WHATCOM COUNTY FIRE DISTRICT 1

is seeking an experienced Fire Service leader to serve as

DIVISION CHIEF

$81,312 - $91,517 (depending on qualifications) with Excellent Benefits

First consideration given to applications received by May 4, 2020

Application materials may be obtained at www.wcf1.org.
Our Mission & Values

Our mission is “to prevent or minimize the loss of life, damage to the environment and loss of property from the adverse effects of fire, medical emergencies, and hazardous conditions”.

We accomplish this with the following core values:

- Professional Excellence
- Health & Safety
- Integrity
- Team Work & Leadership
- Community Service & Involvement
- Innovation

Our Fire Department

Fire District #1 provides fire protection and basic life support emergency medical services (EMS) to an area of approximately 75 square miles within the District’s boundaries. The District provides service to the Cities of Everson, Nooksack, Deming and the Nooksack Indian Tribe. Three elementary schools, two middle schools and one high school are served by the District. The District also has several areas of critical infrastructure that impact the nation. The William’s pipeline runs through the District from Canada and distributes natural gas to the western United States. The Trans-Mountain pipeline distributes crude oil from Canada to the petroleum refineries in the area.

The Fire District has five paid full-time positions: Fire Chief, Assistant Fire Chief, two Captains and an Administrative Secretary. Critical to accomplishing our mission is 25 Volunteer Fire Fighters. To learn more about us, please visit our website at www.wcdf1.org.

The Position

**JOB SUMMARY:** The Division Chief is responsible for maintenance and repairs to apparatus and facilities and ensures a state of operational readiness of a combination fire district. This position provides and conducts a variety of management, technical support and administrative duties in helping oversee day-to-day operations. A member of the
District management team, the Division Chief oversees maintenance division and may represent the district in the absence of the Fire Chief or Assistant Fire Chief. Works closely and coordinates with other managers and subordinates in the accomplishment of District goals and objectives.

Responds to emergency incidents as a command officer at all times of the day or night; coordinates with the other chiefs for 24-hour on call response coverage. Helps determine appropriate action and response to incidents and may direct operations to assure the safe, efficient and effective deployment of personnel, equipment and resources.

SUPERVISORY RELATIONSHIPS:
The Division Chief reports to the Assistant Fire Chief. This position supervises district personnel under chain of command including Captains, Lieutenants, Safety Officer and Other District Officers.

ESSENTIAL JOB FUNCTIONS:
1. Recommends and/or performs the full range of management duties (with appropriate executive review) including, coaching, performance evaluations, selection, transferring, promoting, and disciplining.
2. Ensures the success of the volunteer firefighter and part-time firefighter recruitment and retention process.
3. Provides leadership, coaching and mentoring to all district members.
4. Assists in the preparation and supervision of program budgets that may include operations, EMS, and training.
5. Monitors internal operation and procedures to ensure compliance with employee labor agreements, rules, regulations, policies and procedures.
6. Confers and collaborates with other agencies and community partners as necessary to accomplish the District’s mission.
7. Engages in planning activities to maintain the district’s strategic plan, standard of coverage, and other plans.
8. Establishes emergency scene management procedures consistent with accepted incident command requirements and policies. Responds to emergencies and directs emergency activities as required. Ensures safe and effective command of incident operations.
9. While the district has a Training Officer, the Division Chief is still responsible for assisting with training of volunteer and career firefighters. The Division Chief collaborates with the Training Officer to ensure required standards are being met and recorded.
10. Evaluates programs and provides direction on the maintenance and repair of District facilities, equipment and apparatus. Evaluates the need for and recommends the purchase of new equipment and supplies to maintain the ability to provide the authorized level of service.
11. Diagnose and make minor repairs to small tools, apparatus and facilities.
12. Work 12-hour shifts with crews as needed to fill vacancies.
13. Function as Battalion 81, which includes monitoring all calls for service for District # 1 and District # 16 and responding as needed. Also, acting as an initial point of contact for both districts outside of regular business hours.
OTHER PERIODIC JOB FUNCTIONS:
1. Participates in ongoing education, training, and development activities to maintain and improve professional knowledge and skills as a Fire Officer.
2. Represents the District on a local, regional, state, and national level as directed or approved by the Fire Chief or Assistant Fire Chief.
3. Fills in and performs Fire Chief’s and/or Assistant Fire Chief’s duties during their absence as requested.
4. Other job functions as requested by the Fire Chief or Assistant Fire Chief.

PERFORMANCE REQUIREMENTS, KNOWLEDGE, SKILLS AND ABILITIES:
• Demonstrated leadership skills to lead and mentor other individuals.
• Knowledge of modern fire suppression and prevention, haz-mat response, emergency medical service principles, procedures, techniques, and equipment.
• Ability to effectively work with the public in a courteous and professional manner and promote a positive image of the Fire District.
• Strong communication skills (verbal, written and presentations skills).
• Ability to train and supervise subordinate personnel, ability to exercise sound judgment in evaluating situations and in making decisions, ability to establish and maintain positive working relationships with other employees, supervisors and the public.
• Proficient with Microsoft Suite products (Word, Excel, & Outlook), familiarity with database computer systems and some mechanical skills or abilities.
• Must reside within a reasonable distance to respond to emergency incidents within the District. Residence within the Fire District preferred.
• Successful completion of a medical exam as determined by the District to include drug screening required.
• Must be a non-smoker.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made upon request to enable individuals with disabilities to perform the essential functions.
• While performing the duties of this job, the employee is frequently required to walk, stand, use hands to finger, handle or operate objects, tools or controls; and to reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste and smell.
• The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
• The employee must be capable of donning and wearing a self-contained breathing apparatus without experiencing disorientation or fear of closed spaces.
EXPERIENCE AND TRAINING REQUIREMENTS:
• A minimum of 10 years fire service experience in a municipal fire department (city, district or other similar organization) and experience working with volunteers preferred.
• High school diploma and some post-secondary education. Associates Degree in Fire Service, public/business administration or related field preferred.
• Two or more years experience providing fire service leadership preferred.
• Must be a currently certified Washington State or National Registry EMT or acquire this certification within six (6) months of hire and maintain for the duration of employment.
• Must be twenty-one (21) years of age or older at time of hire.
• Must have an acceptable driving record and possess a valid driver’s license.
• Must have no felony convictions or disqualifying criminal histories within the past ten years.
• Must be able to meet the physical requirements of the job.

PROBATIONARY REQUIREMENTS:
The probationary period for this position is one (1) year. The Board of Fire Commissioners may extend the probationary period an additional six (6) months. During the probationary period the employee must complete the following:
1. The Emergency Vehicle Incident Prevention Program or show proof of completion
2. Satisfactory performance evaluations
3. Successfully pass the probationary period

Compensation & Benefits
Salary Range: $81,312-$91,517. Starting salary depending on experience and qualifications.

Benefits Include:
➢ Medical, Dental & Vision Insurance
➢ Life Insurance
➢ Washington State Department of Retirement Systems (LEOFF)
➢ State Deferred Compensation Plans
➢ Vacation Leave
➢ Sick Leave
➢ Paid Holidays
➢ Relocation Assistance if needed

To Apply
Qualified candidates are encouraged to apply at www.wcfd1.org. First consideration given to applications received by May 4, 2020 (open until filled).

Whatcom County Fire District 1
is an Equal Opportunity Employer