

# FORT MOJAVE MESA FIRE DEPARTMENT



*INVITING APPLICATIONS FOR*

**BATTALION CHIEF**

## **THE OPPORTUNITY**

The Fort Mojave Mesa Fire Department invites applications for the position of Battalion Chief. We are seeking a strong and true public servant to be a part of the team in leading our personnel in providing outstanding Fire and Emergency Medical services. If you have an exemplary history as an officer in the Fire/EMS service, we encourage you to explore this opportunity.



## **THE COMMUNITY**

The Fort Mojave Mesa community is located in Northwest Arizona directly on the borders of California and Nevada. The warm winters and hot summers of this lower desert area allow for year round outdoor activities including boating/jet skiing on the beautiful Colorado River and Lake Mohave. The short drive to Laughlin, NV makes for easy access to 24 hours per day, 7 days per week of excitement offered by a host of 11 casinos. Rich with the history of Native American culture, the community offers a great lifestyle for folks of all ages: families, retirees, vacationers.

## **THE FIRE DISTRICT**

The Fort Mojave Mesa Fire Department was formed in 1969 as an all volunteer department, and has grown to what is today a career department with 40 full-time employees. Working out of two fire stations, our dedicated and community-service oriented employees work together to serve the District's 15,000 residents and visitors in a 17.5 square mile area. Nine operations personnel per day provide the minimum daily staffing to respond to an annual call volume in excess of 3000. As an all-risk public safety agency, the FMMFD services include fire suppression, technical rescue and advanced life support, including paramedic ambulance transport services and a full range of fire prevention and fire investigation services. The annual operating budget of \$8.34M is generated by property tax assessment, ambulance transport revenues, and other small fee-based services. The District administrative office is located at 2230 Joy Lane, Fort Mohave, AZ.



## **OUR STRUCTURE**

FMMFD is a special district and is recognized as an unincorporated state political subdivision of Arizona. The District is governed by an elected Board of Directors comprised of five "at large" members serving overlapping terms. The Fire District Board of Directors is responsible for the hiring and oversight of the Fire Chief, who directly manages three shift Battalion Chiefs, a Fire Marshal, and an Administrative Manager.

## **THE IDEAL CANDIDATE**

The ideal candidate for the position of Battalion Chief for FMMFD will be a seasoned officer who has the ability to communicate effectively and work collaboratively with the employees, the senior staff, and all other stakeholders.

In addition to these strengths, the District's leadership has identified the following attributes for the desired candidates:

- *Visionary*
- *Exceptional Communicator*
- *Credible*
- *Accessible*

- *Accountable*
- *Able/willing to listen to others*
- *Team-oriented leader*
- *Strong project manager*
- *Loyal to the mission*
- *Belief and trust in others*
- *One who will look beyond himself to find the answers*

## **EDUCATION / EXPERIENCE REQUIREMENTS**

Additionally, the ideal candidate shall possess the following Educational and Experience Requirements:

- *Associate's degree in Fire Science, Paramedicine, Business or Public Administration, or other related field from an accredited college or university, and*
- *36 undergraduate credit hours (3000-4000 level) in related field*
- *Eight years of full-time Fire and emergency medical experience, including at least four years as a full-time Fire Captain*

## **SALARY AND BENEFITS**

The salary range for the Battalion Chief is \$59,896 - \$78,818. The actual hiring rate will be based upon the qualifications of the selected candidate. In addition, educational incentive pay for completed degrees is added to the base wage. The District also offers a fully comprehensive benefit package, including:

- *Retirement: Arizona PSPRS*
- *Health & Dental Insurance: District pays 100% for employee; premiums for dependent coverage shared*
- *Life Insurance: \$25,000, premium paid by District*
- *Holidays: 11 paid holidays*
- *Vacation: 6-30 days/yr, based on tenure*
- *Sick Leave: 10-21 days/yr, based on tenure*
- *Personal Leave: 3 days/yr*
- *Uniform Allowance*
- *Educational Assistance*
- *Deferred Comp Plan (optional)*
- *Post Employment Health Plan (optional)*
- *Employee Assistance Plan*



## **APPLICATION PROCESS**

In order to be considered for this outstanding opportunity, interested candidates shall submit a **cover letter, resume, employment application form, and completed supplemental questionnaire.**

