



## Williamson Valley Fire District Employment Opportunity

### Fire Chief's Position

The Williamson Valley Fire District Board of Directors is currently offering a professional opportunity for a successfully experienced and budget conscious fire professional to lead our department as the Fire Chief. The Fire Chief will lead and be supported by a well-trained staff in the delivery of advanced life support, fire suppression services, and fire prevention.

### The District

The District includes 636 taxable parcels comprising approximately 21,000 acres with an additional 6400 acres of state land interspersed throughout. Much of the land is agricultural, agricultural/residence, or land that has been recently (last decade) converted from agriculture to vacant residential. The District provides services to the approximately 525 residents. Portions of the District abut Prescott National Forest or State land.

### The Department

Department information can be reviewed at the <http://www.wvfd.net>. The staff includes up to 6 professional firefighters, two volunteers, a part time admin staffer, and a part time book keeper; reserve firefighters supplement the staff. The District aspires to maintain Advanced Life Support services (1 paramedic firefighter and 1 EMT firefighter) 24/7. On weekends a third firefighter is added as required. The District maintains 7 vehicles. A 1250 gal/min class A fire truck, two water tenders (1200 gallons and 2500 gallons), a type 6 brush truck (250 gallon capacity), a type 3 brush truck with 1000 gallon capacity, a command car, and pickup truck. The 2010-2011 budget is \$660,000 and can be viewed on the District's web site.

### The Candidate

The ideal candidate has the background and ability to effectively oversee a fire district and possess a thorough understanding of structural fire suppression, wild land urban interface, fire prevention and emergency services in a rural setting.

Candidate skills, knowledge and abilities required:

- 1) Education and experience equivalent to a minimum of eight years of increasingly responsible management experience in a combination fire department
- 2) Graduation from an accredited college or university with a bachelor's degree in Fire Science, Public Administration, Management, Business or a related field
- 3) Or, a combination of experience and equivalent training providing the required knowledge, skills, and abilities demanded by the Fire District
- 4) Comprehensive understanding of all aspects of fire ground command, fire prevention, disaster preparedness, incident command and emergency medical services
- 5) Demonstrable experience in personnel management, budget management, strategic planning, and leadership skills.

### Compensation and Benefits

The salary for the position shall not exceed \$66,000 dependent upon qualifications and experience. The District shall make available to the Fire Chief, as eligible, such coverage as may be available from time to time under any existing medical, dental, vision, or life insurance policies or programs which cover all other fulltime, paid employees of the District, and shall pay

up to a total combined monthly premium of up to four hundred and fifty Dollars (\$450.00) per month in conjunction therewith and consistent with the annual budget adopted by the Board. The Fire Chief is entitled to participate in the PTO program. The Fire Chief is also entitled to six (6) paid holidays. The District does participate in the Arizona Public Safety Personnel Retirement System program. The Fire Chief's participation in such program, so long as eligible, shall be consistent with the program as applied to other full-time, paid employees of the District. The Fire Chief has the District Command Vehicle available for non-personal use.

#### Dates and Hours of Employment

Works regular weekday hours, Monday through Friday, 8:00 a.m. to 5:00 p.m., but is required to accept rotating first responder shifts, when necessary, which include nights and weekends. The Chief will also be required to work some additional periods for covering special events, enforcement requirements and to cover on-call command duties.

#### Application and Selection Procedures

Please submit your resume to:  
Boyle, Pecharich, Cline, Whittington & Stallings, P.L.L.C.  
Attn: Williamson Valley Fire Department  
125 N Granite St.  
Prescott, AZ 86301

### **FIRE CHIEF**

#### **Job Description**

Responsibilities: Under general direction from the Fire District Board, the Chief plans, manages and coordinates all activities associated with the Williamson Valley Fire District by overseeing daily operations, providing emergency medical services and assuring fire suppression and prevention service to the Fire District. Responsibilities include: leading others and promoting team building; and developing, implementing, and evaluating new concepts for the improvement of Fire Department operations.

