



VACANCY NOTICE FOR Mormon Lake Fire District

Mormon Lake Fire District
1067 Mormon Lake Road
Mormon Lake, AZ 86038

Position: Assistant Fire Chief Mormon Lake, Arizona



Position: Assistant Fire Chief
Hourly Wage: \$18.00
Benefits: TBD

First review of Applications: December 8, 2017 - Open until filled

ASSISTANT FIRE CHIEF JOB SUMMARY

Under the general direction of the Fire Chief, plans, directs, manages and supervises the daily operations of the District related to all risk emergency services, preventative services and community services. Provides high level technical and administrative staff assistance to the Fire Chief and the Fire Board. Assumes command of the District in the absence of the Fire Chief. This position carries a 6-month probationary period.

HOURS OF WORK

The Assistant Fire Chief will work a minimum of 4 – 8-hour work days, Saturday – Tuesday. The Assistant Fire Chief would be on call after hours during working days to respond to emergencies and to cover in the Chief's absence. This position requires work on evenings, weekends, holidays, and under hazardous conditions. Regular work hours may be adjusted at the discretion of the Fire Chief to meet the demands of the Fire District. At the discretion of the Fire Chief the Assistant Chief may be placed on a special assignment and work an altered schedule.

Applicants interested in this position should submit a resume, application, 3 professional references, and appropriate, applicable certificates, diplomas, etc.

You may send the information electronically or by regular mail to:

chief@mormonlakefire.com

OR

Mormon Lake Fire District
1067 Mormon Lake Road
Mormon Lake, AZ 86038

MORMON LAKE, AZ

The community of Mormon Lake, AZ sits within the Coconino National Forest which is part of the largest continuous stand of ponderosa pine in North America. Mormon Lake is located 30 Miles South of Flagstaff, AZ. Mormon Lake has a fluctuating population throughout the seasons at an elevation of 7,200 feet with an average annual snowfall of 75.7 inches. Mormon Lake is not a full-service community and is in the Flagstaff School District. The Mormon Lake Fire District is approximately 45 square miles.

GENERAL PURPOSE:

Under the general direction of the Fire Chief, plans, directs, manages and supervises the daily operations of the District related to all risk emergency services, preventative services and community services. Provides high level technical and administrative staff assistance to the Fire Chief and the Fire Board. Assumes command of the District in the absence of the Fire Chief.

FLSA STATUS: Non-Exempt

SUPERVISOR: Fire Chief

SUPERVISION EXERCISED: Exercises direct supervision over employees and volunteers.

MINIMUM QUALIFICATIONS:**REQUIRED**

- Reside in District while on call. (Space may be available at the station).
- Satisfactory results for the following: Background check, Physical, Alcohol/Drug test.
- Firefighter I & II or equivalent combination of education, experience, and training may be considered at the discretion of the Fire District.
- EMT Basic or Higher Certification.
- Be a minimum of 21 years of age by hire date.
- Must possess a valid, unrestricted, Arizona Driver's license by hire date and supply a 39-month driving record and meet requirements of the District's insurance carrier
- Knowledge and experience in Rural Fire Operations.
- Complete six hours of state statute SB1387 training within one year of hire.
- Must sign a Loyalty Oath

PREFERRED/DESIRABLE QUALIFICATIONS

- Incident Command
 - I – 100, 200, 300, 400
 - IS 700 & 800
- Basic Wildland Firefighter level or higher (S- 130, S- 190, L- 180)
- Wildland Urban Interface Fire Operations
- Functional Computer/Office Equipment Skills
- Fire District Administration & Operations
- Volunteer/Combination Fire Department Experience
- Fire Service Instructor
- Fire Officer
- Hazardous Material Operations Level
- Three (3) years of experience as Fire Captain or one (1) year of experience as a Battalion Chief or higher.
- Have a 2-4-year degree in a related or applicable discipline; or equivalent combination of education, experience, and training may be considered at the discretion of the Fire District.

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

ESSENTIAL DUTIES

LEADERSHIP/MANAGEMENT

- Assists the Fire Chief in the development of goals, objectives, policies, and priorities for the department.
- Recommends and implements Policies & Procedures for Emergency Response and Administrative functions.
- Directs the actions and efforts of others toward a common purpose by planning, prioritizing, organizing, and scheduling resources to achieve Goals and Objectives.
- Plans, organizes, and directs the Departmental Operations of fire suppression, prevention, and Emergency Medical Services.
- Maintains custody of all equipment of the District and provides for the maintenance/inspection of all equipment, facilities and the Fire Station.
- Coordinate Fire Department activities with other departments, and with outside agencies including other Fire Departments involved in Mutual Aid Agreements.
- Plans, implements, and directs governing body policies, rules, procedures, and direction.

