

**Civil Service Commission
Spokane Valley Fire Department
2120 N Wilbur
Spokane Valley, Washington 99206**

June 19, 2019

To: Candidates for the position of Deputy Fire Marshal
From: Civil Service Commission
Subject: Examination for Deputy Fire Marshal

This will serve as notice for the examination for the position of Deputy Fire Marshal. The examination will consist of three parts:

I. Supplemental Questions II. Oral Interview III. Written Project

Promotional Application Packet Requirements (current Spokane Valley Fire Department employees):

Promotional Application (attached)
Veteran's Scoring Criteria Questionnaire (if applicable)
Cover letter and resume
Required proof of education, training and certifications
Supplemental Questions

Open Application Packet Requirements (applicants who are not currently employed by SVFD):

New Hire Application (attached)
Veteran's Scoring Criteria Questionnaire (if applicable)
Cover letter and resume
Required proof of education, training and certifications
Supplemental Questions

Date of Return – Application packets will be accepted through the close of applications (Friday, July 19, 2019 at 4pm PST) at the Civil Service Office located in the Administration Building (2120 N Wilbur Rd, Spokane Valley WA 99206) or via email (callahanp@spokanevalleyfire.com)

Applications will be screened, and supplemental questions will be scored to determine the top eight (8) candidates. Those candidates will be invited to participate in an assessment center which will be held the week of August 12, 2019.

Weighting for the examination will be 25% on the Supplemental Questions, 25% on the written project and 50% on the Interview Panel. The Supplemental Questions + Written Project + Interview Panel + Military Points (if applicable) + Seniority Points (if applicable) will equal your score.

Required Occupational Qualifications:

Must maintain the required occupational qualifications of the SVFD Firefighter position.

Bachelor’s degree from an accredited college or university.

A minimum of three years of experience within a Fire Service Prevention Division and have the training and certification levels necessary to qualify as an SVFD Assistant Fire Marshal (*).

Must obtain and maintain International Fire Code Institute – Fire Inspector II Certification within one year of appointment, as a condition of employment.

Must obtain and maintain a Spokane County Sheriff Special Deputy Commission I or II, within one year, as a condition of employment, if assigned.

(*) Assistant Fire Marshal Training and Certification Requirements:

(1) ICC - Certified Fire Inspector I OR Fire Marshal Approved Equivalent

(2) NFA - Fire Inspection Principles Course or IFSAC Fire Inspector 1

AND

ICC - Certified Fire Inspector II or approved equivalent

(3) IFSAC - Certified Fire Investigator or IAAI FIT

AND

NFA Community Risk Reduction Course (@)

OR

ICC – Certified Plans Examiner or approved equivalent

(@)NFA Community Risk Reduction Courses:

Community Risk Reduction: A Policy Approach

Executive Analysis of Community Risk Reduction

Leadership Strategies for Community Risk Reduction

Applications of Community Risk Reduction

The job description for the position of Deputy Fire Marshal and Entry Level Firefighter, Veteran’s Scoring Criteria Questionnaire, Supplemental Questions, New Hire Application and Promotional Application are attached.

Pegy Callahan
Civil Service Examiner

callahanp@spokanevalleyfire.com

Spokane Valley Fire Department

Job Description

Deputy Fire Marshal

Written 08-12-08
Revised 02-25-2019

Nature of Work

Primary responsibility is assisting the Fire Marshal with the planning, supervision, direction and leadership of the Spokane Valley Fire Department's Fire Prevention Division. Interaction with other agencies and the public is a routine duty and requires good judgment, high degree of tact, and a thorough working knowledge of fire prevention, fire investigation, fire inspections, and building/fire codes.

Examples of duties and expectations: (To include but not limited to)

- ◆ Shall act as the Fire Marshal in his/her absence. (see Fire Marshal job description)
- ◆ Maintain the requirements in the job description of Fire Inspector.
- ◆ Performs prevention duties as directed by the Fire Marshal.
- ◆ Shall assist the Fire Marshal in providing and maintaining a quality fire prevention program for the citizens of the Spokane Valley Fire Department.
- ◆ Shall assist the Fire Marshal in developing, providing and maintaining quality community risk reduction programs for the citizens of the Spokane Valley Fire Department.
- ◆ Shall assist the Fire Marshal in developing annual goals and objectives.
- ◆ Shall develop the Prevention Division personnel to meet the needs of the division.
- ◆ Shall assist the Fire Marshal in preparing and submit to the chief a budget for the Fire Prevention Division.
- ◆ Develops, implements and maintains training for Fire Prevention staff.
- ◆ Assists the Fire Marshal in reviewing, assisting and evaluating field inspection work to ensure quality assurance and standardization of work.
- ◆ Analyze workloads, processes and functions in the Fire Prevention division and makes recommendations to the Fire Marshal for improvement.
- ◆ Reviews and approves fire investigation reports from investigators.
- ◆ Attends department and inter-department meetings.
- ◆ Will perform other duties as directed.

