

DOUGLAS OKANOGAN FIRE DISTRICT 15

DISTRICT FIRE CHIEF JOB ANNOUNCEMENT

District Fire Chief – Douglas Okanogan County Fire District 15, Washington
Salary: \$58,000 - \$78,000 -
Open Until Filled

Douglas Okanogan Fire District 15 (DOCFD15), located in beautiful North Central Washington State is currently accepting applications for the position of District Fire Chief. The monthly wage for this position is \$4800-\$6500 per month, with a comprehensive benefit package provided by DOCFD15 including medical insurance, vacation, and enrollment in the LEOFF retirement system. This is a Command position that may include EMS duties. This position is not covered by the Federal Social Security system and is an FLSA non-exempt position. The successful candidate will be required to complete a probationary period of one year, and also live or re-locate within the District.

General Qualifications:

- ◆ 21 years of age or older
- ◆ High school graduate or equivalent
- ◆ Good physical and mental health
- ◆ Proficiency speaking, reading, and writing the English language
- ◆ Clean driving and police record
- ◆ Possession of a Washington State driver's license
- ◆ Minimum of 5 year's experience in a command position.
- ◆ Able to obtain within the probationary period stated above, or currently certified, Emergency Medical Technician, Structure Firefighter I, Wildland Firefighter Type II, and Fire Instructor I certifications.

A complete application packet, including job description and outline of the hiring process is available from **District 15 website: www.docfd15.com** or in person **at the District 15 Office, 412 Indian Ave, Brewster WA or may be requested by Phone (509-689-0216)**, during regular business hours, Mon.-Thurs. 9:00 A.M. to 4:00 P.M.

To receive a packet by return mail, write: **District Chief, Box 490, Brewster Wa 98812 or Email bill@docfd15.com**

Application packets will be available starting September 12, 2023. Completed application packets will be accepted any time after this date but **must be RECEIVED by mail or hand delivery**, at the District 15 Office by October 30, 2023, 4:00 p.m. Position open until filled.

Overview: Located in North Central Washington at the confluence of the Columbia, Okanogan and Methow Rivers is the town of Brewster, Washington where Douglas Okanogan Fire District is located. The snowcapped peaks of the Cascades rise to Brewster's west as their foothills roll down to the rivers' banks. Brewster is not only at the confluence of three great rivers, but it is also at the cross-roads where goods and travelers connect to Wenatchee, Chelan, the Methow, Moses Lake, Omak, and Canada. This is a rare career opportunity to live and work in a small rural community, located miles away from a large urban center. An exciting career awaits the next District Fire Chief of Douglas Okanogan Fire District 15 to lead a professional, skilled, and committed fire district with an expansive and impressive fleet of apparatus in an area with one of the Northwest's most stunning displays of natural beauty with countless opportunities for all season outdoor recreation.

Douglas Okanogan Fire District 15 responds to an average of 170 fire calls per year out of four stations and operates on an annual budget of \$640,000. The district has a full-time chief and dedicated group of volunteers that operate out of all four stations. Each station has their own command staff, including chief, assistant chief, captain, and lieutenants. Fire District 15 currently has a fleet of 4 structural engines, six type 6 brush trucks, three type 3 brush trucks, two rescues and four water tenders and a command unit. We respond to a variety of calls including structural, wildland, vehicle accidents, rescues, etc. Fire District 15 also owns and operates an ALS ambulance service which runs another 400 EMS calls per year.

Appointed and supervised by the DOCFD15 Board of Commissioners, The District Fire Chief performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing fire prevention, suppression, and rescue to prevent or minimize the loss of life and property by fire and emergency medical conditions. The District Fire Chief is responsible for planning, organizing, directing, and coordinating the activities of the Fire District including fire suppression, investigation, training, fire prevention, rescue, EMS and supportive services, as well as providing technical staff assistance to the Douglas Okanogan Fire District Board of Commissioners.

DOUGLAS OKANOGAN FIRE DISTRICT 15

DISTRICT FIRE CHIEF HIRING PROCESS

Step 1. Completed applications/resumes must be mailed or hand delivered only, and must be **RECEIVED** by 4:00 P.M. Thursday, October 30, 2023. The completed application packets may be mailed to the District at:

Douglas Okanogan Fire District #15

PO Box 490

BREWSTER, WA 98812

(DOCFD15 is not responsible for delays caused by the United States Postal Service)

OR

Completed application packets may be hand delivered to the District Office between the hours of 9:00 A.M. and 4:00 P.M. Monday through Thursday at:

412 Indian Ave

Brewster, WA

IMPORTANT

Completed Application Packets Will NOT Be Accepted Via Electronic Transmission

The application package must include:

- ◆ A District application form
- ◆ A resume to include all previous employment, education, certification(s), and at least 3 personal references, 2 of which must speak to firefighting experience.
- ◆ Proof of high school graduation or equivalent (GED)
- ◆ A 'Driving Record Release of Interest' form ("Employee or Prospective Employee Request")
- ◆ A Background Check Release form ("Release Authorization")
- ◆ A copy of a current first aid/CPR/AED or higher certification
- ◆ Copies of firefighter training certificates

NO EXCEPTIONS FOR THESE REQUIREMENTS WILL BE CONSIDERED

Step 2. After a review of applications and resumes, the most competitive candidates will be invited to participate in an interview process before an oral board.

