

We offer more than a job.  
We offer the opportunity to share your vision.



# BATTALION CHIEF

*Accepting applications Sept. 1, 2018 - Oct. 15, 2018*

HIGHLANDS FIRE DISTRICT ♦ 2838 KONA TRAIL ♦ FLAGSTAFF, AZ 86005  
(928) 525-1717 ♦ [WWW.HIGHLANDSFIRE.ORG](http://WWW.HIGHLANDSFIRE.ORG)

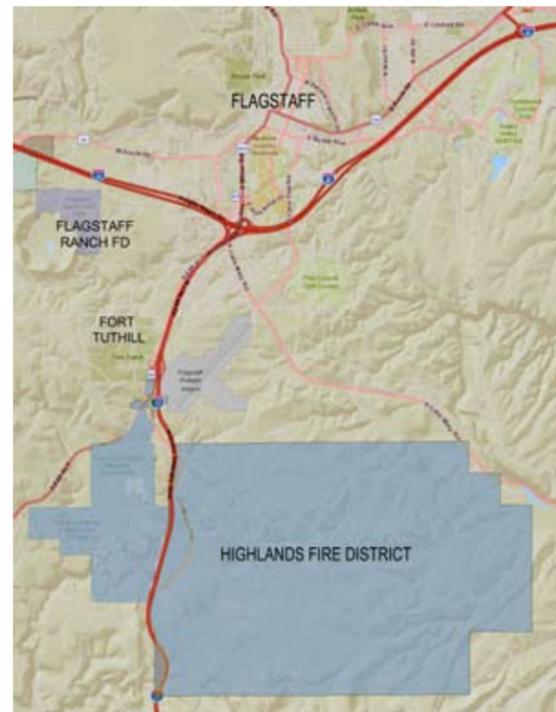




WE BELIEVE FLAGSTAFF IS THE BEST PLACE IN ARIZONA TO WORK AND LIVE. THE FLAGSTAFF AREA IS RICH IN CULTURAL DIVERSITY AND BEAUTY, AS WELL AS OUTSTANDING EDUCATIONAL, RECREATIONAL, AND EMPLOYMENT OPPORTUNITY. FLAGSTAFF IS THE LARGEST CITY IN NORTHERN ARIZONA WITH THE POPULATION OF ABOUT 70,000. IT IS THE REGIONAL CENTER AND COUNTY SEAT OF COCONINO COUNTY. FLAGSTAFF IS NESTLED AT THE BASE OF THE SAN FRANCISCO PEAKS, WHICH RISE TO 12,633 FEET, AND IS SURROUNDED BY THE LARGEST PONDEROSA PINE FOREST IN THE COUNTRY. AT NEARLY 7,000 FEET, FLAGSTAFF IS ALSO ONE OF THE HIGHEST ELEVATION CITIES IN THE COUNTRY. WE ENJOY A FOUR-SEASON CLIMATE WITH COLD WINTERS AND MILD SUMMERS. ON AVERAGE, THERE ARE 288 SUNNY DAYS HERE A YEAR.

## Why apply here?

Go to [www.flagstaff.az.gov](http://www.flagstaff.az.gov) for more information about Flagstaff, AZ.



## Highlands Fire District

LOCATED SIX MILES SOUTH OF FLAGSTAFF, HIGHLANDS FIRE DISTRICT (HFD) COVERS THE COMMUNITIES OF KACHINA VILLAGE, MOUNTAINAIRE, FOREST HIGHLANDS, PINE DEL, AND LOWER LAKE MARY. HFD ALSO PROVIDES CONTRACT SERVICE FOR FLAGSTAFF RANCH FIRE DISTRICT AND FORT TUTHILL RECREATION AREA. HFD SERVES A POPULATION OF ROUGHLY 7,000 CITIZENS; RUNS AVERAGE OF 600 CALLS EACH YEAR, AND EMPLOYS 25 DEDICATED FIREFIGHTERS. HFD DELIVERS FIRE SUPPRESSION, EMERGENCY MEDICAL SERVICES, WILDLAND FIRE RESPONSE, FUELS REDUCTION, FIRE PREVENTION, AND PUBLIC EDUCATION. THE DISTRICT HAS TAKEN A LEADERSHIP ROLE IN THE FORMATION OF PARTNERSHIPS IN NORTHERN ARIZONA AND SUPPORTS THE CONCEPT OF FUNCTIONAL REGIONALIZATION TO EFFECTIVELY IMPROVE EMERGENCY SERVICES IN THE GREATER FLAGSTAFF AREA. HFD IS OFFERING A REWARDING AND CHALLENGING OPPORTUNITY FOR AN EXPERIENCED FIRE PROFESSIONAL TO CARRY OUT THE MISSION OF THE FIRE DISTRICT.