Supervision: Works directly under the Fire Marshal

Required occupational qualifications:

To be eligible to apply for this position the applicant must meet the following required occupational qualifications prior to the close of applications and then maintain them;

- ◆ Must maintain the required occupational qualifications of the SVFD Firefighter position.
- ◆ Bachelors' Degree from an accredited college or university.
- ◆ All applicants must have a minimum of three years of experience within a Fire Service Prevention Division and have the training and certification levels necessary to qualify as an SVFD Assistant Fire Marshal.
- ◆ Must obtain and maintain International Fire Code Institute – Fire Inspector II Certification within one year of appointment, as a condition of employment.

Spokane Valley Fire Department

Job Description

Deputy Fire Marshal

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- ◆ Must obtain and maintain a Spokane County Sheriff Special Deputy Commission I or II, within one year, as a condition of employment, if assigned.

Adopted by the Board of Fire Commissioners on February 2019.

Commission Chairman

Patrick Burch

Nature of Work

The Firefighter is responsible for the protection of life and property and the mitigation of hazardous situations. They will perform a wide variety of duties including fire suppression, emergency medical treatment, rescues, public education, documentation, maintenance and prevention activities. The duties require exercising independent judgment in all types of emergencies. They work other than a normal work week and are subject to recall during emergencies. Their duties are performed within established policies and procedures.

Examples of duties and expectations: (To include but not limited to)

- ◆ Promotes the Spokane Valley Fire Department's Mission.
- ◆ Promotes safety in the workplace.
- ◆ Is a positive representative and influence on the organization.
- ◆ Promotes positive customer service.
- ◆ Promotes and displays a professional attitude.
- ◆ Writes, types and documents actions and information in different mediums.
- ◆ Reads, processes and remembers information.
- ◆ Uses independent judgment to make decisions.
- ◆ Amicably works and lives closely with others.
- ◆ Is flexible and positively deals with change.
- ◆ Supports personal life-long learning.
- ◆ Responds to fires, lays hose, directs fire streams, raises and climbs ladders.
- ◆ Drives, operates and maintains all types of fire, EMS and support apparatus.
- ◆ Responds to hazardous situations with hazardous environments.
- ◆ Uses all types of equipment to rescue persons from danger.
- ◆ Responds to medical emergencies and assesses extent of injuries or illnesses.
- ◆ Performs all types of emergency medical treatment.
- ◆ Assists paramedics and other medical personnel.
- ◆ Participates in all forms of Mission oriented training, drills and evaluations.
- ◆ Conducts public education programs, such as fire safety, prevention and CPR classes.
- ◆ Performs public relations activities, such as facility tours, apparatus demonstrations.
- ◆ Maintains firefighting and medical equipment.
- ◆ Performs general housekeeping and maintenance work in the Spokane Valley Fire Department facilities.
- ◆ Duties are done within established policies and procedures.
- ◆ May be assigned to work outside of regular job classifications or positions.
- ◆ Leads and supervises personnel as needed.
- ◆ Performs other duties as assigned.

Supervision:

- ◆ Works within the chain of command.

- ◆ Are directly responsible to the officer to whom they are assigned.

