



Orcas Island Fire & Rescue

Neighbors Serving Neighbors since 1948

APPLICANT INSTRUCTIONS

Thank you for your interest in Orcas Island Fire & Rescue and the **Assistant Fire Chief** position. Kara Turner, Turner HR Services, Inc. will be assisting the District in this very important recruitment.

If you believe you are qualified for the Assistant Fire Chief position, please complete the following forms:

1. OIFR Application Form
2. Minimum Qualifications Checklist (enclosed)
3. Submit the above items with your resume and a cover letter addressing the following areas:
 - *What experiences, skills and traits qualify you for this position?*
 - *How is this role within our unique island community a good fit for you?*

Please submit completed materials by email to kara@turnerhrservices.com.

Questions regarding materials may be referred to Kara Turner by email or phone (360) 739-5531.

First preference given to application packets received by **5pm on October 11, 2021**. Position will remain open until filled.

Orcas Island Fire & Rescue is an Equal Opportunity Employer and Drug Free Workplace

**ASSISTANT FIRE CHIEF
MINIMUM QUALIFICATIONS CHECKLIST**

QUALIFICATIONS	Yes	No
I have an Associate's Degree or higher in Fire Science, Public Administration or a closely related field (<i>preferred</i>).		
I have 10 or more years progressively responsible experience in fire service activities.		
I have five or more years experience as a fire service officer, supervising fire personnel. # Years' supervisory experience: Largest # of employees directly supervised at one time:		
I have knowledge of fire service management principles, modern fire suppression and prevention, haz-mat response, emergency medical service principles, procedures, techniques, and equipment.		
I meet all the certifications as identified in the job description: <ul style="list-style-type: none"> • Incident Command System (ICS) and National Incident Management System (NIMS) ICS-100, 200, 700, and IS-800. IS-300 and IS-400. • Washington State Emergency Medical Technician-B certified or NREMT-B. • Firefighter II certified. • IFSAC or WSP Instructor I certified. • Ability to obtain certification of Emergency Vehicle Incident Prevention (EVIP) without record of suspension or revocation in any state. 		
I have the ability to reside on Orcas Island to meet the demands of the position.		
I have the ability to obtain a valid Washington State driver's license by the time of hire for work-related travel, and pass the background check.		
I meet all other "Qualifications" as listed in the job description. If not, please describe:		

I hereby certify that all statements made above are true and correct.

Signature

Date

Print Name