

**Civil Service Commission
Spokane Valley Fire Department
2120 N. Wilbur Rd
Spokane, Washington 99206
509-928-1700**

August 11, 2020

To: Candidates for the position of Deputy Chief

From: Civil Service Commission

Subject: Examination for Deputy Chief

This will serve as notice for the examination for the position of Deputy Chief which will be an Assessment Center.

Application Requirements:

Application along with a copy of your resume, a cover letter and military preference percentage affidavit, if applicable.

Application packets shall be submitted via email on or before 4pm on October 8, 2020 to Callahanp@spokanevalleyfire.com

Assessment Center consisting of interview panel to be held on **the week of October 19, 2020.**

A score of 80% or higher required in order for the candidate to be placed on the eligibility list. Any candidate who fails to obtain a score of 80% or higher at the assessment center will not be eligible to move to the eligibility list for certification.

Required occupations 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 have proof of eligibility for employment in the United States
- Must have a valid state driver's license.
- Be able to communicate the English language clearly and concisely, both orally and in writing.
- Must be a non-user of tobacco products
- Strong interpersonal skills
- Must have held a permanent position as Chief Officer for a minimum of five (5) years in an all risk fire department or public safety agency.
- A Bachelors' Degree from an accredited college or university required.
- The ability to obtain EFO/CFO and/or Master's Degree is desired.

Peggy Callahan

Peggy Callahan
Chief Examiner
Spokane Valley Fire Department

Spokane Valley Fire Department

Job Description

DEPUTY CHIEF

Revised 05/20/2020

Nature of Work

The Deputy Chief reports directly to the Fire Chief. Major responsibilities of the Deputy Chief include independent action and strategic planning for programs in Fire Administration, Fire Prevention, Information Services, Emergency Medical Services, Fire Suppression, Training, Apparatus and Equipment, Maintenance, Facilities Management, and Community Relations. This work requires effective interpersonal relationship skills, communication skills, extensive managerial knowledge, effective teamwork, and independent decision making. Work is performed under the most general supervision, and is evaluated primarily on the basis of results achieved.

Essential Functions: (To include but not be limited to)

Acts as the Fire Chief in the absence of the Fire Chief

Supervises Battalion Chiefs, Division Chiefs, and various others within the organization below their rank;

Serves as a key member of the negotiations team for collective bargaining, and assures appropriate administration of collective bargaining agreements;

- ◆ Manages the Administrative Services or Operations Division of the Fire Department;
- ◆ Supervises professional, technical, and uniformed employees;
- ◆ Participates in the development and management of the department budget;
- ◆ Evaluates program effectiveness and develops strategies to provide continuous improvement;
- ◆ Selects, trains, and evaluates department personnel;
- ◆ Participates in the development and implementation of the Department Strategic Plan;
- ◆ Participates in development of short-term, mid-term and long-term goals;
- ◆ Develops, recommends and enforces Department rules, regulations, and procedures;
- ◆ Works directly with other governmental entities in resolving Fire Department issues;
- ◆ Works directly with staff in developing department goals and objectives;
- ◆ Supervises the preparation of a variety of public and administrative reports;
- ◆ Writes difficult and complex administrative reports, correspondence, and internal memorandums;
- ◆ Makes oral and written presentations to citizen groups and elected officials;
- ◆ Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provides seamless customer service. Represents the Fire Chief's office as directed by the Fire Chief.

Spokane Valley Fire Department

Job Description

DEPUTY CHIEF

Required Knowledge, Skills and Abilities:

Knowledge of:

- ◆ Federal and state laws pertaining to Fire Service;
- ◆ NFPA standards and other fire protection codes and standards;
- ◆ Fire Department equipment and operation;
- ◆ The principles, methods, and practices of government finance, budgeting, and accounting;
- ◆ Community organizations and their needs;
- ◆ Organizational change and its affect on behavior and culture;
- ◆ Municipal administration challenges and their solutions;
- ◆ Research techniques, methods and procedures;

Ability to:

- ◆ Ability to effectively implement National Incident Management System (NIMS);
- ◆ Analyze, interpret, and report research findings and recommendations;
- ◆ Read and comprehend complex legal, regulatory, procedural, policy material;
- ◆ Speak effectively and clearly in all situations, including individual communication; public speaking small groups and informal or impromptu meetings;
- ◆ Provide effective leadership in stressful situations and resolve conflict;
- ◆ Resolve customer or citizen complaints;
- ◆ Work cooperatively with other government entities and the public;
- ◆ Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar;
- ◆ Work safely in both emergency and non-emergency environments.

Additional Duties and Responsibilities for Deputy Fire Chief – Operations

- Develops, monitors, and coordinates operational functions of the Department, and oversees the effective and efficient operation of the following divisions within the Fire Department: Fire Suppression, Emergency Medical Services, Special Operations, and Training.;
- Manages and coordinates fire suppression personnel;
- Manages fire suppression product testing and provides input as to new fire suppression concepts, techniques, and ideas;
- Ensures the effective operation of emergency responders; maintains line and staff accountability;
- May be assigned as the department safety officer; serves as the administrative representative on the Fire Department Safety Committee Represents the department on local, regional and state committees;

Spokane Valley Fire Department

Job Description

DEPUTY CHIEF

- Provides oversight and management to various “department cadres” or operational groups;
- May be required to serve as a Spokane County Area Coordinator.