Go to [www.highlandsfire.org](http://www.highlandsfire.org) for more information about HFD



## Our Mission

The Highlands Fire District is an emergency service and community oriented organization dedicated to protecting lives and property of its residents and visitors through emergency medical services, fire suppression, fire prevention, and public education.

## Our Vision

The Highlands Fire District will be recognized for the highest standards, levels of trust, innovation, and accountability while exceeding community expectations. We will succeed by developing and maintaining strategic partnerships, hiring and promoting quality people, and positioning the District for fiscal sustainability, both now and in the future.

## Our Progress

Highlands Fire District (HFD) formed in 1999 when Kachina Village Fire District (established in 1972) and Mountaineire Fire Districts (established in 1976) merged together. Over the years, HFD annexed Lower Lake Mary (2005), merged with Pine Del Fire District (2005), and began providing contract service in Flagstaff Ranch (2012). HFD built two state-of-the-art Fire Stations in Forest Highlands and Mountaineire, which went in-service in 2008 and 2010. HFD has evolved into a highly professional organization with programs that rival the finest in the State. Our exceptional interagency wildland program has been highly recognized throughout the country.



## Our Goals

The Highlands Fire District is committed to accomplishing the following goals:

- Strengthen community involvement and communication
- Maintain the highest standards and demonstrate innovation
- Hire and promote quality people
- Develop and maintain strategic partnerships
- Position the Fire District for fiscal sustainability



# The Position **Battalion Chief**

FLSA: Exempt (Management)  
 Operations Division  
 Full-time  
 PSPRS Retirement  
 Safety-sensitive position

Supervisor: Fire Chief  
 Supervises: Fire Captains  
 Program Managers

## Job Summary

**UNDER THE DIRECTION OF THE FIRE CHIEF, THE BATTALION CHIEF IS RESPONSIBLE FOR ORGANIZATION, CONTROL, & DIRECTS THE ACTIVITIES OF ASSIGNED PERSONNEL INCLUDING OPERATIONS, SUPPORT SERVICES, TRAINING, & EMPLOYEE DEVELOPMENT. THIS IS A PROFESSIONAL MANAGERIAL POSITION. THE INCUMBENT MUST EXERCISE INDEPENDENT JUDGMENT & DISCRETION; MANAGES & DIRECTS EMPLOYEES; FORMULATES ADMINISTRATIVE POLICIES FOR THE EFFECTIVE USE OF PERSONNEL; SUPPORTS & IMPLEMENTS POLICY & DIRECTION FORMULATED BY THE BOARD & FIRE CHIEF.**

## Essential Functions

- Responds to incidents and assumes any role required within the Command and General Staff functions of the Incident Command System.
- May also be required to perform at the Supervisor or Unit Leader level within the ICS.
- Develops strategy and tactics, implements action plans, and evaluates results in the management of complex emergency incidents.
- Develops plans and budgets for major departmental programs; implements action plans to accomplish objectives; monitors and evaluates the effectiveness of those efforts.
- Supervises, coaches, and evaluates the performance of subordinates. Responsible for the professional development and performance of all subordinates under their command.
- Analyzes and synthesizes data, develops and implements procedures to improve operations, decrease turnaround times and rework, streamline work processes, and reduce costs.
- Develops complex written reports and plans for the management team and District Board.
- Makes oral presentations to the management team, District Board, and the public.
- Specific duties, tasks, and responsibilities are outlined in the Position Duty Statement for each assignment.
- Provides highly responsible and complex support to the Fire Chief.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures. Monitor and evaluate the efficiency and effectiveness of service delivery.
- Plans, directs, coordinates and reviews staff work assigned work activity, projects, and programs.