Required occupational qualifications:

To be eligible to apply for this position the applicant must meet the following required occupational qualifications prior to the close of applications and then maintain them;

- ◆ Must be a citizen of the United States.
- ◆ Must be 18 years of age prior to the closing of applications.
- ◆ Must have a high school diploma or equivalent.
- ◆ Must have a valid state driver's license.
- ◆ Must be able to communicate the English language clearly and concisely, both orally and in writing.
- ◆ Must be a non-user of any tobacco products during employment hours (if employed after January 2004).
- ◆ Must be a non-user of any tobacco products if employed after 1-1-2008.
- ◆ Must have the ability to use deductive reasoning in critical situations.
- ◆ Must have the ability to remain calm in stressful and /or demanding situations.
- ◆ Must pass physical and psychological exams as required by the Fire Chief.
- ◆ Must have the physical ability to perform work that is stressful, strenuous, very heavy in nature and often performed in hazardous environments. It occasionally requires lifting of equipment and loads in excess of 100 pounds with frequent lifting and or carrying of equipment and loads weighing up to 100 pounds. Must be able to manipulate heavy loads with their arms and legs, carry equipment and loads up stairs and ladders, pull equipment and loads upward and downward with ropes and manipulate tools with their hands and fingers. Must be able to see, hear, smell, and sometimes feel hazards around themselves as well as be able to clearly verbalize those hazards to others.
- ◆ Civil Service Candidates must have proof of Washington State EMT Certification at the time of a Conditional Offer of Employment – Medical, unless exempted by the Fire Chief until the hire date.
- ◆ Once hired, must have and maintain a Washington State EMT Certification unless exempted in writing by the Fire Chief.
- ◆ Must maintain the department's minimum training and performance standards.

Adopted by the Board of Fire Commissioners on October 22, 2007.

Commission Chairman _____

CIVIL SERVICE COMMISSION
SPOKANE VALLEY FIRE DEPARTMENT

APPLICATION FOR PROMOTIONAL EXAMINATION (for internal applicants only)

NOTE: All of the questions on this application must be answered in ink in the applicant's own handwriting or typed. A false statement or material omission knowingly made on this application is good cause for exclusion from the eligibility list. If a question is not applicable, mark it "N/A."

I HEREBY MAKE APPLICATION to be examined for promotion to the position of _____ in the Spokane Valley Fire Department.

1. Name: _____
(Last) (First) (MI)

2. Address: _____

(Street) (City) (State) (Zip)

3. Phone: _____
(Home) (Work) (Cell)

4. E-mail Address: _____

5. Date of Hire: _____

6. Pursuant to Civil Service Rule 5.13, how many points do you claim for seniority?

7. Do you meet all the occupational qualifications as listed in the job description for the position you are applying? _____

THE FOREGOING AND FOLLOWING DECLARATIONS ARE MADE UNDER PENALTY OF PERJURY.

Applicant's Signature Date

CIVIL SERVICE COMMISSION
CIVIL SERVICE COMMISSION
SPOKANE VALLEY FIRE DEPARTMENT

APPLICATION FOR NEW HIRE – EXTERNAL CANDIDATES

NOTE: All of the questions on this application must be answered in ink in the applicant's own handwriting or typed. A false statement or material omission knowingly made on this application is good cause for exclusion from the eligibility list. If a question is not applicable, mark it "N/A."

Position Applied for: _____

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Social Security Number:** _____

Phone: _____ **Phone:** _____

Are you at least 18 years of age? _____

Do you currently have a valid driver's license? _____

Are you currently employed? _____

May we contact your current employer? _____

If hired, can you provide proof of legal right to work in the United States? _____

EDUCATION:

High School/GED: _____

Diploma/Degree: _____

Undergraduate College/University: _____

Diploma/Degree: _____

Please describe any specialized training, skills, and extra-curricular activities:

Describe any honors you have received: _____

State any additional information you feel may be helpful to us: _____

List professional, trade, business or civic activities and offices held. (You may exclude memberships which would reveal sex, sexual orientation, race, color, religion, national origin, age, ancestry, marital status, veteran status, disability or other protected status):_____

REFERENCES:

Please provide name, address and phone number of three (3) references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

EMPLOYMENT EXPERIENCE:

Start with your current or most recent job. Include a job-related military service assignment in the United States Armed Forces and volunteer activities.

Employer: _____

Address: _____

Telephone Number(s) _____

Job Title: _____ Supervisor
_____ Reason for Leaving: _____

Dates Employed: _____

Worked Performed: _____

Employer: _____

Address: _____

Telephone Number(s) _____

Job Title: _____ **Supervisor** _____

Reason for Leaving: _____

Dates Employed: _____

Worked Performed: _____

Employer: _____

Address: _____

Telephone Number(s) _____

Job Title: _____ Supervisor _____

Reason for Leaving: _____

Dates Employed: _____

Worked Performed: _____

Employer: _____

Address: _____

Telephone Number(s) _____

Job Title: _____ Supervisor _____

Reason for Leaving: _____

Dates Employed: _____

Worked Performed: _____

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience: _____

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary to arrive at a hiring decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the Spokane Valley Fire Department.

