



NOTICE OF HIRING

ASSISTANT FIRE CHIEF

The Rock Creek Fire District is pleased to announce the opening of the Assistant Chief Position. This is a non-union, administrative position.



ABOUT THE ROCK CREEK FIRE DISTRICT

The Rock Creek Rural Fire Protection District was formed by the taxpayers in 1992. Currently, the district serves eastern Twin Falls County and portions of northwestern Cassia County -- approximately 212 square miles. The cities of Kimberly, Hansen, and Murtaugh are also included within the district. The District also provides EMS coverage to western Jerome County and the towns of Eden and Hazelton. In 2023, the District responded to 459 Fire calls, and 1102 EMS calls for a grand total of 1561 calls for service.

The District is managed by three commissioners who are elected every 4 years.



The Rock Creek Fire District employs a Fire Chief, Assistant Fire Chief, a part time Administrative Clerk, 9 full-time Firefighter/EMTs, 2 part-time Firefighter/EMTs, and 23 volunteer/paid on call Firefighters/EMTs. In addition to fire suppression, the RCFD also provides emergency medical care and fire prevention activities through Community Risk Reduction efforts.

The Rock Creek Fire District is comprised of suburban areas and a large area of agricultural lands. The boundaries of the District to the North is the Snake River Canyon, and the South Hills to the South. The District covers the eastern portion of Twin Falls County.

GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position assists the Fire Chief in the overall leadership, management, and administration of the Rock Creek Fire District. This position is responsible for assisting with developing and administering programs and systems to support and promote high performance strategies to meet the organizational needs, vision, and values in an assigned area, which may include Support Services, Operations/EMS, and Professional Development. The Assistant Chief reports to the Fire Chief. The Assistant Chief shall respond to incidents as required which may include responses outside the normal work week.

ESSENTIAL JOB FUNCTIONS

Oversees the daily operations of the district; may assist the Fire Chief in the planning, direction, and implementation of policies, operating procedures, philosophies, directives and guidelines for Fire Suppression, Fire Prevention, Emergency Medical Services and Professional Development for the Rock Creek Fire District and its citizens; may assist in the identification and development of priorities, goals and objectives for the district and the community; and participate in solving complex fire and rescue issues. Assist with oversight and management of a robust wildland response program, to include local, state and federal response.

Responsible for the overall supervision, administration, management, and coordination of the day-to-day operations of the district, including performance management, employee relations, prioritizing and assigning work, and related activities. May provide oversight of fire suppression and EMS activities, risk management, facility maintenance and construction, human resources, and timecards. Oversee and complete building fire inspections, plan reviews, and ability to answer fire code related questions. Develop and oversee implementation of additional Community Risk Reduction activities within the Rock Creek Fire District. Responds to incidents as necessary.

Assists with and conducts staff meetings to ensure information is distributed to all personnel; meets with the Fire Chief, Shift Captains, and other senior staff to plan and formulate new programs and procedures; researches and provides recommendations of new programs and procedures; and reviews reports, plans, and records prior to submission to the Fire Chief.

May serve as liaison between the Fire Department and other local entities; and respond to the station during local emergencies or disaster activations. May serve as an advisor to the Fire Chief in matters of training for officers, selection of equipment and technology systems, and personnel assignments; may update the Fire Chief regarding investigations, status of projects, and personnel matters; and may act in the absence of the Fire Chief.

May be responsible for assisting with the development of the District's annual budget, perform periodic review of departmental purchases and financial transactions, assist with monitoring all fund account balances and ensure that expenditures are in compliance with city, state, federal and district guidelines; may prepare detailed reports to include expenditure analysis, accurate revenue projections and have the ability to anticipate abnormal increases in raw materials costs

into the future; and may manage contractual services and approve expenditure and appropriation transfers.