Applications will not be accepted electronically; the completed application packet must be mailed to:

**Brenda Tranchina**  
**Human Resource Strategies**  
**419 W. Dream Weaver Drive**  
**Tucson, AZ 85737**

Questions may be directed either by phone (520-297-9351) or email to [brendahrs@aol.com](mailto:brendahrs@aol.com). Completed application packets must be received no later than **April 27, 2018**. All application packets will be reviewed based upon the qualifications and criteria outlined in this information packet. Those candidates whom the District determines to be best qualified will be invited to participate in an assessment center to be held on May 30-31, 2018. Candidates will be responsible for their own travel and lodging. The Fire Chief anticipates making the final selection decision in early June with an anticipated start date in early July.

## **MISSION, VISION AND VALUES**

**MISSION:** It is the mission of the Fort Mojave Mesa Fire District to provide All-Hazard services to the citizens and visitors of the District.

**VISION:** It is our vision to strengthen partnerships with the community and neighboring departments through progressive training, community outreach and strategic planning.

### **CORE VALUES:**

**Integrity:** Uphold the highest moral and ethical conduct.

**Respect:** Embrace diversity and promote equality.

**Honor:** Our oath is to be honest, trustworthy, courageous and fair.

**Commitment:** Our pledge is to selflessly respond to the needs of the community while providing for the health and well-being of our members.

**FORT MOJAVE MESA FIRE DEPARTMENT  
BATTALION CHIEF APPLICATION SUPPLEMENTAL QUESTIONNAIRE**

*Please supplement your application packet with responses to the following questions. Your responses should not exceed a total of three typed pages.*

1. Please give an overview of your current or most recent position and scope of responsibilities, along with an overview of the organization itself (i.e., 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(s) encompass?
4. Please describe your involvement in labor/management relations, including union negotiations.
5. Please give a brief overview of your involvement in employee training and development.
7. How would your current or previous supervisors describe you? How would your current or previous subordinates describe you?
8. Based on your knowledge of Fort Mojave Mesa Fire Department, what would you identify as two key issues currently facing the organization, and how would you approach these issues if you were selected as a shift Battalion Chief?
9. Please share with us any additional information about yourself that you believe would be helpful in our initial selection process.



# FORT MOJAVE MESA FIRE DEPARTMENT

## Employment Application

**Important Instructions: Do not e-mail or fax your application. Your signed application will only be accepted in hard copy form with original signature. Mail this application form with the other required documents as noted in the Fire Chief information/application packet.**

**NOTICE:**

- 1. TO BE CONSIDERED FOR EMPLOYMENT, YOU MUST ANSWER ALL QUESTIONS AND COMPLETE ALL SECTIONS OF THIS APPLICATION FORM.
- 2. THE DEPARTMENT EMPLOYS ONLY U.S. CITIZENS OR ALIENS WHO CAN PROVIDE PROOF OF IDENTITY AND WORK AUTHORIZATION WITHIN 3 WORKING DAYS OF EMPLOYMENT.
- 3. MALES SUBJECT TO MILITARY SELECTIVE SERVICE REGISTRATION MUST CERTIFY COMPLIANCE TO BE ELIGIBLE FOR EMPLOYMENT. SEE AVAILABILITY BLOCK.
- 4. EMPLOYMENT WITH FORT MOJAVE MESA FIRE DEPARTMENT IS EMPLOYMENT-AT-WILL.

**WHEN COMPLETING THIS APPLICATION, PLEASE MAKE SURE YOU:**

- 1. COMPLETE THE SECTION FOR EQUAL OPPORTUNITY INFORMATION.
- 2. GIVE COMPLETE INFORMATION ON YOUR EDUCATION AND WORK HISTORY (\*SEE RESUME\* IS NOT ACCEPTABLE).
- 3. LIST SEPARATELY EACH JOB HELD AND YOUR DUTIES FOR EACH POSITION WHEN YOU WORKED FOR ONE EMPLOYER AND HELD MORE THAN ONE POSITION.
- 4. CHECK FOR ACCURACY, SIGN AND DATE YOUR APPLICATION.

