**Job Vacancy Announcement: Assistant Fire Chief**

Park County Rural Fire District #1 is currently seeking qualified candidates for the position of:

**Assistant Fire Chief.**

This position has opened due to the relocation of our current Assistant Fire Chief. Park County Rural Fire District #1 provides emergency response, wildland and structure fire response through a large portion of Park County, Montana including a large section of Interstate 90. We are a mostly volunteer service with a career Chief, Assistant Chief and some administrative support. Our volunteers are well trained, dedicated to professional development and service to our community with honor and integrity. This position provides leadership to crews, oversees training and readiness and assists the Fire Chief with daily operations.

This is a full time position with generous benefits, professional development and a culture dedicated to serving our community. We require the following qualifications for consideration:

1. Valid Montana Driver’s License (or ability to get one within 3 months if out of state)
2. Fire Fighter 1, Fire Officer 2 and Fire Instructor,
3. 5 year’s experience fire fighting preferably with PCRFD #1.

*Applicants from other departments who meet these requirements are encouraged to apply.*

Base Salary Range : $55,000 -$65,000 annually depending on experience and qualifications

**Application Instructions Follow on the Next Page**

**Park County Rural Fire District #1 is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our department in service of our community.**

**Complete Applications will include the following:**

1. Professional Cover Letter
2. Updated and Current Resume
3. Complete list of all current certifications or trainings

*Note: Cert Copies should NOT be submitted with the initial application*

1. Completed Park County Rural Fire Department Employment Application
2. Signed Authorization to Complete Background Check Form
3. Typed response to the following essay question:

In a diverse society, leaders in any organization often face situations that may conflict with their personal values and principles.  Describe how you, as our Assistant Fire Chief, would handle a situation that arises where the options to move forward may conflict with your own morals and values.

Your essay response must be formatted in the following manner:

Font Size 16

Font: New Times Roman

Double Spaced

No less than 500 words and no more than 1,000 words

Spelling, grammar and punctuation will be considered in our review of the essay.

**Applications Are Due By: 12:00pm (Noon) on April 8, 2024**

Complete applicants can be submitted in one of the following manners:

1. Email

PCRFD #1 Fire Chief Dann Babcox at: dbabcox@parkcounty.org.

Please use the subject line: Assistant Fire Chief Position

1. In Person Drop Off or Regular / Overnight Mailed

Chief Babcox, Park County Rural Fire District #1, 304 E Park Street, Livingston, MT 59047.

**Incomplete or late applications as well as applications with incorrect formatting will not be accepted or considered.**

**Job Description: Assistant Fire Chief**

Updated 2024

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| --- | --- | --- | --- |
| Job Title: | Assistant Fire Chief | Reports To: | Fire Chief  |
| Status: | Full Time Benefit Eligible | Supervises Staff: | Yes |

**Intent of Position**

It is the intent of the Board of Trustees of Park County Rural Fire District #1 to provide support to the volunteer and paid members of the Department. The position of Assistant Fire Chief shall be appointed and directly supervised by the Fire Chief of Park County Rural Fire District #1.

**General Statement of Duties**

The Assistant Fire Chief is primarily responsible for providing line officer supervision and being an active participant in all day-to-day operations of the department. It is the responsibility of the Assistant Fire Chief to serve as the Fire Chief in their absence or as delegated to do so. When there is more than one Assistant Fire Chief, there will be an established rotation for covering the Fire Chief’s position as needed.

**Specific Duties**

The specific duties herein are not all-inclusive but are intended to serve as a guide for the primary areas of responsibility and serve as an outline for annual performance evaluations. These guidelines may be withdrawn, revised, modified or suspended as needed by the Fire Chief at any time.

Operations

The Assistant Fire Chief shall:

* Assist with all primary operations of the sections where other officers have primary responsibility including: Operations, Prevention, Training, Equipment, Maintenance, Administration and Safety.
* Assist with all secondary operations such as: Information, Communications, Logistics, Investigation, Medical, Rescue, Hazardous Materials and Incident Command. Their sections may or may not have a member primarily responsible for the job.
* Assume responsibility of Fire Chief in the absence of the Fire Chief, when necessary, and in an organized rotation with other Assistant Chiefs, or as assigned.

Emergency Operations

The Assistant Fire Chief shall:

* Work to ensure there is an adequate response of equipment and personnel to emergency situations.
* Respond to calls while on duty and assume an appropriate ICS position and/or act as a line officer when necessary and available.
* Respond to major incidents when necessary and make appropriate decisions regarding resources and expenditures.
* Ensure necessary preparations are taken for unusual weather and or fire behavior conditions.
* Ensure personnel responding to incidents have the appropriate qualifications for the tasks they are assigned.
* Work with other departments and agencies to ensure adequate mutual aid response is available.

Associated Duties

The Assistant Fire Chief shall:

* Assist the Fire Chief with any assigned additional duties.
* Act as the Fire Chief in their absence.
* Attend Fire Officer meetings regularly.
* Attend various seminars and meetings for the purpose of keeping current with trends and knowledge.
* Maintain 50% participation rate in all incident calls and training. Attendance below 50% must be pre-approved by the Fire Chief.

Desired Qualifications

The Assistant Fire Chief should have experience, knowledge and proficiency in:

1. Command operations training – 100 Hours
2. Structure Fire Training – 150 hours
3. Planning and budgeting
4. Hazardous Materials – operations certified
5. Wildland fire – Strike Team Leader Qualified
6. JAWS / Rescue – Instructor Qualified
7. Investigator – certified in Structure and / or Wildland
8. Incident Command System
9. Organization Skills
10. Demonstrated commitment to Professional Development
11. Working with volunteer firefighters
12. Certified Montana Instructor
13. Fire Fighter 1
14. Fire Officer 1
15. Instructor

Requirements

The Assistant Fire Chief shall:

1. Retain a valid Montana Driver’s license
2. Current CPR / First Aid Certification
3. Must reside within 20 minutes of the station
4. 5 years of experience with PCRFD#1 desired – Prior experience with another department will be considered.
5. Follow Department’s physical screening
6. Participate in and pass annual pack test and meet minimum qualifications of PCRFD#1 Fire fighters