The Spokane Valley Fire Department is an equal opportunity employer and will not base promotional decisions on race, color, sex, sexual orientation, age, national origin, religion, marital status, veteran status, disability, or other protected status.

Signature

Date

**SPOKANE VALLEY FIRE DEPARTMENT
APPLICATION FOR VETERAN'S PREFERENCE**

RCW 41.04.010, as amended by House Bill 1065, provides for a veteran's preference to be added to the final passing score on written examinations for certain veterans in the recruitment and selection process. Additionally, RCW 73.16.010 provides for a preference in hiring for certain veterans and their widows or widowers. If you believe you are eligible to be considered for preference under either RCW, you need to complete and submit this questionnaire.

PLEASE READ THE ELIGIBILITY REQUIREMENTS CAREFULLY. Applicants claiming veteran's preference eligibility will be required to provide documents to verify eligibility such as a DD214 or other appropriate service discharge record.

1) VETERAN'S STATUS:

- A. I have served on active military duty, as a member in a branch of the armed forces of the United States or as a member of the women's air forces service pilots, during a period of war or in an armed conflict, as defined in RCW 41.04.005: WWI, WWII, the Korean Conflict, Vietnam Era (2/28/61 – 5/7/75 if served in the Republic of Vietnam; 8/5/64 – 5/7/75 if served elsewhere); Crisis in Lebanon, Invasion of Granada, Operation Just Cause (Panama); Operation Restore Hope (Somalia); Operation Uphold Democracy (Haiti); Operation Joint Endeavor (Bosnia); Operation Noble Eagle; Operation Desert Storm; Operation Enduring Freedom; Operation Iraqi Freedom.
- B. I have served on active military duty, as a member in a branch of the armed forces of the United States or as a member of the women's air forces service pilots, but **not** during a period of war as defined in RCW 41.04.005.
- C. I am a veteran of any war of the United States, or of any military campaign for which a campaign ribbon has been awarded.
- D. I am a widow or widower of a veteran qualifying under item 1C (listed above).

2) DISCHARGE STATUS:

- A. I have/will receive an honorable discharge.
- B. I have/will receive a discharge for physical reasons with an honorable record.
- C. My spouse received an honorable discharge or discharge for physical reasons with an honorable record.

3) RECEIPT OF VETERAN'S BENEFITS:

- A. I am not receiving any veteran's retirement payments.
- B. I am receiving veteran's retirement payments.

4) RECEIPT OF VETERAN'S PREFERENCE IN APPOINTMENT:

- A. I have never been granted veteran's preference to obtain an appointment to a position with the State of Washington or a political subdivision or municipal corporation.
- B. I have previously been granted veteran's preference and obtained an appointment to a position with Spokane Valley Fire and was afterward called or recalled to active military service for a minimum of one year during a period of war, and I am now seeking a promotion with Spokane Valley Fire.

I understand that if any of the above statements are demonstrated to be false, I will be disqualified from employment with Spokane Valley Fire. I also understand that if employed, any misrepresentation of facts regarding my receiving veteran's preference is sufficient cause for dismissal.

Print Name

Position Applied For

Signature

Date

Administrative

Veteran's Preference Approved: Yes No Preference Points Available To Be Granted: 5% 10% Eligible for preference under RCW 73.16.010 only (no written exam administered)

Supplemental Questions:

Please provide comprehensive answers to the following questions. Each answer should be limited to a maximum of 500 words.

1. How do you balance the demands of community economic development with the enforcement of the fire code?
2. Describe, in detail, an example of the work you have done in each of the following areas:
 - Fire Prevention
 - Fire Inspection
 - Fire Investigation
3. Provide an example of an emergency situation when you needed to make quick decisions and determine an effective course of action. What was the situation? What was your approach, and what was the outcome?
4. Describe a time when you had to tell someone they were out of compliance with local, State, or Federal fire code or building code. What was the situation, and what did you do?
5. Describe your experience with public speaking. Please provide specific examples of the type of presentations including topics covered, approximate number of presentations given, who you presented to, and your role in the development and delivery of the presentation.