Serious about Service

Inviting applications for

DIVISION CHIEF
THE OPPORTUNITY
The Fort Mojave Mesa Fire Department invites applications for the position of Division Chief. We are seeking a strong and true public servant to be a part of the team in leading our personnel in providing outstanding Fire and Emergency Medical services. If you have an exemplary history as an officer in the Fire/EMS service, we encourage you to explore this opportunity.

THE COMMUNITY
The Fort Mojave Mesa community is located in Northwest Arizona directly on the borders of California and Nevada. The warm winters and hot summers of this lower desert area allow for year round outdoor activities including boating/jet skiing on the beautiful Colorado River and Lake Mohave. The short drive to Laughlin, NV makes for easy access to 24 hours per day, 7 days per week of excitement offered by a host of 11 casinos. Rich with the history of Native American culture, the community offers a great lifestyle for folks of all ages: families, retirees, vacationers.

THE FIRE DISTRICT
The Fort Mojave Mesa Fire Department was formed in 1969 as an all volunteer department and has grown to what is today a career department with 40 full-time employees. Working out of two fire stations, our dedicated and community-service oriented employees work together to serve the District’s 18,000 residents and visitors in a 17.5 square mile area. Eight operations personnel per day provide the minimum daily staffing to respond to an annual call volume in excess of 3000. As an all-risk public safety agency, the FMMFD services include fire suppression, technical rescue and advanced life support, including paramedic ambulance transport services and a full range of fire prevention and fire investigation services. The annual operating budget of $8.98M is generated by property tax assessment, ambulance transport revenues, and other small fee-based services. The District administrative office is located at 2230 Joy Lane, Fort Mohave, AZ.

OUR STRUCTURE
FMMFD is a special district and is recognized as an unincorporated state political subdivision of Arizona. The District is governed by an elected Board of Directors comprised of five "at large" members serving overlapping terms. The Fire District Board of Directors is responsible for the hiring and oversight of the Fire Chief, who directly manages 3 Division Chiefs, Prevention Officer, EMS Officer, and Administrative Manager.

THE IDEAL CANDIDATE
The ideal candidate for the position of Division Chief for FMMFD will be a seasoned officer who has the ability to communicate effectively and work collaboratively with the employees, the senior staff, and all other stakeholders.

In addition to these strengths, the District’s leadership has identified the following attributes for the desired candidates:

- Visionary
- Exceptional Communicator
- Credible
- Accessible
• Accountable
• Able/willing to listen to others
• Team-oriented leader
• Strong project manager
• Loyal to the mission
• Belief and trust in others
• One who will look beyond himself to find the answers

EDUCATION / EXPERIENCE REQUIREMENTS

Additionally, the ideal candidate shall possess the following Educational and Experience Requirements:

• AA degree in Fire Science, Paramedicine, Business or Public Administration, or other related field from an accredited college or university
• Completion of at least 50% of necessary credits to obtain a Bachelor’s degree
• Eight years of full-time Fire and EMS experience, including at least three years as a full-time Fire Officer

SALARY AND BENEFITS

The salary range for the Division Chief is $80,080 - $109,596. The actual hiring rate will be based upon the qualifications of the selected candidate. The District also offers a fully comprehensive benefit package, including:

• Retirement: Arizona PSPRS
• Health & Dental Insurance: District pays 100% for employee; premiums for dependent coverage shared
• Life Insurance: $25,000, premium paid by District

Vacation: 6-30 days/yr, based on tenure
Sick Leave: 10-21 days/yr, based on tenure
Personal Leave: 3 days/yr
Uniform Allowance
Educational Assistance
Deferred Compensation Plan (optional)
Post Employment Health Plan (optional)
Employee Assistance Plan

APPLICATION PROCESS

In order to be considered for this outstanding opportunity, interested candidates shall submit a cover letter, resume, employment application form, and completed supplemental questionnaire.

Applications will not be accepted electronically; the completed application packet must be mailed to:

Bret Scholz, Fire Chief
P.O. Box 8488
Fort Mohave, AZ 86427

Questions may be directed either by phone (928-768-9181) or email to: firechief@fmmfd.org

Completed application packets must be received no later than **October 2, 2020**. All application packets will be reviewed based upon the qualifications and criteria outlined in this information packet. Those candidates whom the District determines to be best qualified will be invited to participate in an assessment center to be held **October 21-22, 2020**. Candidates will be responsible for their own travel and lodging. The Fire Chief anticipates making the final selection decision in late October with an anticipated start date as soon thereafter as possible.

