

RINCON VALLEY FIRE DISTRICT

INVITING APPLICATIONS FOR
BATTALION CHIEF



RINCON VALLEY FIRE DISTRICT

Our Opportunity

The Rincon Valley Fire District is accepting applications for the position of Battalion Chief. We are seeking a strong public servant to become part of our rapidly expanding team. This person will help lead our personnel in providing exceptional fire and EMS service. Rincon Valley Fire District is a proactive and high performing professional organization. You are encouraged to explore this opportunity.



Our Community

Rincon Valley Fire District serves the greater Vail community in Southeastern Pima County. Currently, Vail is in a period of substantial growth. The expansion of nearby business activity has created a significant demand for housing. Many of our residents have moved into our area because of the Vail School District. The Vail School District is widely recognized as a lighthouse district leading in effective instruction and innovation. They have won numerous rewards and have been highlighted across the country.

Our District

Rincon Valley Fire District was formed in 1985 by residents of the southeast metropolitan Tucson area to ensure that the community received consistent, high-quality emergency services at a reasonable cost. Since its inception, the District has provided increasingly higher levels of fire protection and emergency medical services to a rapidly growing population. The District currently provides emergency and community services to more than 14,000 residents over a 370-square mile area. The two stations are staffed 24 hours a day with a three platoon schedule. In February 2021, our daily staffing will increase to 15 operations personnel per day. We are a governmental organization, funded through secondary assessed value property taxes.



Our Structure

We are governed by a five member Board, whose members live within the District. The Board establishes policy, sets the tax rate and makes decisions regarding budget, operations and other issues concerning the District. The primary goal of the current board is to maintain a low tax rate while increasing the quality of services through staffing and equipment. The Fire Chief directly supervises the Administrative Manager, Community Relations Manager, and Fleet Services. The Assistant Chief directly supervises three shift Battalion Chiefs.

The Ideal Candidate

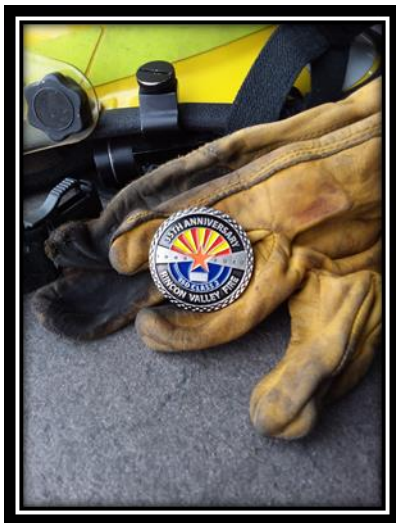
The ideal candidate will be a driven professional who has the ability to communicate effectively and work collaboratively with both our internal and external stakeholders. This person will live by and honor the District's core values.



RINCON VALLEY FIRE DISTRICT

Essential Duties

The Battalion Chief commands and directs all firefighting, emergency medical service (EMS), and other related emergency and non-emergency operations within our response area on an assigned shift. They will manage and supervise all shift personnel, more specifically their two assigned station captains. This assignment will involve responsibility for the management of one or a combination of the following areas: Administration, Community Risk Reduction, or Fire Operations. This position requires considerable independence and professional decision-making. The candidate must be able to respond after hours for major incidents.



Education & Experience

The candidate will hold a Bachelor's Degree in Public Administration, Business Administration (Management), Fire Science or Emergency Management from an accredited institution. At least three years of experience as a fire officer in a career department is required. Please read the official job description for a comprehensive understanding of the education and experience required.

Preferred Qualifications

- State of AZ EMT or CEP certification. Or ability to obtain within 1 year.
- Recognized battalion chief certification or Fire Officer III.
- Blue Card Command certification.



Salary & Benefits

This is an Exempt position and not subject to overtime. The salary is \$3,011 per two (2) week pay period, the equivalent of \$78,282 annually. A \$2500 annual stipend is offered for paramedic certification. In addition, the District offers:

- Public Safety Retirement
- Deferred compensation 457 plan
- Employee health and dental insurance
- Employee assistance program
- Supplemental insurance plans
- Holiday pay
- Educational opportunities
- Tuition reimbursement
- PTO & Sick leave



RINCON VALLEY FIRE DISTRICT

INSTRUCTIONS TO APPLY

To apply for this opportunity please email:

Laura Bucklin laura@rinconvalleyfd.org

Applications may be submitted electronically or mailed to:

Rincon Valley Fire District

Attn: Laura Bucklin

14550 E Sands Ranch Road

Vail, AZ 85641

All applications must be received by 5:00 PM on Friday, November 20th 2020.

If the applicant is not Blue Card Command certified, they will be required to successfully complete this training within one year from date of hire. Additionally, the candidate must have a valid unrestricted driver's license with a good driving record.

