SPOKANE COUNTY FIRE DISTRICT 3
Position Announcement
Division Chief/Training

An employee in this position is directly responsible to Operations. This position is in command of operational decisions at emergency situations on their duty cycle. This position is responsible for the management of the training division and supervision of employees while performing the duties pertinent to this position. This position will also assist with public education, fire safety inspections, equipment inspections; including ladders, air packs and hoses. Additional duties include responding to emergencies and taking a command/supervisory role at emergencies when necessary.

Candidates will be evaluated on the following:
- Organizational Values/Expectations
- An oral interview
- Experience of the candidate
- Ability to portray an image of professionalism
- Ability to relate to our part paid firefighters
- Past employment history

Job description is attached.

Salary range: $71,400 - $85,000

If interested please submit a letter of interest and resume to Debbie Arnold between the hours of 8:00 A.M. and 4:00 P.M. Monday through Thursday and 8:00 A.M. to noon on Friday at Spokane County Fire District #3, 10 S. Presley Dr, Cheney, WA. 99004 or call 509-235-6645. She can also be reached by email at darnold@scfd3.org.

POSITION CLOSES 4/7/2017 AT NOON
1.0 POSITION PURPOSE:

An employee in this position is directly responsible to Operations. This position is in command of operational decisions at emergency situations on their duty cycle. This position is responsible for the management of the training division and supervision of employees while performing the duties pertinent to this position. This position will also assist with public education, fire safety inspections, equipment inspections; including ladders, air packs and hoses. Additional duties include responding to emergencies and taking a command/supervisory role at emergencies when necessary.

2.0 TYPICAL DUTIES:

2.1 Shift Officer:

Position shall carry a pager and be in charge of the District response on a rotating basis as the Response Chief and also maintain awareness as situations come up where more help is needed.

2.2 Safety:

Is the District Safety Officer. Takes necessary steps to correct an unsafe or unacceptable practice at the scene of emergencies or at training operations and informs the Chief of any disciplinary action that may be necessary.

2.3 Personal Training:

Attends training sessions, schools, and seminars as required to increase skills for required duties.

2.4 Witness:

If a witness, or observer, of an emergency incident involving fire, rescue or medical aid, within the boundaries of Spokane County Fire District #3, or within the
limits of any jurisdiction with which our agency has a mutual aid contract, shall be obligated to stop and render appropriate assistance to the best of their ability.

2.5 Supervision:

This is a supervisory position and the employee is responsible for supervising all when serving as Response Chief and is responsible for supervising all employees engaged in Operations. Supervisory duties shall include but not be limited to the following:

   Employee shall participate in the interviewing, selecting and hiring of those supervised;

   Employee shall provide input in the setting rates of pay and hours of work;

   Employee shall appraise productivity of those supervised; shall manage employee grievances or complaints and shall have input in the disciplining of those supervised;

   Employee shall determine work techniques and guide and instruct those supervised in proper work techniques;

   Employee shall plan and apportion work duties among those supervised and shall determine types of equipment and materials necessary to enable those supervised to properly perform job functions; and

   Employee shall monitor employee compliance with legal and regulatory requirements and shall provide for safety and security of those supervised.

2.6 Training:

   Position shall be responsible for all training programs for Fire District #3.

2.7 Fire and EMS Training:

   Assures all training records are accurately recorded and maintained.

   Develops and coordinates fire and EMS training for district. Ensures training programs are in compliance with Federal, State and District mandates to include EEO and AA.
2.8 Safety Equipment:

Oversees inventory and issue of all safety equipment

2.9 Position shall assist with public education, fire safety inspections and pre-planning as needed.

2.10 Budget:
Effectively develops and manages budget

3.0 TECHNICAL REQUIREMENTS

a. Be a strong leader and team player who will contribute to and help further build and develop a strong organizational team.

b. Must possess knowledge and skills of the principles of fire science and training techniques.

c. Must be capable of working cooperatively with all employees, the public, and other agencies that may interface with the District.

d. Must understand how the equipment and facilities in District #3 operates and be able to make them function.

e. Develop and implement Training Program

f. Become a lead member of the Technical Rescue Team

4.0 MINIMUM QUALIFICATIONS:

a. Must possess a valid Washington State Driver's License
b. Must be NFPA Instructor I certified or have 2 years of instructional responsibility/experience

c. 3 years supervisory experience
d. Safety Officer
e. Hazmat Operations
f. NFPA Structure FF2
g. Any NWCG Single Resource Boss Qualification
h. Must be at least 21 years old at time of application and be at least a High School graduate or equivalent

i. Emergency Medical Technician
5.0 DESIRABLE QUALIFICATIONS:

a. Non-smoker  
b. Reside in the Fire District.  
c. Have or train to the following certifications:  
   Live Fire 1403 Fixed Facility  
   Ropes I, II & III  
   Ice Rescue  
   Confined Space  
   First Aid Instructor Trainer  
   Senior EMT Instructor  
   Division Sup  
   ICT 3  
   NFPA Instructor 3  
d. Experience with a volunteer or combination department  
e. Higher Education degree

6.0 JOB REQUIREMENTS:

a. Hours of work will be determined by District needs.  
   Attendance at district functions as required.  
b. Must receive satisfactory annual job performance evaluations.  
c. Must pass an annual physical exam.  
d. Must establish residence within 5 minute response time  
   to district boundary within six months.