## Compensation & Benefits

\$71,156 - \$94,478

- Public Safety Personnel Retirement System
- Deferred Compensation Plan
- Medical, Vision, & Dental Insurance
- Health Savings Account
- Life & Disability Insurance
- Professional Development Reimbursement
- Educational Incentive Pay
- Vacation Leave • Sick Leave • Holiday Pay
- Uniform Allowance
- District Vehicle Use

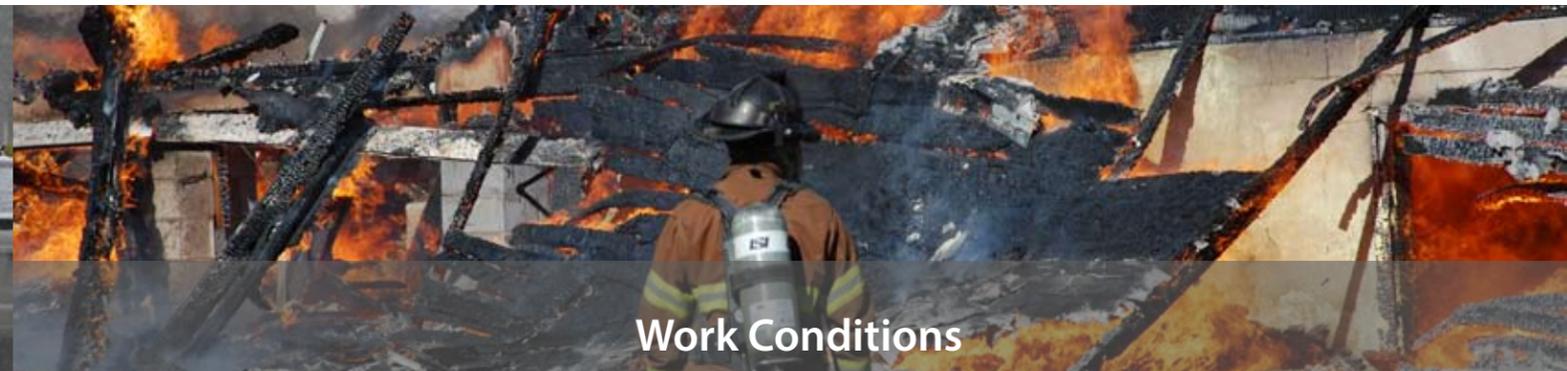


## Hours of Work

This is a shift work position which may require the employee to work 24 hour shifts, multiple 24 hours shifts, all days of the week and normally scheduled holidays. This position is usually assigned to the suppression division shift schedule. Regular



work hours may be adjusted at the discretion of the Fire Chief to meet the demands of the Fire Department. At the discretion of the Fire Chief a Battalion Chief may be placed on a special assignment and work an altered schedule.



## Work Conditions

Duties take place primarily at an assigned fire station, however movement/travel to all fire stations and emergency scenes is required. Work takes place indoors and outdoors in a variety of settings and all weather conditions. Wears personal protective equipment weighing approximately 70 pounds. Works in high humidity, and environments

with extreme temperature fluctuations. Relies on self-contained breathing apparatus. Performs tasks in environments that may be immediately dangerous to life and health. Subject to exposure to high stress situations and environments. Subject to extreme noise levels in the work environment.

## Knowledge, Skills, and Abilities

- Modern organizational management practices.
- Current leadership practices and principles.
- All-risk emergency management practices.
- Effective oral and written communication skills.
- Applicable laws, departmental policies and procedure.
- Work without supervision.
- Establish good discipline and develop subordinates.
- Maintain managerial control and a command presence under extremely stressful conditions.
- Be an effective team member, to lead the team when appropriate, to follow the team when required.
- Rapidly assimilate in to an existing Command Staff, supporting the mission, vision, and values of the Highlands Fire District.
- Produce clear and organized written documents, reports, and plans that deal with complex subject matter.
- Provide excellent customer service, both internal and external.

