



Orcas Island Fire & Rescue

Neighbors Serving Neighbors since 1948

is seeking an experienced Fire Service leader to serve as

ASSISTANT FIRE CHIEF

\$90,000-\$120,000 (depending on qualifications)
with Excellent Benefits

First consideration given to applications
received by October 11, 2021



Application materials may be obtained at <https://www.orcasfire.org/>



Our Mission & Values

Our mission is “to save lives and protect property through services delivered with professionalism and compassion.”

With the core values identified below, we envision providing high quality services that contribute to a safe, healthy and thriving community, in a transparent and accountable manner that fosters trust and community engagement. We are *neighbors serving neighbors*.

- **Respect:** A commitment from all members to operate with respect and humility at all times both with the people we serve and with each other. Respect is a commitment to embrace the diversity of ideas, people and perspectives in our community.
- **Safety:** We are safe in everything we do.
- **Service:** We are neighbors serving neighbors, responsive to the needs of others.
- **Integrity:** We are trustworthy, ethical, honest, confidential, fair, transparent, and loyal.
- **Compassion:** We demonstrate genuine empathy, sensitivity, and active listening to all.
- **Dedication:** We are committed to continuously improving what we do and how we do it. We have a passion for excellence and competence.
- **Professionalism:** Excellence through planning, service, training, certification, and experience.

Our Fire District

San Juan County Fire District 2 is a combination fire department providing fire and emergency medical services to the citizens and taxpayers of Orcas Island, Washington. With an area of 57.3 square miles, Orcas Island has a population of 5,387 (2010 census).

The Assistant Chief is the second in command of the department which consists of 8 full-time shift employees, 48 volunteer firefighters/EMTs, and additional administrative staff. District oversight is provided by a five-person Board of Commissioners.

To learn more about us, please visit our website at <https://www.orcasfire.org/>



Our Community

Orcas Island showcases miles of shoreline with numerous beaches, both public and private. Surrounding land masses offer protection from harsh weather, so the San Juan Islands enjoy a year-round climate that is more moderate than other locations in the Pacific Northwest.

The islanders gather in several quaint villages dotted around the island, with Eastsound being the major hub of island activity. Each community is unique and celebrates its

individuality in different ways throughout the year.

This beautiful island has something for everyone ... kayak in the Puget Sound; climb a mountain trail to enjoy the beautiful vistas; see Orca whales and marine wildlife; stroll through Eastsound village, exploring the small town shops; enjoy a wide array of superb dining choices; or simply sit back, relax, and enjoy the natural beauty of Orcas Island.

To explore the islands real estate, school system, business opportunities, please visit Orcas Island Chamber of Commerce at <https://orcasislandchamber.com/> and San Juan Island Visitors Bureau at <https://www.visitsanjuans.com/orcas-island>.



The Position

JOB SUMMARY:

Under the direction of the Fire Chief, the Assistant Chief is responsible for the overall planning, organizing, and directing of day-to-day operations; and the evaluation of all emergency operations including fire suppression, rescue, emergency medical services, and hazardous materials mitigation. Additional responsibilities include fire prevention, training, safety, coordinating the maintenance of apparatus, coordinating the purchase and maintenance of tools and equipment, and coordinating the maintenance of facilities. The Assistant Chief

assists the Fire Chief in post-operation analyses and evaluations; ensures sound fiscal management of budgeted resources, and participates in the development and incorporation of efficient operating guidelines, procedures, and policies.

ESSENTIAL JOB FUNCTIONS:

The Assistant Chief is responsible for the management of overall emergency response activities, training, and day-to-day operations of the District. The following are a broad example of job duties and responsibilities for the Assistant Chief and in no way imply that these are the only duties to be performed:

- Ensure that all appropriate logs and records such as activity and call logs, investigations, inspections, alarms, medical reports and financial records and reports are properly prepared and maintained for the assigned areas of the District. Assure proper maintenance and reliability of associated equipment, apparatus, buildings and other facilities.
- Provide general supervision of all career and volunteer personnel below the rank of Assistant Chief. Assist the Fire Chief with the selection of personnel. Conducts annual performance reviews of assigned personnel. Investigate personnel issues, recommend and/or review and approve the performance and disciplinary decisions of all subordinate personnel in accordance with the Policies and Guidelines of the District.
- Assume command of fire or other emergency response situations when appropriate; maintaining firefighting skills and/or medical certifications in order to assist in activities as needed. It will be often necessary to enter potentially hazardous areas (i.e., fire or automobile accident scenes), which may require the employee to wear personal protective clothing and equipment.
- Assures proper maintenance and reliability of equipment, apparatus, buildings and other facilities.
- As necessary, coordinate activities with appropriate county and local agencies. Ensure all work is performed in accordance with all safety policies and guidelines. Maintain excellent public relations by using appropriate judgment and

communicating courteously with citizens while fostering a positive public image for the District.

- Assist the Fire Chief with the planning and preparation of the District's annual budget. As directed by the Fire Chief, prepare and plan the portion of the District annual budget related to assigned areas. Control expenditures within the budget appropriation for assigned areas; continuously plan and act to reduce costs and increase effectiveness.
- Serve as the District's representative on various committees and organizations relating to regulatory and legislative initiatives, industry standard and improvements, exchanges of information, public relations and other similar activities. Recommend new ideas to the Fire Chief and Commission and assist with the formulation of plans for continuous improvement of the District.
- Assume the duties and responsibilities of the Fire Chief/CEO in his/her absence.
- Other duties to accomplish the mission of the district as assigned by the Fire Chief.

QUALIFICATIONS:

Knowledge, Skills and Abilities

In addition to the qualifications listed in the job description and proven track record of effectively leading teams, the candidate must meet the following qualifications:

- High school diploma with degree in Fire Science or related field preferred. A combination of fire education and experience will be considered.
- Ten years of progressively responsible experience in fire service activities.
- Five years of experience as a fire service officer, supervising personnel.
- Emergency Medical Technician or Paramedic Certification (active).
- Fire Fighter II Certification or equivalent.
- Fire Officer or equivalent leadership and management certifications/training.
- Strong verbal and written communication skills.
- Knowledge and proficiency with computers, programs, and other technical hardware.
- Valid driver's license.
- Ability to meet the physical requirements of the job.

Compensation & Benefits

Salary Range: \$90,000-\$120,000/year. Starting salary depending on experience and qualifications.

Housing Benefit: OIFR has a spacious 3-bedroom housing unit (see photo below) that can be utilized by the successful candidate and family and will be negotiated along with salary package.

Other Benefits:

- Medical, Dental & Vision Insurance
- Life Insurance
- Washington State Department of Retirement Systems (LEOFF)
- Deferred Compensation Plan
- Vacation, Sick and Holidays
- Relocation Assistance if needed



To Apply

Qualified candidates are encouraged to apply at <https://www.orcasfire.org/>. First consideration given to applications received by October 11, 2021 (open until filled).

Orcas Island Fire & Rescue is an Equal Opportunity Employer