Major duties include:

- Strategic planning
- Budget preparation, monitoring and administration
- Policies and procedure development
- Personnel management
  - Selects, retains and evaluates all district employees and volunteers
  - Approves merit raises based on performance ratings and disciplinary actions
  - Coordinates and supervises training activities and staff hiring and ongoing programs with other fire, police, city departments and public agencies
- Administrative management
  - Grant application and administration
  - Compilation and presentation of statistical reports on department programs and activities
- Cooperative efforts with other area Districts

- Covering on-call command duties

#### Distinguishing Features of This Position

This position has been designated as a non-classified, non-merit system, employment contract position. The Fire Chief is appointed by and receives general supervision from the Fire District Board, which reviews work on the basis of overall results achieved. The Fire Chief consults with the Fire District Board on issues relating to policy and planning, but works independently in supervising the overall daily operations. The Fire Chief also serves as a member of the NIMS Unified Command System in the event of any catastrophic incident within the District and/or surrounding area. In addition, the incumbent must be able to perform all essential functions including but not limited to participating in physical fitness programs and with department medical and fitness programs. The Fire Chief must be able to demonstrate the essential functions including but not limited to supervision, pumping, driving, and firefighting duties; and will be required to possess and maintain required certifications, including but not limited to, current Emergency Medical Technician (EMT-P) certification, AZ FF 1&2, National Wildland Coordination Group (NWCG) Firefighter Type 2 (FFT2) minimum, Fire Officer I and II certification or equivalent, and a valid Arizona Driver's License. This position is FLSA exempt executive, therefore, not eligible for overtime compensation.

#### Minimum Qualifications Required: Education and Experience

- Minimum 21 Years of Age
- Arizona and/or National Registry Emergency Medical Technician - Paramedic(EMT-P)
- Arizona Certification FF 1&2
- Fire Officer Professional qualifications Fire Officer I and II or equivalent experience
- Wildland Red Card FF Type 2 (within 6 months of hire)
- Resides within reasonable proximity of District (within 6 months).
- Education and experience equivalent to a minimum of eight years of increasingly responsible management experience in a combination fire department and graduation from an accredited college or university with a bachelor's degree in Fire Science, Public Administration, Management, Business or a related field and/or a combination of experience and equivalent training providing the required knowledge, skills, and abilities demanded by the Fire District to perform the general duties and responsibilities of this position.
- Hold a current standard Arizona Driver's License in order to perform normal and emergency-level firefighting duties including operation of fire vehicles such as automobiles and fire apparatus.
- Ability to meet insurance requirements of the District's insurance carrier
- Maintenance of excellent health for rigorous firefighting activities
- Requires a high degree of mental alertness and concentration
- Have demonstrated leadership capabilities
- Must successfully meet the requirements of the Fire District through medical exams

- Must satisfactorily complete drug and alcohol testing at anytime as requested by the Fire District Board
- No felony convictions or disqualifying criminal histories within the past seven years

### SELECTION GUIDELINES

The formal application process will include: review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; drug screening; final selection and pre-employment medical examination. The appointee may be subject to completion of a probationary period.

The Williamson Valley Fire District Board is an equal opportunity employer. All fully qualified individuals are urged to apply.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

# Williamson Valley Fire District Application for Employment

Mail application to:  
 Boyle, Pecharich, Cline, Whittington & Stallings, P.L.L.C.  
 ATTN: Williamson Valley Fire District  
 125 Granite St.  
 Prescott, AZ. 86301  
 Email: wwittington@bpcws.com

*The Williamson Valley Fire District is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, religion, national origin, age, disability, or any other reason prohibited under Federal, State, or local laws. We base all hiring decisions on merit alone. Additionally, the Williamson Valley Fire District is a drug free workplace. All job offers are conditional based on passing pre-employment controlled substance and alcohol tests.*

**Please type or print. This application must be legible and fully completed for consideration.**  
**Do not hesitate to include additional pages of information and or resume.**

Which position are you applying for?  Fire Chief	Date:
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## **Contact Information**

Name (Last, First, Middle):	(Last) (First) (Middle)	
Street Address:		
City:	State:	Zip Code:
Home Phone Number: (     )     )	Work Phone Number: (     )     )	
Cellular Number:     (     )     )	May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
When is the best time to call?		
Social Security Number:	Email:	

## **General Information**

Will you work overtime if required? Not applicable	Date available to start work?
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Proof of U.S. Citizenship or Immigration Status will be required upon employment.</i>	
Do you have a valid Arizona Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No	
License #:	Class                      State                      Expiration Date:
Have you ever had your driver's license suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain. Include dates, places, and nature of offenses.	

Have you ever been convicted, received deferred adjudication, or entered a guilty plea or nolo contendere for any felony or misdemeanor involving Moral Turpitude?  Yes  No

If yes, please explain. Include dates, places, and nature of offenses.

*A "Yes" answer will not automatically disqualify you from employment with the WVFD.*

Are you presently under indictment for any felony or a misdemeanor involving Moral Turpitude?  Yes  No

If yes, please explain. Include dates, places, and nature of offenses.