MISSION/VISION/VALUES

MISSION: It is the mission of the Fort Mojave Mesa Fire District to provide All-Hazard services to the citizens and visitors of the District.

VISION: It is our vision to strengthen partnerships with the community and neighboring departments through progressive training, community outreach and strategic planning.

CORE VALUES:
Integrity: Uphold the highest moral and ethical conduct.
Respect: Embrace diversity and promote equality.
Honor: Our oath is to be honest, courageous and fair.
Commitment: Our pledge is to selflessly respond to the needs of the community while providing for the health and well-being of our members.
Please supplement your application packet with responses to the following questions. Your responses should not exceed a total of three typed pages.

1. Please give an overview of your current or most recent position and scope of responsibilities, along with an overview of the organization itself (i.e., population served, annual budget, number of employees, number of stations, annual call volume, etc.)

2. Please explain why you are interested in this particular job opportunity and why you are looking to move on from your current position.

3. Please provide an example of a significant operational improvement in which you played a lead role. How was this change received internally? Externally? What kind of employee training did the change(s) encompass?

4. Please describe your involvement in labor/management relations, including union negotiations.

5. Please give a brief overview of your involvement in employee training and development.

6. How would your current or previous supervisors describe you? How would your current or previous subordinates describe you?

7. Please share with us any additional information about yourself that you believe would be helpful in our initial selection process.
FORT MOJAVE MESA FIRE DEPARTMENT

**Employment Application**

**NOTICE:**
1. TO BE CONSIDERED FOR EMPLOYMENT, YOU MUST ANSWER ALL QUESTIONS AND COMPLETE ALL SECTIONS OF THIS APPLICATION FORM.
2. THE DEPARTMENT EMPLOYS ONLY U.S. CITIZENS OR ALIENS WHO CAN PROVIDE PROOF OF IDENTITY AND WORK AUTHORIZATION WITHIN 3 WORKING DAYS OF EMPLOYMENT.
3. MALES SUBJECT TO MILITARY SELECTIVE SERVICE REGISTRATION MUST CERTIFY COMPLIANCE TO BE ELIGIBLE FOR EMPLOYMENT. SEE AVAILABILITY BLOCK.
4. EMPLOYMENT WITH FORT MOJAVE MESA FIRE DEPARTMENT IS EMPLOYMENT-AT-WILL.

WHEN COMPLETING THIS APPLICATION, PLEASE MAKE SURE YOU:
1. COMPLETE THE SECTION FOR EQUAL OPPORTUNITY INFORMATION.
2. GIVE COMPLETE INFORMATION ON YOUR EDUCATION AND WORK HISTORY (*SEE RESUME* IS NOT ACCEPTABLE).
3. LIST SEPARATELY EACH JOB HELD AND YOUR DUTIES FOR EACH POSITION WHEN YOU WORKED FOR ONE EMPLOYER AND HELD MORE THAN ONE POSITION.
4. CHECK FOR ACCURACY, SIGN AND DATE YOUR APPLICATION.

THANK YOU FOR YOUR INTEREST IN FORT MOJAVE MESA FIRE DEPARTMENT. FORT MOJAVE MESA FIRE DEPARTMENT WANTS TO FIND THE BEST QUALIFIED PEOPLE AVAILABLE TO SERVE ITS CITIZENS. ALTHOUGH EVERYONE WHO APPLIES CANNOT BE HIRED, YOUR APPLICATION WILL BE GIVEN EVERY CONSIDERATION.

Exact title of position for which you are applying:

---

**Important Instructions:** Do not e-mail or fax your application. Your signed application will only be accepted in hard copy form with original signature. Mail this application form with the other required documents as noted in the Fire Chief information/application packet.

**POST OFFICE BOX 8488 FORT MOHAVE, ARIZONA 86427-8488**

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<th>1. LAST NAME</th>
<th>FIRST NAME</th>
<th>MI</th>
<th>SOCIAL SECURITY NO. (To be used as your Candidate ID No.)</th>
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<th>CITY</th>
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<th>3. PHONE (Home or Other Number Where You Can Be Reached)</th>
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5. HAVE YOU EVER FILED AN APPLICATION WITH US BEFORE?

