

Located in the heart of Arizona, Mayer Fire District, (est. pop.12,000) is seeking qualified candidates for the position of Fire Chief. The District delivers advanced life support, emergency ambulance transportation services, as well as traditional fire suppression and wildland services from three full-time staffed fire stations. The District has 13 full-time members, 26 reserve firefighters, and administrative staff.

## **FIRE CHIEF**

### **Mayer, AZ**

Plans, directs, supervises, and coordinates the activities of the Fire District in the performance of its duties to provide fire prevention and suppression services, rescue services, emergency medical services, and other services relating to the protection of lives and property. Serves as Safety Officer and Fire Marshal for the District. Works under the general direction of the Fire Board which reviews work for effectiveness in conformance to established policy.

#### **Duties and Responsibilities**

Develops policies, goals, and objectives related to the fire district for approval by the Fire Board; assists the Fire Board in development of the annual budget.

Supervises employees, participates in the selection of new employees, conducts periodic performance reviews of subordinates, provides general and specific guidance, training, and discipline for subordinate employees, plans and supervises the activities of personnel in providing emergency services.

24-hour on-call response to fire and other emergency calls, and assures on-call coverage in his absence from the District or time off.

Confers with agents of other governmental jurisdictions, the Office of the State Fire Marshal, and Yavapai County Development Services; coordinates mutual and automatic aid with other fire agencies.

Directs the maintenance of records of fire calls and fire losses; directs investigations to determine cause and origin of fire and assists with prosecution as necessary; enforces fire codes and other laws, ordinances and regulations.

Performs Incident Command under the *Incident Command System*.

Develops and implements a fire hazard abatement program; reviews plans for all new construction to eliminate fire hazards.

Assures the proper maintenance and operation of all firefighting and other emergency equipment; recommends to the Fire Board the replacement of existing equipment and the acquisition of new equipment as part of the budget process.

Must meet physical residency requirement within 3 months of Mayer Fire Board appointment to position.

#### **Physical Requirements**

Operates District emergency vehicles (fire trucks, ambulances, etc.) and other District vehicles.

Must be able to carry, push, pull, reach and lift up to 50lbs.

Hearing and vision within normal ranges.

Stoops, kneels, crouches, crawls, and climbs during emergency work; stands and walks for extended time periods; works in an environment with exposure to smoke, dust, dirt and significant temperature changes between cold and heat.

Effectively communicates with district staff, co-workers, and the public. Efficient use of telephone, radio, and office equipment such as computer, copiers and facsimile machines.

### **Qualifications**

- Minimum Bachelor's degree in business or public administration, fire service management, or major fire service course work from accredited educational institutions (preference for EFO or Chief Officer)
- Minimum 10 years full-time fire experience at management level ; five as battalion chief or higher
- Direct experience in developing and managing a budget
- Possess current Arizona EMT-B certification and current CPR card
- Possess Arizona Firefighter I & II certification
- Experience in fire districts or municipal fire departments
- Legally employable in the State of Arizona
- Possess a valid Arizona Driver's License
- Pass a DPS background check and drug screen
- Any combination of experience and training that would provide the required knowledge and abilities is qualifying.

### **Knowledge of:**

- The principles and practices of the organization and management of fire departments/districts and the demonstrated ability to implement them
- Advanced methods, practices, and techniques of fire suppression, fire prevention, Department of Health Service regulations,
- Federal and state regulations regarding the fire service, fire and building codes, fire insurance rating standards, safety in the workplace, and employment law.

### **Ability to:**

- Make decisions independently in accordance with established policy.
- Use initiative and judgment in planning, organizing, and supervising others in the completion of tasks and responsibilities.
- Use tact and judgment when dealing with the public.
- Demonstrate effective verbal and written communication.

### **Other Requirements:**

- Residency within the fire district is required within three months of appointment to position of Fire Chief.
- The submission of three professional references is required.

### **Compensation:**

- \$89,203.54 starting salary based on experience and qualifications
- Public Safety Personnel Retirement System coverage, life insurance
- \$750/month benefit stipend which can be used for medical, dental, vision, and supplemental insurance
- 457(b) plan available
- District fire chief vehicle, uniform allowance, paid sick and vacation leave

### **Examination Process:**

Qualified candidates will be invited to participate in an examination process that will consist of an oral board interview by the Fire Board and the fire chief.

**For Consideration**

Please submit application, cover letter, resume, and 3 professional references to [sowen@mayerfire.com](mailto:sowen@mayerfire.com) or the physical address.

Mayer Fire District  
11975 S. State Route 69  
Mayer, AZ 86333

Applications are available at [www.mayerfire.com](http://www.mayerfire.com).

**Contacts regarding this position:**

Chief Mike McGhee                    [mmcghee@mayerfire.com](mailto:mmcghee@mayerfire.com) 928-632-9534  
Suzanne Owen; Office Manager    [sowen@mayerfire.com](mailto:sowen@mayerfire.com)    928-632-9534

The closing date to apply for this position is October 9, 2020 at 1700hrs.