



South Whidbey Fire/EMS, on beautiful Whidbey Island, is looking for a dynamic individual to join our management team as Division Chief.

South Whidbey Fire/EMS

5579 Bayview Rd., Langley WA 98260

www.swfe.org

360-321-1533

Position Opening

DIVISION CHIEF

Salary Range \$104,086 - \$130,649

Excellent Benefits Package

APPLICATION CLOSING DATE EXTENDED: January 31st, 2024, at 4:00 PM, PST.

South Whidbey Fire/EMS is seeking an experienced, innovative individual to serve as a Division Chief. SWFE is a combination department with 52 members who serve approximately 66 square miles and 54 miles of shoreline of South Whidbey Island. The resident population is approximately 16,000 persons. The department responded to 2657 calls for service in 2022, 71% of which were EMS related. The department serves as a non-transport first response agency for medical emergencies and responds with our partner agency Whidbey Health EMS. The position of Division Chief is a full-time, non-represented, exempt, at-will position.

JOB SUMMARY

The Division Chief is a member of the Fire Chief's senior management team. Under direction of the Fire Chief, and in coordination with the other chief officers, the Division Chief oversees and manages one or more aspects of the organization, such as training, EMS, operations, resources, or maintenance. The Division Chief plans, organizes, coordinates, and administers the division and its programs in accordance with District policies/procedures, laws of the State of Washington, national standards for training and safety. The Division Chief may represent the Fire District on local and regional committees concerning relevant issues and programs. The Division Chief is an administrative position with emergency response duties as an operational responder as needed and serves as a rotational Duty Chief.

The Division Chief is responsible for ensuring that the assigned division functions and that activities are performed in a legal and efficient manner to provide maximum contribution to and support of the fulfillment of SWFE's mission.

DUTY DESCRIPTION

1. As a member of the senior management team and Duty Chief role, the position requires "on-call" availability in addition to the regular 40-hour work week.

2. Participates in the development of the annual District budget and manages budget items within the division.
3. Participates as needed in the pre-academy, and annual recruit academies.
4. Supervises subordinate staff, makes assignments and/or delegates authority as necessary.
5. Performs as the Duty Officer as assigned, on a rotating basis with other 3 Chief Officers.
6. Responds to emergency incidents and performs as a member of an emergency response command team or incident commander as necessary.
7. Represents the District at relevant meetings on a county, regional, and state level.
8. Supervises subordinate officers. Makes assignments and/or delegates authority as necessary to accomplish tasks.
9. Participates in weekly senior team meetings, monthly Board of Commissioner and officer meetings, and divisional meetings as required.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: The successful candidate will typically have five (5) years of increasingly responsible full-time fire service experience with a proven record of personnel supervision/command at a Captain or Battalion Chief level. The ideal qualifications consist of a combination of education and experience commensurate with the responsibilities of the position and should include an Associate degree in fire science or a closely related field, from an accredited institution. **The successful candidate will have experience working with and leading volunteer emergency responders.**

SWFE reserves the right, in its sole discretion, to determine whether the combination of education and experience are commensurate with the requirements of the position.

LICENSE/CERTIFICATE AND ADDITIONAL REQUIREMENTS:

1. Must maintain confidentiality of information which may be acquired directly or indirectly, in any written, verbal, or auditory sense that pertains to District personnel or business deemed confidential by policy.
2. The employee must live within the boundaries of the Fire District.
3. Possession of a valid Washington State Driver's License (within 1 month of appointment).
4. Possession of the following certifications and credentials:
 - a. Fire Officer I
 - b. Incident Safety Officer
 - b. Completion of NIMS 300 & 400 training (within 1 year of appointment)
 - c. Washington Emergency Medical Technician (within 6 months of appointment)
 - d. IFSTA Level II Instructor (within 1 year of appointment)
 - e. Washington Emergency Vehicle Accident Prevention certification (within 3 months of appointment)

SWFE reserves the right, in its sole discretion, to determine whether or not an alternate certification is equivalent. All Certifications and Licenses required for this job must be kept current as a condition of continued employment.

KNOWLEDGE, SKILLS & ABILITIES: Practiced knowledge of contemporary leadership principles and practices applicable to a modern, decentralized, service-oriented organization including personnel management, supervision, training, and performance evaluation, budget development and administration, and program development and administration.; understanding of District policies, procedures, protocols, chain of command, Washington State law pertaining to the District, and pertinent federal, state, and local laws that relate to the district, and the application of each; Operational characteristics, services, and activities of an emergency services program including fire suppression, fire prevention, emergency medical services, marine and technical rescue, hazardous materials, and disaster preparedness, response and recovery; Training program development and administration, and modern instructional techniques and methodologies; Incident Command administration techniques; Problem solving techniques and methodology; Methods and techniques of public relations; Principles of business letter writing and report preparation; Public safety computer systems, training program software, and technical audio-video equipment beyond a basic level.

Practiced skills to operate an assigned emergency vehicle; teach the application of District policies, procedures, and protocols; make presentation to and deal with the public, and personnel; successfully work with employees and volunteers.

