



# Orcas Island Fire & Rescue

*Neighbors Serving Neighbors since 1948*

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## 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 OIFR in this very important recruitment.

After reviewing the job description, if this position is a good fit for you, please complete the following initial application materials:

1. Minimum Qualifications Checklist (enclosed)
2. 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](mailto:kara@turnerhrservices.com).

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

First preference given to application packets received by **5pm on September 18, 2023**. Position will remain open until filled.

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

## ASSISTANT FIRE CHIEF QUALIFICATIONS CHECKLIST

QUALIFICATIONS	Yes	No
I have a 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 <i>preferred</i> .		
I have 10 or more years progressively responsible experience in first response activities.		
I have five or more years of experience as a first response officer, supervising fire personnel.  <b># Years' supervisory experience:</b> <b>Largest # of employees directly supervised at one time:</b>		
I am a current Emergency Medical Technician - Paramedic <i>preferred</i> .		
I have experience leading a positive cultural environment, with the ability to engage in hard conversations to lead groups to innovative solutions and the ability to build team dynamics by inspiring and fostering team commitment, spirit, pride and trust.		
I meet all the certifications as identified in the job description: <ul style="list-style-type: none"> <li>• Incident Command System (ICS) and National Incident Management System (NIMS) ICS-100, 200, 700, and IS-800, IS-300 and IS-400 within a year of being hired.</li> <li>• Washington State Emergency Medical Technician-B certified or NREMT-B.</li> <li>• Ability to obtain certification of Emergency Vehicle Incident Prevention (EVIP) without record of suspension or revocation in any state.</li> </ul>		
I have the ability to obtain a valid Washington State driver's license by the time of hire 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