of EMT or Paramedic certifications.
5. Driving record abstract report (report must be no older than May 1, 2024).
6. Copy of high school diploma, GED, and/or college degree.
7. IFSAC, Pro Board, or other documentation demonstrating competency at the Instructor 1 and Instructor 2 level.

The candidate may include documentation showing successful completion of any other pertinent training program or certifications including wildland, haz mat, company officer, or leadership.

INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED AND WILL VOID THE CANDIDATE FROM THE TESTING PROCESS!

EEO:

Fire District 9 is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.



Spokane County Fire District 9

Job Description

POSITION: Division Chief

REPORTS TO: Assistant Chief - EMS

DIVISION: Operations

FLSA STATUS: Exempt

PAY TYPE: Salary

SCHEDULE: M-F; 8 a.m. - 5 p.m.

FUNCTION

The Division Chief of Operations, under the direction of the Assistant Chief of Emergency Medical Services, provides effective and efficient management of the Division, which includes training, fire suppression operations, and special teams; and is responsible for development, coordination, implementation and evaluation of these functions. Provides day-to-day management and supervision of all personnel assigned to the Division utilizing the chain of command. Ensures effective and efficient utilization of resources. Serves as an on-call duty officer in rotation with other chief officers.

This is a 40-hour position with pay and benefits as outlined by the current *Salary and Benefit Program for Administrative Staff and Support Personnel*, which is reviewed and adopted annually.

DUTIES

- Subject to call and service as a Duty Chief. May assume command at emergency incidents and perform duties necessary to the completion of operations in accordance with District policies, standards and operating procedures.
- Utilizing the chain of command, provides management and supervision assigned personnel.
- Ensures that shifts and stations are staffed according to District policy and that staff, stations and equipment are in a state of readiness to operate in an effective and efficient manner.
- Manages the operational aspects of the volunteer firefighter program and coordinates with Support Services to provide qualified volunteer personnel who are equipped and trained at the level necessary to provide emergency services safely, efficiently and effectively.
- Manages and maintains an effective volunteer firefighter resident program designed to enhance volunteer firefighter staffing and to augment staffing on career fire companies.
- Manages and coordinates the District ride-a-long program.

Division Chief of Operations

- Responsible for developing and maintaining a list of qualified fire suppression and special team(s) instructors. Schedules and directs instructors in the delivery of training. Oversees instructor training, development and evaluation as required to assure that instructors are competent and effective in providing quality instruction and training. Provides instructor support by developing and supplying resources, audio-visuals, equipment, outlines, class materials and evaluations for training classes.
- Manages and operates the District fire training center and its related programs. Responsible for planning, scheduling and coordinating courses and instructors at the District fire training center. Ensures instructors and students utilize the facilities in a safe and effective manner. Encourages the development and delivery of regional training programs at the District fire training center.
- Sets and evaluates personnel goals and performance objectives and conducts periodic performance evaluations for personnel under his/her supervision.
- Responsible for maintaining good morale and discipline among all assigned personnel. If necessary, requires additional training or takes appropriate disciplinary action up through the suspension stage, reporting the action taken to the Assistant Chief of Emergency Medical Services, the Fire Chief, and recommending further action as appropriate.
- Assists in planning, development, implementation, delivery and evaluation of cooperative and joint training with other fire protection and emergency response agencies.
- Develops company task performance and physical fitness standards based on adopted standards and objectives and implements evaluation methods to enhance performance and ensure compliance.
- Promotes and enables fire service-related career development for all Operations Division personnel.
- Assists in the development, coordination and delivery of firefighter entry-level testing and promotional testing and evaluation.
- Observes and evaluates the performance of Operations Division personnel to ensure that they meet prescribed minimum performance expectations during routine activities and emergency response.
- Ensures all personnel meet established training and certification standards.
- Responsible for ensuring routine maintenance, cleaning and minor repair of the facilities, apparatus and equipment assigned to the Division in accordance with District standards. Coordinates with the Support Services Division Chief to ensure that preventive maintenance, testing and repair of apparatus, equipment and facilities are accomplished in an efficient and effective manner.
- Coordinates with the Division Chief of Support Services in the issuance, periodic inspection and inventory of personal protective equipment.