The supplemental questionnaire, copies of all relevant certifications, and a copy of your degree must be included with the completed job application.

The assessment will be conducted December 7th thru December 9th, 2020. On December 7th, candidates will be emailed an assignment due the following day.

Testing will consist of the following:

- WRITTEN ASSIGNMENT
- ORAL PRESENTATION
- FIRE SERVICE RELATED ROLE PLAY SCENARIO
- TACTICAL SIMULATION
- ORAL BOARD ASSESSMENT

The anticipated start date will be February 1st, 2021

INFORMATION ABOUT RINCON VALLEY FIRE DISTRICT CAN BE FOUND ON OUR WEBSITE:

<https://www.rinconvalleyfd.org/>



ISO Class 2

Rincon Valley Fire District

JOB DESCRIPTION

Position Title:	Battalion Chief		
Division:	Suppression	Salary:	Refer to pay scale
Location:	Station	Status:	Full-Time
Reports To:	Assistant Fire Chief	FLSA Status:	Exempt
Supervises:	Station Captains	Revision:	10/2020

POSITION SUMMARY

Commands and directs all fire fighting, emergency medical service (EMS), and other related emergency and non-emergency operations within RVFD on an assigned shift. Management and supervision of all shift personnel, more specifically station Captains. This assignment will involve responsibility for the management of one or a combination of the following areas: Administration, Community Risk Reduction, or Fire Operations. Requires considerable independence and professional decision-making.

POSITION RESPONSIBILITIES

- Assumes command of major incidents or multi-company responses, and directs the activities of responding companies.
- Answers emergency alarms in assigned geographical area.
- Supervises Fire Captains within the assigned shift and completes performance evaluations.
- Conducts and evaluates multi-company drills.
- Manages the Operation pre-fire plan program.
- Manages emergency incidents.
- Conducts post incident critiques.
- Monitors the training program for his/her employees relative to modern fire fighting principles, practices, and procedures.
- Investigates and resolves citizen complaints.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Enforces and adheres to district policies (e.g. SOP's, Training, Scheduling & Staffing, Apparatus and Purchasing).
- Responsible for the overall safety of his/her personnel.
- Responsible for maintaining discipline within his/her assigned work area.
- Communicates (oral/written) up and down the chain of command.
- Follows through with required administrative documents.
- Complies with the rules, policies, and procedures set forth by the district.
- May be assigned to administrative staff position as directed by the Fire Chief.
- Performs other duties as assigned.

KNOWLEDGE SKILLS & ABILITIES

- Maintain managerial control under extremely stressful situations.
- Thorough knowledge of the policies and procedures of the Fire District and management philosophies.
- Thorough knowledge of the principles and practices of modern fire fighting and fire prevention practices.
- Ability to plan, evaluate, assign and coordinate all activities performed within the assigned shift to accomplish district goals.
- Ability to perform a broad range of supervisory responsibilities over others.
- Ability to produce technical and administrative documents with clear thoughts using proper English sentence construction, punctuation and grammar.
- Work cooperatively with other District employees and the Public.
- Enter data or information into a terminal, PC or other keyboard device.
- Communicate orally with customers, clients, and the public in face-to-face, one-on-one settings, or on the telephone.
- Observe or monitor people's behavior, or objects to determine compliance with prescribed operating or safety standards.
- Understand and follow oral and written instructions in the English language.
- Learn job related material through structured lecture and reading, and through oral instruction and observation.
- Use of self contained breathing apparatus and protective clothing to prevent exposure to hazardous materials and infectious waste.
- Work safely without presenting a direct threat to self or others.
- Ability to make split second decisions in a high stress environment.
- Maintain "Fit for Duty" status.
- Must complete the Fire Officer III task book by the end of the probationary period.

MINIMUM QUALIFICATIONS

- 3 Years as a fire officer in a career fire department
- Bachelor's Degree in Public Administration, Business Administration (Management), Fire Science or Emergency Management from an accredited institution.
- Valid, unrestricted Driver's License with a good driving record.
- Live within 20 miles of the District (40 hour positions)
- Be able to respond after hours to major incidents.
- State of AZ EMT or CEP (or ability to obtain within 12 months through reciprocity).