## Special Requirements

- Must sign a Loyalty Oath.
- Must obtain and maintain a valid, unrestricted Arizona driver's license.
- Must meet insurability requirements of the Department's insurance carrier.
- Must maintain good health and pass annual fitness and medical examinations.
- Must have satisfactory results on drug and alcohol testing.
- Must have satisfactory results on background screening.
- Must reside within 30 minute travel time to District Headquarters.
- Completion of I-400 within one year from date of hire.
- Blue Card Incident Command Training certification within one year of date of hire.
- Must complete four ten-hour rides, two with each existing Battalion Chief within thirty days from date of hire and prior to beginning shift work.
- Subject to off-duty recall based on District need.



## Hiring Process Timeline

### September 1

- Job opening; HFD accepting application packages

### October 15

- Application period closes 10/15/18 at 5:00 PM

### October 15 - November 1

- HFD will review and score application packages, make reference calls and employment verification

### November 1

- HFD will extend invitations to applicants selected to continue the hiring process

### December 3 - 7 (dates pending for a two day assessment)

- Candidates participate in HFD in-house Assessment Center

### December 12

- Conditional offer of employment

### December 12 - January 12

- On boarding: physical & mental medical examinations, testing for illicit drug use, State & Federal background checks, new hire paperwork & benefit enrollment

### January 12

- Tentative date of hire ("ride along" with current BC's for first 40 hour work weeks)

## Your Professional Portfolio

Each applicant will develop and submit a professional portfolio containing five (5) components.

### Component One – Employment History

- List employment positions held for last ten (10) years; provide explanation of duties, and increasing responsibility

### Component Two – Two (2) Letters of Reference

- Provide letters from individuals who are knowledgeable of the applicant and address the applicant's experience, education, and accomplishments

### Component Three – Professional Development

- List all FORMAL education degrees; include dates and name of institution
- List current certifications

- List non-degree related training/education for the last three (3) years; such as seminars, webinars, conferences, professional development covering fire, emergency service, human resources, business management, public administration, etc.

- One (1) page narrative articulating your plan of action for where your career is going, and contributions you would like to make along the way

### Component Four – Professional Contributions

- List teaching, public speaking, research projects, program management, professional awards and recognition, and professional contributions at the local, state, and national level

### Component Five – Professional Affiliations & Community Involvement

- List professional organizations in which you are actively involved; indicate the level of involvement
- List charitable and community service organizations in which you are actively involved; indicate your level of involvement



## How to Apply:

### Minimum Qualifications

These items must be demonstrated with the application package:

- Associate's Degree in Fire Science or closely related discipline
- Work Experience - Internal applicant must have three years serving as a Captain (rated or acting). External applicant must have five years employment with Career or Combination Department with at least three years serving as Captain or higher rank
- Completion of IS-700, IS-800, I-100, I-200, I-300
- Must possess a valid, unrestricted Arizona Driver's License
- Satisfactory 39-month MVD driving record

### Desired Qualifications

- Bachelor's Degree or better
- Strike Team leader or better
- ICT4 or better
- Fire Officer Qualification
- Instructor Qualification
- Experience as a Chief Officer (rated or acting)

To be considered, candidates must submit a complete application package by 5:00 PM on October 15, 2018. Application packages will be accepted by post, fax, email, or hand deliver to:

Address: Highlands Fire District  
2838 Kona Trail  
Flagstaff, AZ 86005

email: jjones@highlandfire.org  
fax: (928) 525-2808

The application package must include following:

- Complete application (available at [www.highlandfire.org](http://www.highlandfire.org))
- Copy of diploma for Associate's Degree or higher education
- Copy of current 39-month driving record from the Motor Vehicle Department (MDV)
- Copies of certification documents to validate minimum qualifications
- Copies of documentation supporting desired qualifications, if applicable
- Copy of Professional Portfolio (see above)

For questions or further information, email Chief Foreman at [dforeman@highlandfire.org](mailto:dforeman@highlandfire.org), or call us at (928) 525-1717