Division Chief of Operations

- Conducts periodic inspections of District facilities, apparatus and equipment to ensure its proper use, maintenance, security and readiness.
- Ensures all operations personnel are fit-tested for respiratory device use in accordance with Washington State requirements.
- Notifies the Support Services Division Chief of out-of-service equipment or apparatus or any related safety problems in a timely manner, and coordinates with the Support Services Division Chief to facilitate prompt repair or replacement as necessary.
- Notifies the Assistant Chief of Technical Services of safety related issues related to his/her Division.
- Coordinates with the Assistant Chief of Technical Services on the District pre-plan program, including assigning and coordinating the collection of information and the preparation and distribution of pre-plans and map books.
- Coordinates with the Assistant Chief of Technical Services on the District public fire education program, including assigning and coordination the implementation of scheduled events and reporting of information.
- Coordinates with the Assistant Chief of Technical Services on the District fire hydrant testing program, including assigning and coordination hydrant testing, data entry and reporting.
- Establishes and coordinates implementation of scheduled training, task performance, and physical fitness training.
- Assists in the development and implementation of disaster planning for the District as assigned. Coordinates with other local, county, state and federal agencies to ensure effective and efficient county-wide disaster and mutual aid operations.
- Assists with research and development of bid specifications on equipment, products and materials for the Division.
- Ensures effective and efficient management of incident reporting and documentation, including periodic audit of coding and narrative practices within the incident information management system.
- Provides timely and accurate monthly and annual Division activity reports.
- Works cooperatively with other administrative staff in analyzing and preparing the Division expense plan for submittal to the Fire Chief.
- Responsible for adherence to the Division expense plan while providing for optimal allocation and utilization of resources to fully implement, deliver, support and sustain Division operations.
- Under the direction of the Fire Chief, assists in the development, negotiation and administration of personnel policies and collective bargaining agreements.
- Participates in county, regional and state associations, meetings, conferences and operations-related special committees as authorized by the Fire Chief.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Must possess the knowledge, skills and willingness to perform administrative functions necessary to the completion of assigned duties, including the use of assigned computer hardware and software.
- Must demonstrate advanced knowledge and ability in fire, rescue and emergency medical services.
- Must have demonstrated successful experience in fire service management and supervision of an increasingly responsible nature.
- Must be a team builder with strong motivational and interpersonal skills.
- Must demonstrate an aptitude for adult education, motivation and training.
- Must demonstrate the ability to remain calm and cool during periods of extreme stress.
- Must be capable of and willing to work a minimum of 40 hours per week and be available to serve in a rotation as a duty officer for emergency fire and medical calls.
- Must be capable of analyzing systems and processes to ensure efficient and effective use of resources.
- Must be capable of implementing new processes and programs in an effective and efficient manner.
- Must be knowledgeable in NFPA and Washington State fire service training and performance standards, safety and health standards and District standard operating practices, procedures and standards.
- Must demonstrate knowledge and skill which meet or exceed the requirements of NFPA 1021 (Fire Officer I and II) and 1041 (Fire Instructor I) professional qualification standards.

MINIMUM QUALIFICATIONS

- Graduation from high school or equivalent GED certificate.
- Five (5) years of increasingly responsible command and supervisory experience in an municipal fire department or fire district as a company officer or higher.
- Must obtain and maintain a Fire Instructor 1 and Fire Instructor 2 certification or demonstrate equivalency as determined by the District.
- Must obtain and maintain Washington State Emergency Medical Technician certification.
- Must obtain and maintain a valid Washington State driver's license.
- Must be in sufficient good health and physical condition to fully perform the requirements of this position and to pass District required medical examinations to demonstrate health and fitness in accordance with minimum state medical standards for firefighters.
- Must not be drug or alcohol dependent, and a non-user of tobacco.

Division Chief of Operations

- Other educational equivalent, or an acceptable combination of education and experience as determined by the District.

PREFERRED QUALIFICATIONS

- An Associate's degree in Fire Science, Fire Command, or Fire Administration and/or Bachelor of Arts in Public or Business Administration.
- Successful completion of the NFA Executive Fire Officer program.

SPOKANE COUNTY FIRE DISTRICT 9

Employment Application



I am Applying for the Position of: <p style="text-align: center;">DIVISION CHIEF OF OPERATIONS</p>	Date of Application: ___/___/___
Last Name First MI	Home Phone
Street Address	Cell Phone
Mailing Address (if different than street address)	Email Address
City State Zip	
Referred by	

EDUCATION	NAME AND LOCATION OF SCHOOL	SPECIAL COURSEWORK	DID YOU GRADUATE	DIPLOMA / DEGREE
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Briefly highlight all training/education you have relative to the position you are applying for:

EMPLOYMENT HISTORY: Complete for the last 7 years of employment beginning with most recent, using additional paper as needed.

Date: Start	Finish	Employer	Telephone
Job Title		Address	
Supervisor's Name / Title			

Reason for leaving:

Date: Start	Finish	Employer	Telephone
Job Title		Address	
Supervisor's Name / Title			

Reason for leaving:

Date: Start	Finish	Employer	Telephone
Job Title		Address	
Supervisor's Name / Title			

Reason for leaving:

List special interests, skills, hobbies and civic activities:

I certify that, to the best of my knowledge and belief, the answers given by me to the foregoing questions, the statements made by me in this application, and any attached documentation provided by me are correct and complete. I understand that misrepresentation or omission of facts in this application may lead to disqualification of eligibility for employment.

Signature _____ Date _____

Supplemental Questions for Division Chief of Operations

Please provide the following information typed on no more than one page per question, size 12 font.

1. Why are you interested in this position with Spokane County Fire District 9 and what makes you the ideal candidate for this position?
2. Describe how you would approach managing conflict with external partner agencies.
3. What initiatives have you or would you implement to improve the professional development of personnel assigned to your Divisions?
4. Describe your approach to empowering personnel that work within your Divisions.
5. Describe your experience with fire service budget development and management.
6. What is your approach to maintaining compliance with fire service specific laws, regulations and NFPA Standards?
7. How do you stay current and relevant with evolving fire and EMS industry best practices?
8. You're having a discussion with the Fire Chief about a very important matter that in your opinion needs immediate attention. However, you find yourself having an opposing view and approach to resolving the matter. How would you handle this?
9. The Fire District just failed their special levy for the first time. Operationally, what would be your vision for making sure our brand is on point and the citizen understands the benefits of our service?

Please use the space below to hand-write your personal mission statement in 30 words or less.

PLEASE SIGN AS HAVING READ AND UNDERSTOOD THE FOLLOWING:

If hired, I will be expected to successfully complete a one year probationary period. During the course of employment I am obligated to comply with all District policies, rules and procedures at all times. Non-compliance may result in dismissal. The District has the right to and may alter, amend or in any way change rules, procedures, job descriptions or any aspect of District operations at any time without prior notice.

Signature _____

Date _____