Applicants must receive a rating of 70% or higher from this graded interview in order to continue with the hiring process.

Note: Additional consideration may be given to DOCFD15 career and volunteer firefighters for knowledge of District 15 geography and road systems, for advanced computer skills, for demonstrated training abilities and skills, or for previous experience as a Fire Service Officer.

Step 3. The Fire District may require the candidate to be evaluated at an assessment center which could include a written examination and/or a physical agility test.

Step 4. The Board of Commissioners may conduct interviews based on the rankings established as a result of the scores earned during the oral interview process. Based on these interviews the Board of Commissioners will select a tentative candidate(s) for the position.

Step 5. The successful candidate will be required to complete a medical physical and extensive background check including but not limited to a driving abstract, criminal record check, and verification of previous employment, experience, and references.



Douglas Okanogan County Fire District 15

Job Description, District Fire Chief

PURPOSE

The position of District Fire Chief is a highly responsible administrative staff position that works for and reports directly to the District Board of Commissioners. As the District Fire Chief, he/she will also be responsible for executing all fire district policies, procedures, rules, and regulations.

The District Fire Chief could be an exempt salaried position or hourly position, who's general work schedule would be 40 hours but could be more based on district needs. The District Chief is responsible for facilities management, personnel management, and public relations. The District Fire Chief will act as a liaison for the Board of Commissioners to local, state, and federal agencies. Will work with the Board of Commissioners to plan yearly budgets.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responds to emergency calls and performs duties necessary to prevent or limit loss of life and property in emergency situations dealing with fire, disasters, medical emergencies, hazardous materials, or other incidents.
- Develop and implement Standard Operating Procedures (SOPs) for the District.
- Supervises all volunteer personnel. As part of the District's disciplinary procedure reviews and implements, along with the District Station Chiefs any disciplinary actions when necessary.
- Work with Station Chiefs to develop and implement training programs.
- Conduct incident investigations including fires (arson), hazmat, or other events within the District when required.
- Observe emergency operations and conduct After Action Reviews upon request.
- Gather and disseminate information regarding current up-to-date information on codes and ordinances pertaining to fire inspections and code enforcement.
- Maintain a cooperative relationship with outside agencies.
- Supervise Station Chiefs and conduct yearly performance evaluations.

- Follow District rules, regulations, policies, procedures, and Memorandums of Understanding.
- Responsible for managing all facilities to ensure a safe and efficient work environment for all staff and volunteers.
- Develops a strategic planning process to ensure all district needs and requirements are met in a timely manner.

EDUCATION / EXPERIENCE:

At least ten years experience of suppression/prevention, 3 of which would have been in a supervisory position while in a suppression roll. Must be a high school graduate or possess a GED. Any combination of training and experience that provides the required skills, knowledge, and abilities is qualifying.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required to perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Washington State Fire Codes.
- Principles, practices, methods, techniques, and equipment employed in modern fire fighting and fire training.
- Basic fire chemistry and fire behavior.
- District policies and procedures.
- Pertinent federal, state, and local laws, standards, and regulations that govern fire department operations and occupational health and safety.
- Principles of the Incident Command System.
- Principles and practices of effective personnel management, supervision, and training.
- Principles of municipal fire administration and planning.

Ability to:

- Command emergency response personnel and resources.
- Communicate clearly and concisely, both orally and in writing.
- Utilize computers and related software in the performance of duties.
- Be familiar with all tools and equipment that is owned or used by the District.
- Interpret, explain, and enforce District policies and procedures.

- Interpret and apply pertinent federal, state, and local laws, regulations, and ordinances. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

REQUIREMENTS:

- Possession of a valid Washington driver's license, or the ability to obtain one within 90 days. EVIP Qualification required.
- Must establish residency within the boundaries of the DOCFD 15 Fire Districts response area.
- No felony convictions or disqualifying criminal histories.
- Current Washington State EMT B certification or higher with minimum two years experience.
- Current CPR card.
- Candidates are required to successfully complete a DMV physical, WSP background check, drug screening.