- Yes
- No
- If "Yes", give date

6. HAVE YOU EVER BEEN EMPLOYED BY THE FMMFD?

- Yes
- No
- If "Yes," exact job title and department was:

   Date separated:

   ____________________________

7. WHEN ARE YOU AVAILABLE TO BEGIN EMPLOYMENT?

   ____________________________

8. TYPE OF EMPLOYMENT THAT YOU WILL ACCEPT:

   - Full Time / suppression (rotating shifts, night work, weekends)
   - Full Time (40 hrs/wk)
   - Part Time

9. Have you ever been convicted of, or pled guilty or no contest to, any unlawful offense, other than a minor traffic violation?

- Yes
- No
- If "Yes", please explain:

   ____________________________

NOTE: A conviction record will not necessarily exclude you from employment. Factors such as age at time of offense, rehabilitation efforts, how recent the offense was, nature of the crime and type of job for which you are applying will be considered.

13. US MILITARY

   Have you served honorably in the Armed Forces of the United States on active duty for a minimum of 6 months for reasons other than training?

   - Yes
   - No

   Do you wish to declare a service-connected disability?

   - Yes
   - No

   At the time of this application, are you the surviving spouse or dependent of a deceased veteran who died from service-related reasons?

   - Yes
   - No

   Do you wish to declare eligibility for veteran's preference as the spouse of a disabled veteran?

   - Yes
   - No

   Give dates of your (or spouses) qualifying active military service: Entered: _______ Separated: _______

   Rank: _______ Are you a member of the Military Reserves?

   - Yes
   - No

   Branch: _______ Rank: _______

   NOTE: To claim veteran's preference points, you must present proof of honorable discharge (DD214) when you file your application. This also applies to current Dept. employees.

10. ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES?

   - Yes
   - No

11. IF YOU ARE SUBJECT TO SELECTIVE SERVICE REGISTRATION, ARE YOU IN COMPLIANCE?

   - Yes
   - No

12. ARE YOU RELATED BY BLOOD OR MARRIAGE TO ANY PERSON CURRENTLY EMPLOYED BY FMMFD?

   - Yes
   - No

   If "Yes," give name of person and relationship

   ____________________________

14. DO YOU HAVE

   - High School Diploma
   - GED

   ELIGIBILITY FOR VETERAN’S PREFERENCE: 

   - Yes
   - No
15. EXPERIENCE: Beginning with your current or most recent experience (including volunteer experience), list your history, both employment and non-employment, for the last 20 years. Be specific and detailed. Account for all time lapses by indicating the dates and reason for the lapse.

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<td>HRS. PER Wk.</td>
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If additional space is needed for work experience, copy this form and attach.
that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications.

Applicant must disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and (or) criminal action. I further understand that false information or documentation, or a failure to disclose required by State law. Public disclosure of this information without your consent would be a violation of state law.

Fort Mojave Mesa Fire Department or its agents to investigate all statements made in this application and understand that false information or documentation, or a failure to report their disabilities should check item A. Information reported on this form will be kept confidential as required by State law. Public disclosure of this information without your consent would be a violation of state law.

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JOB DESCRIPTION

Position Title: Division Chief
Reports To: Fire Chief
Status: Exempt

GENERAL DESCRIPTION OF POSITION:
Under the direction of the Fire Chief or his designee; organize, control and direct the activities of an assigned division of the Fire District. Employees of this class perform highly responsible and professional administrative, supervisory, and technical work associated with planning, budgeting, coordinating, and directing line operations, station activity, training, fleet, facilities, logistics, administrative functions, and/or community risk reduction. Responsible for the proper and efficient management of personnel, stations, apparatus, equipment, and other Fire District resources to minimize fire loss and life in the community through aggressive fire prevention, training, education, emergency medical services, and emergency operations and response. Work is performed in accordance with departmental regulations and protocol but requires the use of considerable independent judgment and the ability to think quickly and make sound decisions in emergencies. The position is on a 40-hour administrative work schedule, with rotation of duty call on nights/weekends.

SUPERVISION EXERCISED:
Provides direct and indirect supervision of individuals within assigned areas. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Supervisory responsibilities include participating in interviewing and hiring, training employees; planning, assigning, and directing work; appraising performance; rewarding and coaching employees; addressing complaints and resolving problems.