Practiced ability to oversee and participate in the management of a modern fire suppression, fire prevention, emergency medical services, disaster preparedness, marine and technical rescue, hazardous materials response, and associated programs, services, and operations; oversee, direct, and assign subordinate staff and volunteers; select, supervise, train, and evaluate staff; participate in development and administration of division goals, objectives, and procedures; prepare and administer division budgets; prepare clear and concise administrative reports; analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations in support of District goals; research, analyze, and evaluate new training delivery innovation and methods and techniques; interpret and apply federal, state, and local laws, policies and procedures; Retain presence of mind and act quickly and calmly in emergency situations; retain presence of mind and act quickly and calmly in emergency situations; operate and effectively use specialized fire tools and equipment; operate modern office equipment and computers including software applications; maintain contact and preserve good relations with the public, staff, and personnel, respond to requests and inquiries, and work effectively with a variety of partner agencies and community groups and establish and maintain an effective working relationship with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

PHYSICAL DEMANDS: Work is generally performed in the office setting with occasional travel to attend meeting or conduct District business. The employee may occasionally respond to emergency scenes, both small scale and large scale, and disasters. The employee is regularly exposed to outside weather conditions, wet/humid conditions, and windy conditions. The

employee occasionally works in high or precarious places, and is occasionally exposed to airborne particles, fumes, toxic or caustic chemicals, extreme cold/heat, vibration, high noise levels, risk of electrical shock or radiation, exposure to hostile individuals, blood, body fluids, or airborne medical hazards.

The employee is required to wear personal protective equipment including, but not limited to, turnout gear, boots, helmet, goggles/face protection, gloves, and self-contained breathing apparatus, and body substance isolation. The employee is required to take personal protective action for each hazard identified.

The employee may work extended periods of time, including evenings, nights, and weekends.

The employee's primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; occasionally bend, kneel, stoop, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift and/or carry moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle for both normal travel and emergency response; and the ability to operate specialized vehicles and equipment.

The employee must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. The employee must hear in the normal audio range with or without correction.

COMPENSATION AND BENEFITS

HEALTH CARE COVERAGE: An employer paid health care benefit package is currently provided including medical, dental, vision, and accidental death and disability insurance.

RETIREMENT BENEFITS: This position is automatically covered by the Washington Retirement System, LEOFF Plan 2.

VEHICLE: An Agency command vehicle is provided for emergency response.

WORK SCHEDULE & LEAVES: This position is an FLSA exempt position that generally works a minimum of 40 hours per week (M-F) and serves as a rotational Duty Chief with 24x7 on call requirements. The position currently accrues 8 hours of sick leave per month and accrues 5-14 hours per month of vacation, depending on length of service. There are currently ten (11) paid holidays and two (2) paid personal days per year.

PAY SCHEDULE: All SWFE employees are paid every two weeks for a total of 26 pay periods each year.

APPLICATION PROCESS

Interested applicants must attach and submit the following required items with your application:

- 1) SWFE Employment Application
- 2) Cover letter that explains interest in this position and summarizes experiences and education
- 3) Curriculum Vitae or Resume
- 4) Required certifications and licenses
- 5) Copy of educational degree or applicable credits
- 6) Written response to the required supplemental questions. (attached)

Applications may be obtained on-line at our web site www.swfe.org.

Complete applications must be received at our Administration Office, by mail or email, no later than 4:00 PM, PST, January 31st, 2024 at the following address:

SOUTH WHIDBEY FIRE/EMS
5579 Bayview Rd.
Langley, WA 98260
Attn: Chief Nick Walsh

Failure to complete and submit ALL application materials will disqualify your application. SWFE will not notify applicants of incomplete application packets.

Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. Eligible internal candidates will be given first consideration. All offers of employment are contingent upon the successful completion of a background check, criminal records check, Work Capacity Testing, medical evaluation including stress testing, and drug screen at SWFE expense.

If special accommodations are necessary at any stage of the selection process, please contact Chief Nick Walsh immediately.

SUCCESSFUL APPLICANTS MUST PASS THE FOLLOWING:

1. All eligibility requirements
2. Resume and Essay review
3. Assessment Center or panel interview
4. An extensive background investigation
5. A Chief's interview

SOUTH WHIDBEY FIRE/EMS IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS WORKFORCE DIVERSITY.

SWFE DIVISION CHIEF ESSAY TOPICS & QUESTIONS

One of the important skills of any Chief Officer is the ability to communicate both orally and in writing. These essays will allow us to understand your communication style and gain additional insights into your experience. Please answer the following questions. Responses are limited to no more than a single page per question, single spaced, typed and include your answers as part of your application package.

1. Please describe your previous experience in the Fire/EMS Service, why you are interested in the Division Chief position and why it is a good time in your career to come to South Whidbey Fire/EMS.
2. Based upon your knowledge of issues and opportunities in today's Fire/EMS systems, describe the "next big thing" that systems will need to contend with. What opportunities or innovations do you anticipate? Explain what you know about the delivery of emergency services within Island County and how these opportunities and innovations may help the organization grow.
3. Describe your leadership style.