*A "Yes" answer will not automatically disqualify you from employment with the WVFD.*

Have you ever been dismissed from any job?  Yes  No

If yes, please explain.

Have you ever been convicted, received deferred adjudication, or entered a guilty plea or nolo contendere for any felony or misdemeanor?  Yes  No

If yes, please explain. Include dates, places, and nature of offenses.

*A "Yes" answer will not automatically disqualify you from employment with the WVFD.*

**Educational Background**

**Please indicate the highest grade you have completed:**

High School:  8  9  10  11  12

Years of College:  1  2  3  4

Graduate School:  Yes  No

<b>SCHOOL NAME</b> • High School • College/University • Trade School	<b>CITY/STATE</b>	<b>DEGREE/DIPLOMA RECEIVED, OR # OF CREDITS COMPLETED</b>	<b>MAJOR</b>

**Employment History**

List your complete employment history for the past **TEN** years starting with your most recent employer. List all positions held, including military experience, part-time, summer, and/or volunteer work; do not omit any employers. Explain any gaps in employment in comment section.

***If you are submitting a resume, you are still required to summarize your job responsibilities in the space provided.***

CURRENT EMPLOYER		Please summarize your job responsibilities:
Employer Name		
Street Address		
City, State		
Zip Code		
Job Title		
Dates Employed	From: To:	
Starting Salary	\$ (CHECK ONE) <input type="checkbox"/> Hourly	
Ending Salary	\$ <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	
Supervisor's Name		
Employment Verification Contact		
Telephone Number	( )	
Reason for leaving		
May we contact your employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

PREVIOUS EMPLOYER		Please summarize your job responsibilities:
Employer Name		
Street Address		
City, State		
Zip Code		
Job Title		
Dates Employed	From: To:	
Starting Salary	\$ (CHECK ONE) <input type="checkbox"/> Hourly	
Ending Salary	\$ <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	
Supervisor's Name		
Employment Verification Contact		
Telephone Number	( )	

Reason for leaving		
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PREVIOUS EMPLOYER		Please summarize your job responsibilities:
Employer Name		
Street Address		
City, State		
Zip Code		
Job Title		
Dates Employed	From: To:	
Starting Salary	\$	(CHECK ONE) <input type="checkbox"/> Hourly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually
Ending Salary	\$	
Supervisor's Name		
Employment Verification Contact		
Telephone Number	( )	
Reason for leaving		

*If you need additional space, please continue on a separate sheet of paper.*

**COMMENT SECTION (INCLUDE EXPLANATIONS OF GAPS IN EMPLOYMENT)**

**Professional References**

List the name and telephone number of three professional references who are not related to you.

NAME	ADDRESS	TELEPHONE NUMBER	YEARS KNOWN
		( )	
		( )	
		( )	

**Job Related Certificates**

CERTIFICATE NAME	DATE ACQUIRED	STATUS: CURRENT/VOID

NOTICE: All documents submitted to the Williamson Valley Fire District (including, but not limited to, licenses, certifications, and diplomas), become the property of the Williamson Valley Fire District upon submission, and will not be returned to the applicant. Please DO NOT submit original documents. The Williamson Valley Fire District will not be responsible for the loss and/or destruction of any submitted materials.

I authorize investigation of all information contained herein and authorize the employers and references to give you any information concerning me and by doing so release all persons, schools, companies, corporations, credit bureaus, government agencies and medical personnel from any liability for any damage that may result from furnishing same to you.

I further agree to submit to alcohol and/or drug screening tests, if requested of me, at any time prior to, or during my employment, including but not limited to urinalysis test, polygraph test, blood test, hair sampling, consistent with WVFD Drug and Alcohol Policy. I also agree to submit to a background check and fingerprinting.

In consideration for my employment, I agree to conform to Williamson Valley Fire District policies, practices, rules/regulations and guidelines, which may be changed from time to time. I further agree that my employment and the terms and benefits provided to me is not intended to and does not constitute a contractual relationship, is for no definite period of time and is terminable by myself or the Williamson Valley Fire District at any time with or without notice or cause. No oral statements or representations made either before or during my employment can change this non-contractual or at-will employment.

In further consideration for my employment, I understand that there are other forms, statements and provisions that have to be completed and agreed to, and those forms, statements and provisions that have to be completed and agreed to, and those forms, statements and provisions are part of this application and will be included in my employment records.

By signing this application, I certify under penalty of law that the information provided anywhere in this application is true, correct and complete to the best of my knowledge and belief.

Signature \_\_\_\_\_ Date \_\_\_\_\_