ESSENTIAL DUTIES & RESPONSIBILITIES:
Essential functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Serves as senior operational, logistical, or administrative officer and as a member of the executive management team.
- Participates with the executive management team in strategic and tactical planning to assure the most efficient development and utilization of District resources.
- Serves as duty chief as assigned.
- As directed in the absence of the Fire Chief, assumes responsibility for District-wide activities and personnel.
- Responds to emergency incidents as needs, and assumes command when appropriate, using established incident command procedures (NIMS).
- Responsible for ensuring all department program policies and procedures are followed, and program objectives are met.
- Monitors District activities and personnel to ensure conduct and performance are in adherence to FMMFD standards, policies, and procedures.
- Assists the Fire Chief in developing and administering the budget for assigned areas of responsibility.
- Responsible for the safety of assigned personnel.
- Maintains all required records and reports in a correct and timely manner.
- Operates a computer as directed to accomplish data management goals.
- Participates in the development and implementation of policies and procedures to assure performance standards and quality assurance.
- Operates fire apparatus and equipment as required.
- Attends meetings and community events as a representative of the District as assigned.
- Provides support to the Fire District administrative staff.
- Analyzes information and data, and reports on District activities to determine fleet readiness, facility status, and resource availability; evaluates existing programs relating to meeting District goals.
- Monitors equipment, apparatus, facilities and supplies to ensure compliance with safety standards and operational procedures and to ensure that proper care and attention is given to District property; identifies needs for purchasing in these areas within the budgetary parameters.
- Recommends changes to improve operations, and effects changes within the limits of delegated authority.
- Studies new developments in firefighting and emergency medical equipment, doctrine, and technique to evaluate their local application.
- Oversees the maintenance of departmental administrative, inspection, training, and safety records.
- Performs special projects, studies, research, and operations as directed by the Fire Chief.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Conducts post incident analysis for designated events and identifies opportunities for operational improvement.
- Investigates customer complaints of service delivery.
- Maintains competency in current operational procedures and keeps abreast of current trends in modern fire service management.
- Provides excellent customer service to both internal and external customers.
- Maintains regular attendance and punctuality.
- May be required to work early mornings, evenings, or weekends as needed.
- Performs related duties as required.

**OPERATIONS:**
- Serves as a shift commander.
- Organize, control, direct and coordinate the day-to-day operations of an assigned shift for the District.
- Assure assigned shift personnel are adequately trained and prepared for fire and medical emergencies.
- Schedules time off, grants leave of absences, and completes daily attendance reports.
- Responsible for recalling off-duty personnel due to staffing shortages caused by personnel leave or department emergencies.
- Recommends and implements improved policies and procedures as necessary.
- Communicates and interprets policy for personnel on assigned shift; participate in planning sessions for the department.
- Provides input to department budget as requested.
- Communicates and maintains the department's policies and procedures with fire suppression personnel.
- Reviews all fire suppression reports for completeness and accuracy to reduce department liability and improve information management.
- Reviews for action (training/discipline) emergency scene tactics, strategy, and employee performance.
- Serves as Incident Command on emergency incidents, implementing appropriate strategic decision making and assuring the proper application of strategy and tactics.
- Oversees station and apparatus maintenance and testing of equipment on assigned shift.
- Attends continuing education courses and advanced training as required.
- Performs special projects and participates on department committees and task forces as assigned.

**PERIPHERAL DUTIES:**
- Prepares and maintains performance evaluations, personnel records, and training information on assigned staff.
- Provides proper discipline of personnel as required.
- Corrects all unsafe actions noted during Fire District operations and activities.
- Assists in the development of Standard Operating Procedures for fire department operations.
- Actively researches and applies for grant funding to assist the department in meeting goals.
- Conducts post incident analysis for established emergency incidents and near miss reports.
- This position may be subject to emergency recall during non-working hours.
- Develops and coordinates community-based programs as directed.
- Attends continuing education classes as required.
- Participates in staff meetings and assignments.
- Coordinates field activities with other public safety agencies as assigned.
- Participates in fire prevention activities as assigned.
- Performs fire investigations, fire inspections, and special projects as assigned.
- Participates in public events and activities as assigned.
- Assists in recruitment and promotional testing processes of fire operations personnel.
- Performs other related work as required.