7.0 PHYSICAL REQUIREMENTS:

a. Lifting and operating fire & EMS equipment while performing under extreme stress and in hazardous conditions.  
b. Walking over rough terrain while sizing up emergency situations.  
c. Lifting and carrying patients on backboards and/or gurneys.  
d. Work in hazardous atmospheres while wearing self- contained breathing apparatus without the ability to visually see.  
e. Work in confined spaces without becoming disoriented or suffering claustrophobia.  
f. Climb and operate equipment from ladders without suffering a fear of heights.  
g. Maintain composure during high stress emergency conditions.  
h. Must pass annual Fit for Duty Test on air.
TEAM VALUES

- Team members are **Trustworthy**

- Team members have **Integrity**

- Team members are **Honest, Loyal and Respectful** to each other

- Team members are focused on **Leadership, Teamwork and Followership**

- Team members are **Reliable and Committed** to the cause

- Team Members are **Forthcoming and Transparent**
Expectations

Customer service

Customer service is our business. Team members will uphold high standards for conducting business with both internal and external customers. Team members are expected to treat everyone as a valued customer along with doing everything within reason to see that you follow-up and follow-through to meet customer expectations.

Trust

Trustworthiness is one of the most important ethical values and brings together such qualities as honesty, integrity, reliability, loyalty, transparency and being forth coming. Trust is easily lost and hard to gain or regain.

Leadership

As leaders, Team members will inspire others through their actions and words, both oral and written. Not only will we constantly seek to challenge ourselves and develop as leaders, we will include, engage, support, and mobilize others to do the same. As leaders, we must be innovative to create a successful vision for the future.

Behavior

We will operate as a team. We shall accept ownership for our actions and decisions.

We will treat each other with respect and dignity, care for those we serve and be sensitive to the needs of others.

Team Members will be expected to maintain confidentiality with each other. We need to capitalize on our diversity by utilizing individual strengths. We need to identify our weaknesses and develop plans to address them.

We will eliminate triangulation. When possible, take concerns directly to the person with whom you have an issue before involving others.

Work product

Team Members will honestly and effectively manage the entrusted resources provided by our community.

The nature of our profession requires you to be flexible, reliable and punctual.
SPOKANE COUNTY FIRE DISTRICT 3

Spokane County Fire Protection District #3 (SCFD 3) was formed on January 19, 1945 and is one of ten fire districts in Spokane County.

SCFD 3 is a combination department comprised of a Fire Chief, 2 Deputy Chiefs, 2 Division Chiefs, an Office Manager, a Shop Supervisor and approximately 110 part paid on call employees.

SCFD 3 is one of the largest and most diverse fire districts in the state of Washington; encompassing approximately 560 square miles in the southwest corner of Spokane County. The topography of the District varies considerably. The southern 2/3’s of the District is primarily rural with agricultural and timbered lands. Moving north, timber lands increase as well as the number of homes; eventually leading to unincorporated communities adjacent to the city of Spokane. The far northern portion of the District takes also includes manufacturers and businesses.

Other areas of protection in the District are roads and railways. There is approximately 20 miles of Interstate 90 that runs through the Northwest part of the District and 25 miles of SR-195 that runs through the Eastern portion of the District. These two highways account for numerous high-speed accidents annually.

Both Burlington Northern/Santa Fe and Union Pacific Railroads have Main Lines running through the District. There are approximately 100 miles of railway. AmTrac also runs through the District twice a day.

SCFD 3 sits just southwest of Spokane. Spokane is a city in the State of Washington, in the northwestern United States. It is the seat of Spokane County, as well as the center of the Spokane Metropolitan Area. It is located along the Spokane River west of the Rocky Mountain foothills in eastern Washington, 92 miles south of the Canada-US border, approximately 20 miles from the Washington-Idaho border, and 280 miles east of Seattle along interstate 90. The city and wider Inland Northwest
region is served by Spokane International Airport, 5 miles west of downtown Spokane. According to the 2010 Census, Spokane had a population of 208,916, making it the second largest city in Washington and the 102nd largest city in the United States.