THANK YOU FOR YOUR INTEREST IN FORT MOJAVE MESA FIRE DEPARTMENT. FORT MOJAVE MESA FIRE DEPARTMENT WANTS TO FIND THE BEST QUALIFIED PEOPLE AVAILABLE TO SERVE ITS CITIZENS. ALTHOUGH EVERYONE WHO APPLIES CANNOT BE HIRED, YOUR APPLICATION WILL BE GIVEN EVERY CONSIDERATION.

Exact title of position for which you are applying:

POST OFFICE BOX 8488 FORT MOHAVE, ARIZONA 86427-8488 ☎ 928.768.9181 ↻ 928.768.8434 (Fax)

1. LAST NAME		FIRST NAME		MI	SOCIAL SECURITY No. (TO BE USED AS YOUR CANDIDATE ID No.)	
2. CURRENT ADDRESS		NUMBER & STREET		APT. No.	CITY	STATE ZIP CODE
3. PHONE (Home or Other Number Where You Can Be Reached)			4. BUS. PHONE		5. HAVE YOU EVER FILED AN APPLICATION WITH US BEFORE? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", give date _____	
6. HAVE YOU EVER BEEN EMPLOYED BY THE FMMFD? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," exact job title and department was: Date separated: _____			7. WHEN ARE YOU AVAILABLE TO BEGIN EMPLOYMENT? _____			
			8. TYPE OF EMPLOYMENT THAT YOU WILL ACCEPT: <input type="checkbox"/> Full Time / suppression (rotating shifts, night work, weekends) <input type="checkbox"/> Full Time (40 hrs/wk) <input type="checkbox"/> Part Time			
9. Have you ever been convicted of, or pled guilty or no contest to, any unlawful offense, other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", please explain: _____  <b>NOTE:</b> A conviction record will not necessarily exclude you from employment. Factors such as age at time of offense, rehabilitation efforts, how recent the offense was, nature of the crime and type of job for which you are applying will be considered.			10. ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No			
13. US MILITARY Have you served honorably in the Armed Forces of the United States on active duty for a minimum of 6 months for reasons other than training? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you wish to declare a service-connected disability? Yes <input type="checkbox"/> No <input type="checkbox"/> At the time of this application, are you the surviving spouse or dependent of a deceased veteran who died from service-related reasons? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you wish to declare eligibility for veteran's preference as the spouse of a disabled veteran? Yes <input type="checkbox"/> No <input type="checkbox"/> Give dates of your (or spouses) qualifying active military service: Entered: _____ Separated: _____ Branch: _____ Rank: _____ Are you a member of the Military Reserves? Yes <input type="checkbox"/> No <input type="checkbox"/> Branch: _____ Rank: _____ <b>NOTE:</b> To claim veteran's preference points, you must present proof of honorable discharge (DD214) when you file your application. This also applies to current Dept. employees.			11. IF YOU ARE SUBJECT TO SELECTIVE SERVICE REGISTRATION, ARE YOU IN COMPLIANCE? <input type="checkbox"/> Yes <input type="checkbox"/> No			
			12. ARE YOU RELATED BY BLOOD OR MARRIAGE TO ANY PERSON CURRENTLY EMPLOYED BY FMMFD? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," give name of person and relationship _____			
			14. DO YOU HAVE <input type="checkbox"/> HIGH SCHOOL DIPLOMA <input type="checkbox"/> GED			
<b>FOR OFFICIAL USE ONLY</b>						
ELIGIBILITY FOR VETERAN'S PREFERENCE:					YES	NO

**15. EXPERIENCE:** Beginning with your current or most recent experience (including volunteer experience), list your history, both employment and non-employment, for the **last 20 years**. Be specific and detailed. Account for all time lapses by indicating the dates and reason for the lapse.

FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE No.
HRS. PER WK.	DUTIES:		
SALARY: \$ PER/			

REASON FOR LEAVING

FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE No.
HRS. PER WK.	DUTIES:		
SALARY: \$ PER//			

REASON FOR LEAVING

FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE No.
HRS. PER/WK.	DUTIES:		
SALARY: \$ PER/			

REASON FOR LEAVING

FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE No.
HRS. PER WK.	DUTIES:		
SALARY: \$ ____ PER/ ____			

REASON FOR LEAVING

If additional space is needed for work experience, copy this form and attach.

