

EMPLOYMENT OPPORTUNITY



POSITION: Assistant Chief - Operations

DATE OPEN: January 8, 2021

DATE CLOSED: February 4, 2021

WORK HOURS: Regular business hours of 8:00 a.m. to 4:30 p.m., in addition to evening and weekend training, meetings, and response coverage.

DISTRICT BACKGROUND:

East Olympia Fire District 6 is bordered by the cities of Olympia and Lacey on the north and Tumwater on the west. The area encompasses urban high density residential areas to suburban residential developments to rural residential and farming areas, but also includes a significant number of businesses as well. The District is traversed by the mainline railroad tracks for BNSF and Union Pacific.

DISTRICT STATISTICS:

- ❖ Coverage Area: approx. 30 square miles
- ❖ Coverage Area Population: approx. 11,000
- ❖ District Assessed Valuation: \$1.722 billion
- ❖ 2020 Operating Budget: \$2.229 million
- ❖ Staff: 10 career responders, 9 part-time responders, 40+- volunteer responders, 2 administrative support staff, 1 mechanic
- ❖ Stations:
 - Station 61 – headquarters – staffed 24/7
 - Station 62 – volunteer only
 - Station 65 – volunteer only
- ❖ Station 64 – staffed 24/7
- ❖ 2020 Call Volume: 1,358 incidents
- ❖ Equipment:
 - 5 engines
 - 3 tenders
 - 1 county-wide SCBA air support unit
 - 2 aid units (transport)
 - 2 brush vehicles
 - 3 battalion vehicles

NATURE OF WORK:

The District is recruiting an experienced fire service professional and collaborative leader to fill the position of Assistant Chief/Operations. The Assistant Chief/Operations is the primary assistant to the Fire Chief with direct responsibility for developing, implementing, and coordinating the response operational functions of the district including station activities, resources, and equipment. The Assistant Chief/Operations has the responsibility of supervising the Battalion Chief, Training Officer/Health and Safety; and the Fleet Mechanic ensuring response readiness of the district fleet of vehicles and equipment, as well as coordinating and managing the maintenance and repairs of all district facilities. The Assistant Chief assists in developing, administering, and implementing district standards and policies, and fosters and initiates high standards of performance while maintaining positive morale of subordinates. They interact and represent the agency with high standards within the community and other government agencies. The Assistant Chief is an active emergency responder. The Assistant Chief can also expect to participate in a Chief-on-Call rotation.

The Assistant Chief is a leadership position that will fill in for the Fire Chief in his absence, and therefore must be willing to take a broad leadership role on issues that affect the entire department and other government agencies.

The successful candidate will have a demonstrated record of accomplishments and leadership within the fire service. Demonstrated skills in evaluating and implementing programs that enhance the department's professionalism and infrastructure are essential.

CHALLENGES AND OPPORTUNITIES:

The Department is a combination department and relies greatly on part-time firefighters and volunteers to augment career staff. Over the past two years, the department has continued to grow and change adding additional career staff.

The Department is also in a transitional period of change with mergers, annexations, and partnerships, which is viewed as an opportunity with great potential. The Department continues to develop partnerships with South East Thurston Regional Fire Authority, and the Assistant Chief must assist the Fire Chief in actively guiding the department through this next phase of change and be prepared to develop and foster mutually beneficial relationships.

RESIDENCY REQUIREMENTS:

Successful candidate will be required to reside within 25 minutes of the district within 9 months of employment. Candidates must be able to respond to incidents in the district including nights, weekends, and holidays when necessary.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree in Business Administration, Public Administration, Fire Science, or related field; and a minimum of eight years in Fire/EMS service with at least three years' experience in operational management; or a combination of educations, training, and experience may be evaluated on an individual basis for comparability desired.
2. IFSAC Firefighter I and II certification, or equivalent.
3. NFPA Leadership I, II, and III certification or equivalent.
4. Hazmat Operations certification
5. NIMS 100, 200, 700 & 800
6. Blue Card Certified within 1 year of hire.
7. IFSAC Fire Officer II
8. NFA Managing Fire Officer, or enrollment within the first year.
9. Washington State EMT-B certification.
10. Obtain within 45 days of hire and maintain Thurston County Medic One Protocol.
11. Possess and maintain a valid Washington State driver's license.
12. Driving record consistent with requirements of district insurance carrier.
13. Must be able to read, write, and speak the English language.
14. Must meet district physical requirements.
15. Must be able to pass a criminal, financial, and driver's license background check.
16. Has strong people skills, is self-motivated, and is capable of advancing the goals of the district while contributing to a positive, productive work environment.
17. Exhibits good management skills and possesses the ability to successfully coordinate and work with others

SALARY RANGE: \$117,246 – \$123,108 DOQ (FLSA exempt position)

BENEFITS:

- ❖ Medical/Dental/Vision – Washington State Health Care Authority (PEBB)
- ❖ Washington State Department of Retirement Systems LEOFF Pension
- ❖ Vacation Leave (14 days beginning)
- ❖ Sick Leave (8 hours per month)
- ❖ Holidays (11)
- ❖ EAP Program

APPLICATION SUBMISSION:

1. You must complete and sign the East Olympia Fire District #6 application in its entirety. Please visit www.eofd.org to obtain the required documents.
2. You must complete all the information on the background waiver. It must also be notarized prior to application submission.
3. You must submit a current 5-year driving abstract.
4. You must submit a copy of ALL of your Certifications.
5. You must submit a copy of your Emergency Medical Technician Certification. If you are an out-of-state applicant, you must submit a copy of your National Registry Certification.
6. The deadline for applying is **February 4, 2021 at 4:30 p.m.** Postmarks will not be accepted.

You may submit your completed application online at www.eofd.org, and submit the waiver and supporting documents to inquiries@eofd.org or,

Completed application packets may also be hand delivered to 8047 Normandy Street SE, Olympia, WA 98501.

If using the U.S. Postal Service, FEDEX, UPS, or similar ground mail service:

U.S. Postal Service:

East Olympia Fire District #6
P.O. Box 578, East Olympia, WA 98540

FEDEX/ UPS

East Olympia Fire District #6
8047 Normandy Street, Olympia, WA 98501

7. Successful applicants may expect to participate in a pre-submission writing assignment, an assessment lab, and a Chief interview.

Successful candidates in the testing process will be expected to participate in a background check, a District physical exam including drug test.