Additional Duties and Responsibilities for Deputy Fire Chief – Administrative Services

- Develops, monitors, and coordinates administrative functions of the Department and oversees the effective and efficient operation of the following divisions within the Fire Department: Administration, Fire Prevention/Community Risk Reduction, Logistics, Facilities, Fleet Maintenance and Information Technology;
- Key member of the Joint Promotional Committee
- Conducting personnel investigations;
- Manage the department's personnel performance evaluation and professional development and standards processes;
- Ensures that all Department stations, apparatus, equipment, and facilities are maintained in good condition and at a high level of readiness through an appropriate program of inspection and maintenance, and repair;
- Receives and investigates citizen complaints; conducts periodic inspections of personnel, apparatus, and stations;
- Serves as the department's Emergency Manager, which includes preparing, or directing the preparation of community disaster plans and Continuity of Operations plans.

Manages and coordinates the CFAI Accreditation process.

Required occupational qualifications:

To be eligible to apply for and hold this position:

- ◆ Must have proof of eligibility for employment in the United States
- ◆ Must have a valid state driver's license
- ◆ Be able to communicate the English language clearly and concisely, both orally and in writing.
- ◆ Strong interpersonal skills
- ◆ Must have held a permanent position as Chief Officer for a minimum of five (5) years in an all risk fire department or public safety agency.
- ◆ A Bachelor's Degree from an accredited college or university is required.
- ◆ The ability to obtain EFO/CFO and/or Master's Degree is desired.

Spokane Valley Fire Department

Job Description

DEPUTY CHIEF

Revised by the Board of Fire Commissioners on June 8, 2020.

Commission Chair 
Michael Pearson (Jun 10, 2020 14:01 PDT)

CIVIL SERVICE COMMISSION

SPOKANE VALLEY FIRE DEPARTMENT

APPLICATION FOR PROMOTIONAL EXAMINATION

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: _____
Date of permanent appointment to the position of firefighter? _____

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? _____ Yes _____ No _____

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

Applicant's Signature

Date

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.

Revised: 09/09/14



CIVIL SERVICE COMMISSION
SPOKANE VALLEY FIRE DEPARTMENT
2120 N WILBUR ROAD SPOKANE VALLEY WA 99206
PHONE (509) 892-4140
www.spokanevalleyfire.com

OFFICE USE ONLY
DATE RECEIVED

NEW HIRE APPLICATION

Dear Applicant:

Thank you for your interest in joining Spokane Valley Fire Department. You must complete all sections of this application. Please print clearly or type the required information using black or blue ink.

POSITION YOU ARE APPLYING FOR:					
<input type="checkbox"/> _____					
<input type="checkbox"/> _____					
PERSONAL INFORMATION					
First, Middle, Last					
Address:					
City:		State:		Zip:	
Primary Phone:					
Email Address					
Driver's License Number:				State:	
Are you over 18 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
How did you learn about this position?	<input type="checkbox"/> Website <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Open House <input type="checkbox"/> Other: _____				
IN CASE OF EMERGENCY NOTIFY					
Name:					
Phone:					
Relationship:					
MEDICAL CONDITIONS					
List any allergies or other conditions that could affect emergency treatment:					
List physical or health restrictions that could limit effectiveness:					

EDUCATIONAL BACKGROUND					
High School					
Graduated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If not, GED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name School(s) Attended:			City/State:		
College or Vocational School					
Graduated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Major:		
School(s) Attended:			City/State:		
EMPLOYMENT HISTORY (List 3)					
List most recent employer first. Include U.S. Military Service and volunteer service if applicable. If employment was under a different name, please indicate name.					
Employer:				Description of Duties and/or Responsibilities:	
Supervisor:					
Address:					
City:					
State:		ZIP Code:			
Telephone:					
Position(s):					
Dates of			to		
Employer:				Description of Duties and/or Responsibilities:	
Supervisor:					
Address:					
City:					
State:		ZIP Code:			
Telephone:					
Position(s):					
Dates of Employment:			to		
Employer:				Description of Duties and/or Responsibilities:	
Supervisor:					
Address:					
City:					
State:		ZIP Code:			
Telephone:					
Position(s):					
Dates of Employment:			to		
<i>If you wish to include additional experience, please attach the above information for each position on a separate sheet of paper.</i>					
REFERENCES: Please provide name, address and phone number of three (3) references who are not related to you and are not previous employers:					
Name:				Relation:	
Phone:				E-Mail Address:	
Name:				Relation:	
Phone:				E-Mail Address:	
Name:				Relation:	
Phone:				E-Mail Address:	

QUALIFICATIONS, SKILLS, & TRAINING

List any special certifications you currently hold. Include expiration dates and certifying state, department, or agency. Please attach copies of your certifications to this application.

Certification	Certifying State/Department/Agency	Expiration Date

List any special qualifications, skills, certificates, training and/or licenses you hold.

CERTIFICATION & AGREEMENT

**This statement must be signed.
Please read the following statement carefully before signing.**

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 of Applicant

Date

Printed Name of Applicant

**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

Veteran's Preference Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Preference Points Available To Be Granted: <input type="checkbox"/> 5% <input type="checkbox"/> 10%	
Eligible for preference under RCW 73.16.010 only (no written exam administered)	