16. NAME, CITY & STATE OF HIGH SCHOOL, COLLEGES/UNIVERSITIES ATTENDED (STATE NUMBER OF YEARS COMPLETED)	UNITS COMPLETED		COURSE OF STUDY/MAJOR	TYPE OF DEGREE:	COMPLETED:	
	SEMESTER	QUARTER			Yes	No

17. LIST FIELDS OF WORK FOR WHICH YOU HAVE BEEN REGISTERED, LICENSED OR CERTIFIED	STATE ISSUED	CERTIFICATE NUMBER	DATE ISSUED AND EXPIRATION DATE
Registration:			
Registration:			

18. LIST SPECIFIC COURSES, WORKSHOPS, AND TRAINING YOU HAVE HAD THAT RELATES TO THE POSITION YOU ARE APPLYING FOR. INCLUDE CREDIT HOURS OR CEU'S, IF APPLICABLE.	NAME AND LOCATION OF INSTITUTION	LENGTH OF COURSE	ENDED

19. LIST ANY FOREIGN LANGUAGES YOU CAN SPEAK, READ OR WRITE FLUENTLY	20. DO YOU HAVE A VALID DRIVER'S LICENSE? Yes <input type="checkbox"/> No <input type="checkbox"/> NUMBER: _____ STATE _____ EXP DATE _____
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21. DESIGNATE SKILLS, IF REQUIRED FOR THIS POSITION. (Note: Testing of skills may be required prior to or following selection.)	Typing Speed _____ wpm	<b>FOR OFFICIAL USE ONLY</b>
	Data Entry Speed _____ wpm	
22. NAME, ADDRESS AND PHONE NUMBER OF EMERGENCY CONTACT	Approved _____	Examination Number _____
	Disapproved _____	Education Late _____ Incomplete: License Not Elg. Restr. CSB Rule 4.12B Exp. CSB Rule 4.07 Other _____
NAME _____ PHONE _____	Initials _____	Date _____
ADDRESS _____ CITY _____		

INQUIRY WILL BE MADE OF YOUR FORMER EMPLOYERS OR THE LAST SCHOOL YOU ATTENDED REGARDING YOUR PERFORMANCE RECORD.  
MAY WE CONTACT YOUR PRESENT EMPLOYER?  YES  NO

**CERTIFICATE OF APPLICANT:** I certify that I have given true, accurate and complete information on this form. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize Fort Mojave Mesa Fire Department or its agents to investigate all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and (or) criminal action. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FMMFD EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE</b> Fort Mojave Mesa Fire Department policy prohibits discrimination based on race, sex, color, creed, national origin, age or disability. The information requested below will in no way affect you as an applicant. Its sole use will be to see how well our recruitment efforts are reaching all segments of the population.	Name: _____ Date: _____
	Date of Birth: _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Choose the one Ethnic Group with which you most closely identify:	
<input type="checkbox"/> a. White (non-Hispanic)	
<input type="checkbox"/> b. Black (non-Hispanic)	
<input type="checkbox"/> c. Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, other Spanish origin regardless of race)	
<input type="checkbox"/> d. Asian (including Pacific Islander)	
<input type="checkbox"/> e. American Indian (including Alaskan native)	

<b>DISABILITY:</b> *Disability means, with respect to an individual: (1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (2) a record of such an impairment; or (3) being regarded as having such an impairment* (Americans with Disabilities Act of 1990). Persons without a disability should check item A. The reporting of a <b>disability is strictly VOLUNTARY</b> . Persons with disabilities who <b>DO NOT WISH</b> to report their disabilities should check item A. Information reported on this form will be kept confidential as required by State law. Public disclosure of this information without your consent would be a violation of state law.	A. <input type="checkbox"/> None/Prefer not to report	G. <input type="checkbox"/> Respiratory impairment
	B. <input type="checkbox"/> Blind or severely visually impaired	H. <input type="checkbox"/> Nervous system/Neurological disorder
C. <input type="checkbox"/> Deaf or severely hearing impaired	I. <input type="checkbox"/> Mentally restored	
D. <input type="checkbox"/> Loss of limited use of arms and/or hands	J. <input type="checkbox"/> Mental retardation	
E. <input type="checkbox"/> Non-ambulatory (must use wheelchair)	K. <input type="checkbox"/> Learning disability	
F. <input type="checkbox"/> Other orthopedic impairment (including amputation, arthritis, back injury, cerebral palsy, spina bifida, etc.)	L. <input type="checkbox"/> Others (heart disease, diabetes, speech impairment)	
	M. <input type="checkbox"/> Other (please specify) _____	