PREFERRED QUALIFICATIONS:

- Instructor I
- Structural Firefighter 1
- Wildland Firefighter I
- Basic Fire Investigation

WORKING CONDITIONS/PHYSICAL DEMANDS:

Work is performed primarily in an office environment but frequently requires operations from within vehicles and in outdoor settings in all weather conditions, including temperature extremes. Work is often performed in stressful non-emergency and emergency situations.

Individual is exposed to alarms and hazards associated with fighting fires, rendering emergency medical services, and providing other non-emergency and emergency assistance to persons in need.

The position also requires the ability to effectively deal with potentially dangerous situations which may include exposure to fire, disasters, medical emergencies, water rescues, confined spaces, hazardous materials, and emergency driving conditions.

The job risks exposure to the following environmental hazards: bright/dim light, dust and pollen, extreme heat and cold, extreme noise levels, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, disease/pathogens, toxic/caustic chemicals, explosives, burned or severely

decomposed bodies, smoke, crowds, and violence.

The position occasionally may require heavy work that involves constant lifting, pushing or raising objects, exerting 50 to 75 pounds on a recurring basis and exerting up to 100 pounds of force on a frequent basis.

The job requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth and texture perception.



DOUGLAS OKANOGAN FIRE DISTRICT #15

P.O. BOX 490 • BREWSTER, WA 98812 • PHONE (509) 689-0216

Answer all questions in the space provided. If more space is need, please attach additional pages.

NAME _____

MAILING ADDRESS _____

PHYSICAL ADDRESS _____

TELEPHONE _____ CELL _____ E-Mail _____

PERSONAL

AGE _____ BIRTHDATE (MM/DD/YYYY) _____ MARITAL STATUS: Single Married

SOCIAL SECURITY # _____ NAME OF SPOUSE _____

HEIGHT _____ WEIGHT _____ HAIR COLOR _____ EYE COLOR _____

WASHINGTON STATE

DRIVER'S LICENSE NO. _____

RESTRICTIONS OR ENDORSEMENTS _____

TRAFFIC CITATIONS

LAST 3 YEARS _____

MEDICAL AND EMERGENCY

IN CASE OF

EMERGENCY NOTIFY _____ RELATIONSHIP _____

ADDRESS _____ TELEPHONE _____

PHYSICIAN _____ TELEPHONE _____

BLOOD TYPE _____ ALLERGIES OR CONDITIONS THAT COULD AFFECT TREATMENT _____

PHYSICAL RESTRICTIONS, DISABILITIES, OR LIMITATIONS (INCLUDING, BUT NOT LIMITED TO VISION, HEARING, ALLERGIES, BACK PROBLEMS, LIFTING ABILITY, FEAR OF HEIGHTS, ETC.)

EDUCATION

HIGH SCHOOL

COLLEGE

GRADUATE YES NO GED

(HIGHEST LEVEL COMPLETED) 1 2 3 4

MAJOR AREAS

OF STUDY _____

PRESENT EMPLOYMENT

CURRENTLY EMPLOYED? YES NO IF SO, MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

NAME OF EMPLOYER _____ E-Mail _____

ADDRESS _____ TELEPHONE _____

EMPLOYMENT DATE _____ JOBTITLE _____

EMPLOYMENT HISTORY

ON AN ADDITIONAL PAGE LIST THE LAST 2 EMPLOYERS, BEGINNING WITH THE MOST RECENT ONE .
PLEASE INCLUDE: NAME/ADDRESS/PHONE NUMBER OF EMPLOYER, STARTING DATE, ENDING DATE, AND JOB TITLE.

FIREFIGHTER HISTORY

PLEASE PROVIDE PROOF OF ALL RELIVANT TRAINING, QUFICATIONS, AND WORK EXPERIENCE (COPIES MUST BE LEGIBLE).
BE SURE TO INCLUDE A COPY OF YOUR CURRENT FIRST AID/CPR/AED CARD.

REFERENCES: LIST AND ATTACH THREE LETTERS OF REFFERENCE

LIST THE NAME OF 3 PEOPLE NOT RELATED TO YOU WHO HAVE KNOWN YOU AT LEAST ONE YEAR:
(IF THESE ARE THE SAME REFERENCES AS THOSE LISTED ON YOUR RESUME, SAY "SEE RESUME")

NAME:	ADDRESS:	PHONE/E-MAIL:	YEARS KNOWN:
1.) _____	_____	_____	_____
2.) _____	_____	_____	_____
3.) _____	_____	_____	_____

HAVE YOU EVER BEEN CONVICTED OF A FELONY CRIME? IF SO, PLEASE EXPLAIN BELOW. YES NO

AUTHORIZATION

I HEREBY CERTIFY THAT THE ANSWERS GIVEN IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION, ALONG WITH THE REFFERENCES AND EMPLOYERS LISTED, TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PRETINET INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

DATE _____ SIGNATURE _____