PREFERRED QUALIFICATIONS/ADDITIONAL REQUIREMENTS

- Completion of a recognized Battalion Chief Certification class.
- Blue Card Command certification. (Blue Card is required within one year after hire)

PHYSICAL REQUIREMENTS & ENVIRONMENTAL CONDITIONS

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers			X	
Talk	Express or exchange ideas verbally				X
Hear	Perceive sound by ear				X
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees		X		
Crouch/Squat	Bend body down and forward, bending legs and spine		X		
Crawl	Move on hands, knees, and feet		X		
Climb	Ascend/descend ladders, stairs, ramps		X		
Sit	Sit			X	
Stand	Stand			X	
Walk	Move about on foot; average distance per shift 3-5 miles		X		
Bend/Stoop	Bend downward and forward by bending spine at waist		X		
Lift	Raise or lower object > 10 lbs. from one level to another			X	
Lift	Raise or lower object > 25 lbs. from one level to another		X		
Carry	Transport an object		X		
Push	Press with steady force, thrust objects forward, downward, outward		X		
Pull	Drag or tug objects		X		
Turn/Twist	Move a body part in circular motion		X		
Balance	Exceeding ordinary body equilibrium		X		
Reach	Extend hands and arms in any direction			X	
Handle	Seize, hold, turn with hands		X		
Distinguish Color	Ability to distinguish color				X
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand			X	
Grasping	Applying pressure to an object with the fingers and palm			X	
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture			X	
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas				X
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing			X	
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols		X		
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations				X
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations			X	

Environmental Conditions	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs./day)	Frequently (activity or conditions exist 2.5-5 hrs./day)	Constantly (activity or conditions exist 5.5+ hrs./day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes				X
	Subject to outside environmental conditions – no effective protection from weather		X		
	Activities occur inside and outside				X
	Subject to extreme cold (typically below 32°)		X		
Atmospheric Conditions	Subject to extreme heat (typically above 100°)		X		
	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation Worker is required to wear a respirator			X	
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level		X		
Vibration	Exposure to oscillating movements of the extremities or whole body		X		
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current		X		
	Working on scaffolding and high places		X		
	Exposure to chemicals		X		
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids		X		
	Worker is required to function in narrow aisles or passage ways		X		
	Worker is exposed to infectious diseases		X		
	Worker is required to function around prisoners or mental patients		X		

Physical Requirements Checklist

- SEDENTARY**
 - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
 - Sitting most of the time.
- LIGHT**
 - Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
 - Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
- MEDIUM**
 - Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- HEAVY**
 - Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- VERY HEAVY**
 - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

Signature of Employee

Date

Signature of Authorized Official

Date

The duties listed above are intended only as examples of the numerous types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is related or a logical assignment to the position. The job description does not express or imply a contract of employment between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change.



RINCON VALLEY FIRE DISTRICT EMPLOYMENT APPLICATION

OFFICE USE ONLY	
Date Issued:	_____
Date Received:	_____
Date Notified:	_____

Administrative Office • 14550 E. Sands Ranch Rd•Vail, AZ 85641, Tel: (520) 647-3760

Date: _____ Date Available: _____

APPLICATION INSTRUCTIONS:

Read the application and answer all questions completely, including any supplemental questionnaire forms. Type or print all answers. Sign this application and all other forms. **Resumes may not be substituted in lieu of the requested information.** Any omission, misstatement, or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or dismissal from RVFD. Applications must be **received** by the posted deadline. **Applications and resumes may be hand delivered or emailed.** RVFD is not responsible for applications that are not posted by the deadline, are not signed, are incomplete, or are illegible.

Applicant Information

Name (Last, First, MI): _____ SSN : _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Tel.: _____ Message Tel.: _____ E-mail Address: _____

Position Applying For: _____

Have you applied to this department before? _____ Where? _____ When? _____

To assist with verifying previous work experience and/or education, please list other names you have gone by:

Are you a Citizen of the United States? Yes No

If no, are you legally authorized to work in the U.S? Yes No

Are you 18 years of age or older? Yes No

DRIVER'S LICENSE INFORMATION

Do you have a valid, unrestricted AZ Driver's License?	Driver's License Number:	State:	CDL?	Classification:
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	

List any CDL endorsements: _____

Applicant's Name: _____

Have you ever been convicted of a crime at the federal, state, local, and/or military level?

Yes No If yes, please explain the nature of the conviction and the date of the conviction (mo/yr):

Note that a conviction does not necessarily bar someone from employment. Each case is considered individually and based on job requirements and employer policies.

Military Service

Branch of Service: _____ **From** _____ **To** _____

(Please attach a copy of your DD214/Separation documents).

Education

Do you have a High School Diploma or a G.E.D.? Yes No

Name of High School / College / University:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Specialized Certifications and additional information required for specific field positions:

	Cert Number	Type	Expiration Date
EMT CERT:		<input type="checkbox"/> State <input type="checkbox"/> National	
MEDIC CERT:		<input type="checkbox"/> State <input type="checkbox"/> National	
	Date Issued	Agency Issued	
FF I & II CERT:			

Professional Registrations, Licenses, and/or Certifications that relate to this position: (use back of sheet if necessary)

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

List any specialized training and/or trade schools:

List equipment and/or computer software applications you are proficient in operating:

Applicant's Name: _____

Work Experience

Begin with your present or most recent employer. List all jobs, paid or volunteer. Include any experience prior to ten years ago that relates to the position. Your qualifications will be evaluated on the information provided on this application form and, if applicable, any supplemental questionnaire forms.

