



South Pierce  
FIRE AND RESCUE  
5403 340<sup>th</sup> St. E., Eatonville, Washington 98328  
Phone: (253) 847-4333  
Fax: (253) 262-3182



## DEPUTY CHIEF

### VACANCY ANNOUNCEMENT

*(This is a newly established position)*

**Entry Salary:** \$80,000 - \$85,000 DOQ

**Closing Date:** July 17, 2009

**FLSA STATUS:** Full-time; Exempt

**Job Summary:** The Deputy Chief is a confidential, administrative staff position that is accountable for managing both emergency services and support service functions of the Fire District. The Deputy Chief will take direction from and be accountable to the Fire Chief and act in his/her place during absences. The Deputy Chief will supervise the day to day activities of the duty shift officers and will be the contact for operational issues. This position is responsible for fire prevention and public education including review and response to environmental impact statements, review of development plans for proposed projects within the District and pre-incident response planning. Be in charge of all facets of asset disposition and inventory, fleet maintenance and purchase, facility maintenance and purchase, capital projects and special event planning. Monitors and develops an accountability system to assure organizational conformity to established department standards. The Deputy Chief position is required to respond to emergency incidents and function in a position of Incident Commander. The Deputy Chief will be required to attend school and training opportunities that are consistent with the responsibilities of his/her position.

### Qualifications:

- Must be able to work independently without direct supervision
- Be required to live within a 15 minute drive time of the district boundary.
- Comprehensive knowledge of rural fire department operations
- Detailed knowledge of budgeting, accounting and reporting systems
- Verifiable experience in budget management
- Ability to meet and interact with the public
- Extensive experience operating within the Incident Management System
- Knowledge of fire codes and laws affecting the operation of fire districts
- Proven ability to interact with other governmental agencies in the mitigation of department concerns
- Skilled in the written and verbal communication of the English language
- Successfully meet the department physical standards (Exercise Science Center)
- No disqualifying criminal record within the past 10 years
- Possess a valid Washington State drivers license
- At least 5 years experience in an officer level position
- Experienced working in a volunteer or combination fire department
- Must be EMT certified within the first year of employment and maintain EMT certification during employment
- Extensive successful experience in obtaining grant funds for fire departments

## **DESIRABLE EDUCATION AND CERTIFICATIONS:**

- College degree in Business and/or Fire Administration (Experience may be substituted for education) *The Deputy Chief will be encouraged to and be supported by the District to attain a four year Fire Science degree and/or an accredited college four year degree*
- Graduate of the National Fire Academy Executive Fire Officer Program

## **TIMELINES:**

July 17, 2009	Closing Date
July 20 – 24, 2009	Screening Resumes
July 29, 2009	Interview with Fire Chief (Top five (5) will move forward with process)
August 3, 2009 (Day time)	Introduction to staff (Top five (5) candidates)
August 3, 2009 (7:00 p.m.)	Introduction of top five (5) candidates at Officers Meeting
August 4, 2009 (7:00 p.m.)	Introduction of top five (5) candidates at Volunteer Drill
August 17, 2009 (6:00 p.m.)	Introduction of top five (5) candidates at Commissioners Meeting
August 20, 2009	Conditional Offer awarded

## **APPLICATION PROCESS:**

### **South Pierce Fire & Rescue is a tobacco free workplace.**

Submit a letter of interest and a structured resume to South Pierce Fire and Rescue, Attn: Brenda Murphy, 5403 340<sup>th</sup> Street East, Eatonville, WA 98328, along with copies of all relevant certifications, diplomas and transcripts. A sample of information required on resume is listed below along with 10 supplemental questions that are required to be answered and submitted with your resume.

Proof of successful completion of the physical ability test with Exercise Science Center must be included with your resume. Exercise Science Center is located at 1101 Regents Blvd., Tacoma, WA 98466, (253) 564-6050.

Include a 5 Year Driving Abstract

Complete and sign the ACRANET Document and submit with your resume

**South Pierce Fire & Rescue is an Equal Opportunity Employer**

## Deputy Chief Position Resume Requirements

### Resume Must Include:

Title of Position applying for, full name, mailing address, day and evening phone numbers, email address, availability date

### Job-related Work Experience *(Please indicate if SPFR can contact current and past employers:*

Job title, name of employer (supervisors' name and telephone number); starting/ending date (month and year); hours worked per week; annual salary; duties; and accomplishments.

### Other Job-related Qualifications:

Relevant skills, relevant training, relevant current certificates and licenses

### Education: *(Copies of transcripts or diploma must be attached)*

- Colleges and Universities: Name, city, state, major(s), type of degree and year received.
- Other educational programs: Show dates and total hours of programs, if relevant.

**Personal Background Information:** Hobbies, interests, community projects, etc.

### SUPPLEMENTAL QUESTIONS:

*Thoroughly answer all supplemental questions listed below to the best of your ability and include with your resume.*

1. What have you done to prepare for this position? What positions have you held in the past that have provided on-the-job training to become a successful chief officer?
2. What experience do you have working with combination (career & volunteer) departments? What are the keys to running a successful combination department?
3. What formal experience do you have working with unions, labor relations, grievance procedures, and personnel issues?
4. South Pierce Fire & Rescue has numerous outdated and inadequate facilities. How would you as a Deputy Chief bring our facilities up to a standard that our personnel and citizens deserve? Be sure to include steps to plan, fund, build, and maintain new or upgraded facilities.
5. South Pierce Fire & Rescue covers a very large geographic area. How does a large district maintain a response ready fleet of apparatus to serve our citizens?

**Deputy Chief Position (continued)**

**SUPPLEMENTAL QUESTIONS (continued):**

6. What experience or knowledge do you have implementing and conducting an ISO rating or re-rating?
7. What experience do you have preparing, implementing, and monitoring a budget?
8. Fire Departments are facing smaller budgets due to the economic downturn. What should a department focus on when budgets are shrinking?
9. What experience do you have managing large scale incidents?
10. List the top five (5) strengths and weaknesses facing South Pierce Fire & Rescue.