



# FIRE MARSHAL

## ***A UNIQUE OPPORTUNITY!***

The Pinetop Fire Department invites applications for the position of Fire Marshal. We are seeking an individual who is highly customer service driven with an attention to detail and the ability to manage multiple priorities within various areas of a small community environment. The selected individual will possess the ability to build collaboration among his or her team and provide ongoing training and feedback in order to promote the goal of becoming a strong community partner. If you have an exemplary history as a proven leader in the Fire/EMS service, we encourage you to explore this opportunity.

## ***THE PINETOP FIRE DEPARTMENT***

PFD is a career department with 28 full time employees, located in the beautiful White Mountains of Arizona. Currently, the District operates out of two full-time stations, running approximately 1300 calls per year, and serves approximately 6100 residents and over 9800 travelers who visit the area each year.

## ***AN OVERVIEW OF THE DISTRICT***

Recognized by the State of Arizona as a special taxing district, the Pinetop Fire District is governed by a five-person Board of Directors elected by the public. The Board is comprised of a Chairperson, a Clerk, and three other members. Reporting directly to the Board, the Fire Chief has direct supervision over the Assistant Chief, the Office Manager, and the Fire Marshal, and indirect supervision of all other District personnel.

## ***THE IDEAL CANDIDATE***

The ideal candidate for the position of Fire Marshal for PFD will demonstrate strong communication skills, decision making abilities, and the desire and vision to work collaboratively to build community partnerships and serve as a leader in the organization. A progressive leader, the ideal candidate will be well versed in the use of technology and online/social media strategies employed to enhance communications and outreach to the community. The chosen candidate will be focused on high standards of public service and will embrace developing and maintaining relationships both within the organization and the community we serve. The candidate must have the ability to communicate effectively, have a strong professional leadership presence and a proven track record of high standards of customer service and operational effectiveness and efficiency.

Education, Experience and Certification Requirements include:

- A Bachelor's degree from an accredited university or college in Fire Science, Business Administration, Public Administration, Organizational Leadership, or other related field
- 5 years of Fire/EMS sworn experience, including at least 3 years as a Fire Investigator
- Arizona Firefighter I and II or NFPA 1001 equivalent
- Arizona or National Registry Emergency Medical Technician or Paramedic
- Successful completion of Fire Arson Investigation coursework
- Fire Inspector I certification through the International Code Council
- Successful completion of 100, 200, 300, 700, 800
- Valid State of Arizona Driver's License, or ability to obtain prior to employment
- **Equivalent combination of education and experience to successfully perform the essential duties of the job may be considered.**

### **COMPENSATION AND BENEFITS**

The Pinetop Fire District is committed to providing a highly competitive compensation and benefits package:

- Salary range for hiring consideration: \$31.87 - \$32.83/hour, depending on experience
- The PFD offers a full benefit package including PSPRS retirement (if applicable), paid leave, paid holidays, medical/dental/vision insurance, uniforms, life insurance and AD&D insurance

### **SUPPLEMENTAL QUESTIONNAIRE**

Interested applicants must supplement their application packet with responses to the following questions. Responses should not exceed a total of two pages.

- Please explain how your current or most recent employment experience relates to the job requirements for the position of Fire Marshal for Pinetop Fire District.
- Considering the ever-present financial constraints on the Fire Districts in Arizona, how would you justify the value of the Fire Prevention/Community Risk Management division?
- Please explain the difference between a code, an amendment and a standard.
- How might you respond to a developer that is requesting a variance from the requirement to provide fire hydrants in a new subdivision?
- How might you respond to the school principal's request to install manually operated locks/barriers on the doors of all classrooms to protect against a possible active shooter?

### **THE APPLICATION PROCEDURE**

Interested applicants may download a complete information/application packet, including the job description and application process, from the PFD website: [www.pinetopfire.com](http://www.pinetopfire.com)

Applicants must submit a cover letter, resume, PFD employment application, and responses to the supplemental questionnaire to the following:

Fire Chief Jim Morgan  
Pinetop Fire District  
1845 S. Pine Lake Road  
Pinetop, AZ 85935

or email to: [jmorgan@pinetopfire.com](mailto:jmorgan@pinetopfire.com)

**Application deadline: March 21, 2020**