PLEASE NOTE: RESUMES MAY **NOT** BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:		Phone #	
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	# of Employees Supervised:	
Primary Job Duties:			
May we contact your present or most current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Total Time Worked: Years:	Months:	Reason for leaving:	
Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:		Phone #	
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	# of Employees Supervised:	
Primary Job Duties:			
Total Time Worked: Years:	Months:	Reason for leaving:	
Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:		Phone #	
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	# of Employees Supervised:	
Primary Job Duties:			
Total Time Worked: Years:	Months:	Reason for leaving:	
Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:		Phone #	
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	# of Employees Supervised:	
Primary Job Duties:			
Total Time Worked: Years:	Months:	Reason for leaving:	

Applicant's Name: _____

PLEASE LIST AT LEAST THREE PROFESSIONAL REFERENCES:

References

Name	Address	Telephone	Years known

Disclaimer and Signature

PLEASE READ THE FOLLOWING STATEMENTS AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.

- By signing this application, I certify that all statements made on this form are true and complete to the best of my knowledge. I understand that, any omission, misstatement, or falsification may be cause for rejection of this application and/or discharge from Fire District employment.
- I understand that all documents requested and/or submitted, such as, but not limited to a cover letter, resume, certifications, and reference letters, are a part of the total application packet. Failure to submit all required documents shall cause my application to be eliminated from consideration.
- I also authorize the Rincon Valley Fire District to make all necessary and appropriate investigations allowable by law to verify the information concerning my employment.
- I understand that any offer of employment will be conditional upon the results of a criminal background investigation, fingerprint clearance, and a Driver's License check.
- I understand that any offer of employment will be conditional upon the successful completion of a physical examination and a drug screening test.
- I understand that my employment is at will, that the terms and benefits provided to me do not constitute any contractual relationship between myself and the District, is for no definite period of time and is terminable by myself or the District with or without notice or cause. No oral statements or representations made either before or during employment can change or modify this non-contractual and at-will relationship.
- I understand that in consideration for my employment, I agree to comply with all federal, state and local laws, as well as District policies, procedures, rules/regulations and guidelines, which may be changed from time-to-time.
- I understand that it is my responsibility to keep the Fire District advised of any changes of address and/or phone number. I have read the above, understand its content and meaning, and agree to all of its provisions.

Applicant's Name: _____

Applicant's Signature: _____

Date: _____

It is the policy of Rincon Valley Fire District to grant equal employment opportunity to all persons in all terms, conditions, and privileges of employment without regard to race, creed, color, sex, religion, national origin, age, marital status, physical/mental disability or veteran status.

RINCON VALLEY FIRE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

**Employment Applicant
Information Release Waiver**

I voluntarily and knowingly authorize, for employment purposes only, any present or past employer or supervisor, university or institution of learning, administrator, law enforcement agency, state agency, federal agency, credit bureau, private business, military branch or the National Personnel Records Center, the Bureau of Criminal Apprehension, personal reference, and/or other persons or organizations, to give record of information they may have concerning my criminal history, motor vehicle history, earnings history and employment records, general reputation, character, and any other information requested to Rincon Valley Fire District and/or its agents or representatives. I understand that, if hired, my consent will apply throughout my employment with the Rincon Valley Fire District.

Applicant Name: _____

Applicant Signature: _____

Date: _____

RINCON VALLEY FIRE DISTRICT
BATTALION CHIEF APPLICATION SUPPLEMENTAL QUESTIONNAIRE

Please supplement your application packet with responses to the following questions. Your response to all questions may not be greater than three typed pages in length. Your responses shall be returned in Word format and mailed to Laura@rinconvalleyfd.org

1. Please give an overview of your current or most recent position and scope of responsibilities, along with an overview of the organization itself. For example: population served, annual budget, number of employees, number of stations, annual call volume, etc.
2. Please explain why you are interested in this particular job opportunity and why you are looking to move on from your current position.
3. Please provide an example of a significant operational improvement in which you played a lead role. How was this change received internally? Externally? What kind of employee training did the change encompass?
4. Please describe your involvement in labor/management relations.
5. Please give a brief overview of your involvement in employee training and employee development.
6. Please describe your leadership style and why that style works for you.
7. As an outside candidate, what is your specific strategy to integrate yourself into the Rincon Valley operations and culture?
8. How would your current or previous Fire Chief describe you? How would the firefighters you currently work with or previously worked with describe you?
9. What do you think are the two main issues that Rincon Valley Fire District is currently facing? If you were selected to be our next Battalion Chief, how would you approach these issues?
10. Please share any additional information about yourself that you feel would be helpful in our final decision during the selection process.