**WORK CONTACTS:**
- Considerable contact with media, civic groups, regulatory agencies, and the general public.
- Occasional contact with other city departments for coordination of activities.
- Considerable contact with agencies, hospital, and pre-hospital care providers in performing emergency medical services coordination, community events, and compliance and safety activities.
- Contacts are significant and may require extreme tact and discretion in the performance of accomplishing
MINIMUM QUALIFICATIONS:
• Must be a United States citizen or have the legal right to work in the United States.
• Must be at least 21 years of age.
• High school diploma or GED.
• Associates Degree in Fire Science through an accredited college or university.
• Minimum of eight (8) years of full-time fire/emergency medical experience, including at least three (3) years as a full-time Fire Officer.
• Completion of at least 50% of necessary credits to obtain a Bachelor’s Degree in Fire Science, Business or Public Administration, or related field through an accredited college or university.
• Nationally Registered or Arizona State Certification at a minimum of EMT Basic Level; Certified Paramedic preferred.
• Certified Arizona State Firefighter I & II or IFSAC Firefighter I & II or course work showing educational requirements meeting the current version of NFPA 1001.
• Possession of valid Driver's License.
• Ability to meet the insurability requirements of the District’s insurance carrier.
• Ability to meet FMMFD physical standards.
• Residency within five miles of District boundaries.

DESIRED QUALIFICATIONS:
• Fire service management graduate work in or comparable to the Executive Fire Officer Program at the National Fire Academy.
• Chief Fire Officer Designation.
• Fire Officer II.
• Instructor II.
• Health and Safety Officer.
• Incident Safety Officer.
• Blue Card certification.

NECESSARY KNOWLEDGE, SKILLS, and ABILITIES:
Thorough knowledge of current firefighting and EMS, including HIPAA, principles and practices; thorough knowledge of the operation and maintenance of EMS and firefighting equipment, apparatus, and tools; considerable knowledge in the field of hazardous materials; considerable knowledge of applicable codes, ordinances, rules and regulations and training and safety standards; considerable knowledge in the principles of emergency scene management; knowledge of the geography of the city, locations of water mains and fire hydrants and major fire hazards located within the city limits; knowledge of training techniques and methods; knowledge of functional responsibilities and operations of other city departments and outside agencies.

Ability to plan, organize, direct public events, activities and training; ability to work cooperatively with associates; ability to perform a broad range of supervisory responsibilities under conditions of severe emotional stress; ability to instruct and supervise fire personnel effectively and maintain discipline and command the respect of subordinates; ability to recognize and correct unsafe actions; ability to budget, maintain required records, and prepare reports and other paperwork; ability to develop public education programs; ability to communicate effectively; ability to manage radio communications procedures and equipment; ability to objectively investigate accidents; ability to meet physical requirements of the job as may be established by competent medical authority.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:
The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Physically mobile with reasonable accommodations.
• Frequently lift or move 50 pounds and occasionally lift and/or move up to 175 pounds for up to 100 feet.
• Working in temperatures exceeding 120 F and below 32 F.
• Working in the presence of pollen, dust, poisonous creatures, and plants.
• Working at heights up to 100’ as needed.
• Able to bend, reach, kneel, twist and grip items while working at various hazardous locations.
• Manual dexterity and coordination to operate office equipment including computers, fax, and copy machines.
• Respond to visual and aural cues.
• Able to read, write, speak, and understand the English language.
• Operate in mentally and physically stressful situations.
• Ability to remain calm and cooperative in difficult or emergency situations.

EXPECTED BEHAVIOR/QUALITY OF SERVICES:
Excellence is the responsibility of everyone at Fort Mojave Mesa Fire District. It is our vision to strengthen partnerships with the community and our neighboring departments through progressive training, community outreach and strategic planning.

We lead by our core values:

• Integrity - Uphold the highest moral and ethical conduct
• Respect - Embrace diversity and promote equality
• Honor - Our oath is to be honest, trustworthy, courageous and fair
• Commitment - Our pledge is to selflessly respond to the needs of the community while providing for the health and well-being of our members

All employees are expected to conduct themselves consistent with and in support of the above values.

SELECTION GUIDELINES:
Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference, and background check. Supplemental job-related tests may be required.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.