PERSONNEL

- Supervises, controls, and/or delegates the activities of Employees/Volunteers.
- Recruits, selects, trains, and evaluates Employees/Volunteers.
- Supervises, coaches, and evaluates the performance of subordinates. Responsible for the professional development and performance of all subordinates under their command. Oversees and guides training of Employees/Volunteers
- Works with employees to correct deficiencies; implements discipline and recommends termination procedures.

FINANCIAL/ADMINISTRATIVE

- Assists with the preparation of District budget; monitors budget activities; evaluates costs; projects expenses and revenues; prepare and maintain records and reports required by law or by direction of the Fire Chief.
- Recommends the purchase of equipment, supplies and services necessary for the proper operation and maintenance of the facilities of the District within set limits.
- Produce clear and organized written documents, reports, and plans that deal with complex subject matter.
- Analyzes and synthesizes data, develops and implements procedures to improve operations, decrease turnaround times and rework, streamline work processes, and reduce costs.

DISTRICT FOCUS AND PUBLIC SERVICE ORIENTATION

- Responds to incidents and assumes any role required within the Command or General Staff functions developing strategy and tactics, implements action plans, and evaluates results in the management of complex emergency incidents.
- Interacts with Citizens, the Fire Board, Affiliates, Committees and Commissions.
- Develops and adopts new ideas and practices as appropriate.
- Communicates with the general public and other employees in performing community service and public education activities.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Principles and methods of public administration, particularly in the areas of fire protection and emergency medical services.
- Principles, practices, methods, and techniques of modern fire prevention and suppression activities.
- Operation, maintenance, and uses of firefighting apparatus and equipment.
- Applicable laws, rules, regulations, ordinances, and codes pertaining to fire prevention, inspection, and suppression.
- Principles and techniques of budget development and administration.
- Principles and practices of organization, administration, and personnel management.

SKILLS/ABILITY TO:

- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Communicate clearly and concisely, both orally and in writing in English.
- Select, supervise, train, and evaluate personnel.
- Establish and maintain cooperative working relationships with those contacts encountered in the course of job performance.
- Read, analyse, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Write reports, business correspondence, and procedure manuals.
- Effectively present information and respond to questions from different groups, commissions, vendors, and the general public.
- Calculate figures and amounts and apply concepts of basic algebra and geometry.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Must possess the mental ability to reason and make judgments
- Must possess the ability to understand and follow oral instructions
- Must be able to understand and follow written instructions
- Possess the ability to guide and/or give instructions
- Must possess the ability to make decisions in accordance with established procedures and policies
- Must be able to communicate verbally and understand English in order to answer telephones and radios; communicate verbally with the general public, vendors, supervisors and other employees
- Ability to read and understand text
- Must have manual dexterity to use telephone, radio, calculator, copy machine, fax machine, manipulate computer keyboard and mouse, use hand tools, use power tools and to manipulate small objects with fingers rapidly and/or accurately
- Frequently must lift, push/pull, carry/hold materials or equipment in excess of 25 pounds from ground to waist, at waist level, waist to shoulder, and above shoulder level

- Routinely climb stairways, and steps; may be required to climb ladders
- Ability to stand for 8+ hours per day
- Ability to sit for 8+ hours per day
- Ability to run and/or walk for 3+ hour per day
- Walking and running may occur over both flat and rough terrain
- Must be able to occasionally stoop, kneel, crouch, and crawl
- Frequently must be able to reach, handle, manipulate, and feel
- Essential job function vision includes peripheral vision, night vision, focus, color perception, and depth perception
- Must be able to drive motor vehicles (cars, sport utility vehicles, medium trucks) with automatic and standard transmissions

WORK CONDITIONS

Duties are performed in an office environment, Fire Station and emergency scenes. Requires travel to emergency scenes, meetings and events as necessary. Operates District vehicles. Work may take place indoors and outdoors in a variety of settings and all-weather conditions. Wears personal protective equipment weighing approximately 70 pounds. May work in high humidity and environments with extreme temperature fluctuations. Performs tasks in environments that may be immediately dangerous to life and health. Subject to exposure to high stress situations and environments. Subject to extreme noise levels in the work environment. The physical demands, work environment characteristics, and working conditions described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.