



Mid-Columbia Fire and Rescue

The Dalles, Oregon

Executive Recruitment for the position of

**Division Chief - Operations**



Recruiting for a Division Chief who values our Mission and will facilitate its progress:

***“Provide professional services and education that  
minimizes loss of life and property.”***

**Apply Now – Recruitment closes November 2, 2018 at 12:01 PM**

# The Community

Mid-Columbia Fire and Rescue is based in and serves the City of The Dalles and a portion of Northern Wasco County in Oregon. The Dalles provides a smaller town environment - yet is close to the Portland metropolitan area, providing the “big” city offerings. The Dalles and Wasco County are bordered by the mighty Columbia River to the North and is positioned directly in the shadow of majestic Mount Hood, only minutes to the south. The western area of Wasco County is comprised of lush green forests, while the eastern portion is a high desert environment. The Dalles is the eastern gateway to the historic Columbia River Gorge. Wasco County claims a population of 25,000 and The Dalles is home to over 15,500. A community college resides in The Dalles and it is developing a reputation as a new hi-tech hotspot. The Dalles boasts 300 days of sun each year. Recreational opportunities abound in close proximity to The Dalles, including a nationally recognized wind surfing/kite boarding destination, plentiful skiing venues on Mount Hood and the world-renowned Deschutes River, a blue-ribbon fly-fishing stream within less than 30 minutes’ drive. Salmon and steelhead fishing is plentiful both in the Deschutes and the Columbia as well as hiking and camping in the Columbia River Gorge.

## About Mid-Columbia Fire and Rescue

The Mid-Columbia Fire and Rescue District has provided services since 1966. This combination department operates out of two stations, staffed by 24 career members, 30 volunteers, and 1 administrative staff. The 2017 call volume was approximately 2,900 with slightly more than 2,300 were EMS related. The annual budget is over \$6 million. The District is governed by a five-member Board of Directors elected to four-year terms. The District’s Fire Chief is responsible to the Board of Directors to ensure policy, goals and objectives of the district are fulfilled.

## Overview of Division Chief ’s Position

The Division Chief of Operations is a position that will report directly to the Fire Chief. Under administrative direction, the position directs, manages, supervises and coordinates the activities and operations of the assigned division and assumes responsibility for developing and managing the districts Fire and EMS Operations

The position is exempt from the Fair Labor Standards Act. This position will function within the established duty officer rotation.

Mid-Columbia Fire and Rescue currently has grant funding for one of the three Division Chief positions, including this position. The District desires to maintain ongoing funding for the position after the grant period but is unable to guarantee the funding will be in place. The grant Period of Performance is November 25, 2017 to November 24, 2021.

## Attributes

- Ability to participate in the management of fire suppression, prevention, emergency medical services, training and volunteer program services
- Ability to respond to emergency incidents and assume incident command
- Ability to effectively communicate verbally and in writing to diverse audiences
- Ability to work effectively with a variety of internal and external individuals and or groups in planning and implementation of community events
- Knowledge and ability to apply appropriate state and federal laws and department policy with respect to administering a fire/EMS district
- Ability to effectively delegate responsibilities
- Ability to respond in a timely and calm manner in emergency situations
- Possess exceptional interpersonal skills to include being a good listener
- Be self-motivated with a positive attitude
- Possess knowledge and experience with personnel issues including Federal and State laws related to personnel issues
- Have exceptional organizational skills

## Qualifications

- A High School Diploma or GED. An Associate Degree in a public protection field or a combination of education and experience meeting this requirement.
- A minimum of five years of increasingly responsible fire/EMS experience
- A minimum of two years of management and administrative experience at the Captain level or equivalent, or a combination of education and experience meeting this requirement
- Must possess, or be able to obtain, an Oregon driver's license in accordance with Oregon Statute
- Must possess the following certifications:
  - NFPA Fire Officer I (including NFPA Fire Instructor I or higher certification)
  - I-400 ICS Certification (implies I-100, I-200, and I-300 as well)
  - Oregon DPSST Wildland Interface Engine Boss or equivalent
- Possess EMT Certification from the National Registry of Emergency Medical Technicians and the ability to obtain Oregon License within 6 months of appointment.

## Desirable Qualifications

- BS/BA degree or MA/MS degree in a related field
- National Fire Academy Executive Fire Officer Certification or comparable leadership program
- Experience in a combination fire department utilizing both career and volunteer members
- NWCG Strike Team Leader
- NFPA Fire Officer II

## Residency

- Must reside within the Mid-Columbia Fire and Rescue geographic boundaries within six months of appointment. Must participate in the Duty Officer rotation regardless of residency from date of hire
- Must successfully complete a 12-month probation period

## Salary, Benefits, and Job Offer Contingencies

Salary range of \$5795 - \$7712/month, depending on qualifications, generous benefit package, Oregon Public Employees Retirement System. Must pass a medical examination based upon job description as a contingency of appointment; must pass a background inquiry consisting of a criminal history and reference checks.

## Important Dates to Note

- Closing Date for Application Submittal: Friday, **November 2, 2018** at 12:01 PM
- Written Exam at Mid-Columbia Fire and Rescue: Wednesday, **November 14, 2018** starting at 2:00 PM
- Assessment Center at Mid-Columbia Fire and Rescue: Thursday, **November 15, 2018** starting at 8:30 AM
- Chief's Interview at Mid-Columbia Fire and Rescue: Wednesday, **November 26, 2018**
- Job Offer Extended: **Week of November 26, 2018**
- Background Investigation: **Start week of December 3, 2018**
- Physical Examination Process: **Week of December 17, 2018** in The Dalles and Tualatin, Oregon
- Candidate gives notice to current employer: **Week of January 4, 2019**
- Projected Start Date: Monday, **February 4, 2019**

## Application Deadline and Selection Process

Application Packet available at [www.mcfr.org](http://www.mcfr.org)

The candidate must submit application materials by the closing date and time of **November 2, 2018 at 12:01 PM**

Application Packet includes:

- Employment Application (Signed)
- Resume
- Supplemental Questions Response
- Supporting Documentation deemed appropriate by the candidate

Application and above documentation must be mailed, hand delivered or emailed to:

Mid-Columbia Fire and Rescue  
1400 W. 8<sup>th</sup> Street  
The Dalles, Oregon 97058  
[jwood@mcfr.org](mailto:jwood@mcfr.org)

Please direct recruitment and selection process questions to Division Chief Jay Wood at [jwood@mcfr.org](mailto:jwood@mcfr.org)