

**Pingree Grove & Countryside Fire Protection District
Assistant Chief**

SALARY: \$25.00 per hour, \$4,500.00 Annual Stipend

OPENING DATE: 09/20/19

CLOSING DATE: 10/20/19

JOB DESCRIPTION:

The Pingree Grove & Countryside Fire Protection District is charged with the fire prevention, suppression and emergency medical response to a growing, progressive community of over 15,000 residents covering 50 square miles. The Fire Department operates three stations, two of which are currently staffed. The District enjoys a robust and growing local economy.

The District is seeking qualified applicants who are self-starters and team players; who possess strong interpersonal and communication skills; and a strong grasp of fire administration to fill the Assistant Fire Chief position. Primary duties shall include assisting the Fire Chief & Deputy Fire Chief in administering the department's operations, personnel, review and implementation of policy, long and short range planning, and the collective bargaining agreement.

The Assistant Fire Chief may assume command of the Department in the absence of the Fire Chief and Deputy Fire Chief.

DUTIES/ESSENTIAL JOB FUNCTIONS:

The Assistant Fire Chief's main functions shall be administrative in nature, but will also have operational responsibilities. He shall assist the Fire Chief with fiscal management, staffing, and other administrative duties.

Assist the Staff with the screening, interviewing, and recommending of applicants for positions under supervision.

Respond to all major alarms of fire or other emergencies and shall remain in charge at such emergencies until the arrival of the Chief or Deputy Chief.

Assist the Staff long range planning and the setting of goals and objectives.

Assist the Staff in the preparation and monitoring of the department budget.

Assist the Staff in administering all aspects of the Fire Department.

Perform other duties as assigned as outlined in the District's Job Description.

REQUIRED KNOWLEDGE, SKILL AND ABILITIES:

Demonstrated skill in supervising firefighting, technical and clerical personnel in emergency and non-emergency settings, and to maintain harmonious working relationships among employees.

Extensive knowledge of modern fire administration, suppression and prevention methods, techniques and practices; and the ability to keep abreast of new fire techniques and methods.

Demonstrated skill in administrative duties and project management.

Considerable knowledge of Emergency Medical Service certification and training requirements.

Considerable skill in the use of personal computers, QuickBooks, Microsoft Office Suite with emphasis on Word and Excel. Considerable knowledge in web site and social media management. A background in public education would be preferred.

Demonstrated oral, written communication and interpersonal skills.

Must have and retain a valid driver's license or have the ability to obtain and retain one.

DESIRABLE TRAINING AND EXPERIENCE:

Candidate should have ten years of progressively responsible fire department experience with at least five years involving significant financial, administrative, social media, and operational management at the rank of Captain or higher.

OSFM Certification of Fire Officer II or Equivalent.

A Bachelor's Degree in Fire Service Management, Public Administration or graduation from the National Fire Academy Executive Fire Officer Program is preferred, or, any other related experience and training which provides the required knowledge, skills and abilities.

HOW TO APPLY:

Complete the application provided on the website and apply no later than October 10, 2019 with application, cover letter, and resume.