May resolve questions, conflicts, and problems pertaining to the department; investigate and respond to community inquiries and concerns; inspect fire stations for proper conditions, efficiency, effective operation, and conformity with orders, operating procedures, policies, and regulations; oversee and ensure implementation of corrective action and improvements, as necessary.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the District's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Fire Suppression - Comprehensive knowledge of practices pertaining to fire suppression to include safety and infection control procedures pertaining to the use and operation of fire apparatus, equipment, tools, and protective gear. Thorough knowledge of incident command procedures, emergency vehicle operations, and basic maintenance needs including fire engine, aerial, and medical apparatus.
- Emergency Medical Services - Comprehensive knowledge of emergency response principles and the provision of emergency medical care.
- Management of Personnel – Knowledge of leadership techniques, principles, and procedures to assign, schedule, supervise, train, and evaluate the work of assigned staff. Knowledge of office systems, practices, and administration.
- Human Resources – Knowledge of human resources and modern business principles, theories, and practices to include laws and regulations. Knowledge of organizational development including training principles and practices. Knowledge of recruitment and selection.
- Budgeting - Knowledge of general accounting principles, financial computations, statistical analysis, and forecasting techniques. Knowledge of basic budgeting principles and practices as well as the administration of grants.
- Customer Service - Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services and evaluation of customer satisfaction.

REQUIRED SKILLS

- Performance Management - Monitor and assess the performance of other individuals, and of the organization to make improvements or take corrective action. Motivate, develop, teach, and direct people as they work, identify the best people for the job.
- Critical Thinking - Use logic and reasoning to understand, analyze, and evaluate complex situations and then research information to identify the strengths and weaknesses of

alternative solutions, conclusions, or approaches to the situation. Apply general rules to specific problems to produce answers that demonstrate effectiveness and efficiency. Combine pieces of information to form general rules or conclusions.

- Judgment and Decision Making - Evaluate the best method of research and then exercise appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationship - Develop and maintain cooperative and professional relationships with employees, managers, and representatives from other departments, organizations, and the public. Share knowledge with staff for mutual and departmental benefit.

REQUIRED ABILITIES

- Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Communication - Ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of human resources issues with tact and diplomacy and in a confidential manner.
- Accounting and Budgeting - Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.
- Technology - Ability to use computers, apps and programs in a proficient manner.

EDUCATION AND EXPERIENCE

Any combination of training, education, and experience that would provide the required knowledge and abilities. Typical ways to gain the required knowledge, skills, and abilities are, but not necessarily limited to:

- Associate's degree in Fire Science or Technology, Public Administration, Management, or other applicable field.
- Ten (10) years of progressively responsible service in the fire service. The experience should include at least three (3) years in a supervisory capacity or performing duties commensurate with being in a supervisory capacity.
- Fire Officer II or higher or equivalent
- Incident Safety Officer.
- Engine Boss (wildland) or significant wildland experience.

ADDITIONAL REQUIREMENTS

- Requires a comprehensive background investigation to include a local, state, and federal criminal history check and sex offender registry check.
- Requires satisfactory results from a medical evaluation and pre-employment substance abuse testing and is subject to random controlled substance testing.
- A valid Idaho's driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing to include climbing ladders.
- Some combination of stooping, kneeling, crouching, running, crawling, and the lifting to include overhead lifting, carrying, pushing, and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally heavier items (100 pounds or over).
- Tasks may involve extended periods of time at keyboard or workstation.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, fumes, smoke, temperatures and noise extremes, hazardous materials, fire, traffic hazards, toxic agents, explosives, firearms, violence, disease, or rude/irate persons.

WORK SCHEDULE

This position is based off a 40-hour work week, with alternating on call weekends. Schedule is to be developed by the hired applicant with the approval of the Fire Chief.

Compensation and Benefits

The Rock Creek Fire District offers an attractive salary and benefits package which includes: \$82,000 - \$87,500 annual salary range DOQ.

Idaho State Retirement system pension plan (PERSI).

12 paid holidays.

Annual vacation leave and paid sick leave.

100% of the Employee's medical insurance is paid for by the District.

The selected applicant will be offered a contract which is reviewed and renewed on a yearly basis.

APPLICATION PERIOD

Application period closes at the end of the business day on February 2, 2024. The selection process will begin in February 2024. Applications can be found here: <https://www.rockcreekfiredistrict.com/assistant-fire-chief-hiring>