## JOB DESCRIPTION

Position Title: Battalion Chief  
Reports To: Fire Chief  
Division: Operations  
Status: Full-time; Non-Exempt

### GENERAL SUMMARY:

The Battalion Chief is responsible for the command and direction of all fire suppression, EMS, and other related emergency operations within the Fort Mojave Fire District. This assignment also involves responsibility for supervision of all Operations Division personnel. Under the direction of the Fire Chief, the Battalion Chief assists in the planning, development, and implementation of Fire District programs, preparation of budgets, and related work as required.

### ESSENTIAL DUTIES:

Duties include, but are not limited to:

- Assist in administration of policy for all phases of Fire District operations.
- Provide training and development of assigned personnel.
- Maintain the daily roster of personnel on duty to provide for effective operations.
- Responsible for maintenance of discipline and policy enforcement.
- Keep abreast of current as well as new procedures in the fire service.
- Evaluate and supervise training programs.
- Make recommendations and present updates to the Fire Chief concerning department programs.
- Make recommendations for hiring and promotion.
- Evaluate the performance of subordinate officers and assesses the effectiveness of operations.
- Respond to and directly supervise operations that require a responding chief, per the automatic aid agreements.
- Assist in the preparation of annual budgets.
- Assist in projecting capital expenditures.
- Speak to civic groups and other interested parties about Fire District activities as required.
- Release information to the news media as required.
- Attend scheduled staff meetings to update the Fire Chief and discuss problems, solutions, plans and activities.
- Attend meetings with other agencies as necessary.

**MINIMUM QUALIFICATIONS:****Experience:**

- Minimum of 8 years of full-time fire/emergency medical experience, including at least 4 years as a full-time Fire Captain

**Education:**

- Associate's degree in Fire Science, Paramedicine, Business or Public Administration or other related field through an accredited college or university
- 36 undergraduate credit hours (3000-4000 level) in Fire Science, Business or Public Administration or related field through an accredited college or university with a grade average of at least a 'C'

**Knowledge/Skills/Abilities**

- Knowledge of emergency scene safety, activities, and command structure
- Ability to plan, assign, coordinate, and prioritize multi-company level activities under both emergency and routine conditions
- Ability to lead, and obtain cooperation within a group of subordinates.
- Ability to analyze situations quickly and correctly and make sound decisions in managing emergency situations
- Ability to handle the arduous physical and mental requirements of the job under stressful and adverse conditions
- Ability to establish and maintain positive interactions with employees, members of other agencies and members of the public
- Ability to effectively communicate, both verbally and in writing

**Licenses / Certifications:**

- Arizona State Firefighter I & II Certification, or IFSAC Firefighter I & II Certification, or NFPA equivalent; or currently employed by FMMFD
- Arizona State Certified EMT, IEMT, or EMT-Paramedic, or National Registry equivalent
- Valid Arizona Driver's License (or ability to obtain within 30 days) and a driving record that will meet the insurability requirements of FMMFD
- 24-hour HazMat - First Responder
- Fire Instructor I and II
- NFPA Fire Officer qualification is *desirable*
- Must meet District physical exam requirements (NFPA 1500)

**PHYSICAL DEMANDS**

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions. While performing the duties of this job, personnel are frequently required to stand, sit, walk, talk, hear, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. Personnel are frequently

required to climb or balance, stoop, kneel, crouch, crawl, and smell. Personnel must be able to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those personnel encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an office, vehicle or outdoor setting in all weather conditions, including temperature extremes. Work is occasionally performed in emergency and stressful situations. Personnel are exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Personnel occasionally work near moving mechanical parts and in high, precarious places and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

*The duties listed above are intended only as illustrations of the various 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 similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the District and employee and is subject to change by the District as the needs of the District and requirements of the job change.*