



Orcas Island Fire & Rescue

Neighbors Serving Neighbors since 1948

is seeking an experienced Fire Service leader to serve as

ASSISTANT FIRE CHIEF

\$120,000 - \$134,000 (depending on qualifications)
with Excellent Benefits

First consideration given to applications
received by September 18, 2023





Our Mission & Values

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

With the core values defined below in a department-wide process, we are committed to 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*.

- Communication
- Compassion
- Trust
- Professionalism
- Ownership

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, approximately 40 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 shares responsibility 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:

- 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 a minimum of an Associate's Degree in Fire Science, Healthcare delivery, Fire or Public Service Administration or related field. Bachelor's Degree *preferred*.
- A combination of fire education and experience will be considered.
- Ten years of progressively responsible experience in first response activities.
- Five years of experience as a first response officer, supervising personnel.
- Current Emergency Medical Technician Paramedic *preferred*.
- Fire Fighter I Certification or equivalent training or education.
- Fire Officer or equivalent leadership and management certifications/training.
- Experience successfully navigating emergency response in a combination career and volunteer environment.
- Commitment to leading a positive cultural environment, with the ability to engage in hard conversations to lead groups to innovative solutions.
- Ability to build team dynamics by inspiring and fostering team commitment, spirit, pride and trust.
- Facilitates cooperation and motivates team members to accomplish group goals.
- Experience influencing and negotiating by building consensus through give and take; gaining cooperation from others to obtain and share information and accomplish goals.
- Strong verbal and written communication skills.
- Proficient with Microsoft Office Suite.

- Valid driver's license.
- Ability to meet the physical requirements of the job.

Compensation & Benefits

Salary Range: \$120,000-\$134,000/year. Starting salary based on experience and qualifications.

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 can find application materials by visiting www.orcasfire.org. First consideration given to applications received by September 18, 2023 (open until filled).

Orcas Island Fire & Rescue is an Equal Opportunity Employer