



Inviting Applications For:

Fire Battalion Chief

A GREAT OPPORTUNITY

The Bullhead City Fire Department, located in Bullhead City, Arizona is seeking a dynamic and progressive leader for the position of shift Fire Battalion Chief. If you are an experienced and knowledgeable officer in the fire service, with a proven track record in effectively managing both people and projects, we invite you to apply. Successful candidates will be assigned to a 56-hour shift work schedule.

BULLHEAD CITY FIRE DEPARTMENT

The Bullhead City Fire Department, a progressive and innovative department, is located in the northwest corner of the state where Arizona, Nevada and California meet, nestled along the banks of the Colorado River.

BCFD was created in 1947, and covered one square mile with service by 15 volunteers. Today, the department has grown to serve 40,000+ residents and over two million travelers who pass through the area each year. Operating out of five fire stations, the department provides fire protection and emergency medical services, ALS transport, public education and fire prevention. Deploying daily staffing of 24 Fire/EMS personnel, BCFD responds to approximately 11,000 calls per year.

The department's apparatus fleet includes five first line pumpers, two ladder trucks, nine ambulances, one type 3 engine, two type 6 brush trucks, one water tender, two fire rescue boats and one OHV for off-road rescues.

A career department, BCFD employs 93 highly qualified and dedicated individuals, 75 of whom are sworn personnel, and 18 of whom are civilian support staff. In addition to our full-time career personnel, the department benefits from the services of part-time reserves and volunteer CERT team members.

The department is financed by property taxes assessed within the District, as well as ambulance transport revenues, Fire District Assistance Tax, and other various contract service fees.

ORGANIZATIONAL STRUCTURE

Recognized by the State of Arizona as a special taxing district, the Bullhead City Fire Department is governed by a 5-person Board of Directors elected by the public; the Fire Board has authority over the Fire Chief. The position of Fire Battalion Chief currently reports directly to the Assistant Chief of Operations. The Fire Battalion Chief has direct supervision of five station Captains along with indirect supervision of 24 operations personnel.

OUR COMMUNITY

Bullhead City Fire Department serves residents and visitors who enjoy year-round sunshine in a highly favorable climate. While summer temperatures may exceed 110 degrees, the winter months provide ample sunshine and moderate temperatures in the 70's and 80's. Outdoor recreational activities include boating, fishing, golfing, off-roading, hiking, biking and motorcycling. One is sure to always find a great place to relax along the Colorado River.

The community serves as the economic hub and retail shopping area for Western Mohave County and Southeastern Clark County (NV). Bullhead City is located just across the Colorado River from Laughlin, NV, one of the nation's most popular gaming communities.

MISSION STATEMENT

The Bullhead City Fire Department is dedicated to providing effective emergency services and education to ensure community safety and enhance quality of life

VISION STATEMENT

We will be prepared and ready to respond as we pursue every Opportunity to make our community a better and safer place, now and in the future

CANDIDATE PROFILE

The ideal candidate for the positions of Fire Battalion Chief shall have demonstrated abilities as a proactive leader, a strong communicator, and a highly engaged officer with strong and ethical decision making abilities. He/she will be focused on high standards of customer service and operational effectiveness and efficiency, and will embrace developing and maintaining relationships both within the organization and within the community. Additionally, the ideal candidate will exhibit integrity, loyalty, commitment to lifelong learning, courage in his/her convictions, and a passion for the fire service.

Education and Experience Requirements:

- A Bachelor's degree from an accredited university or college in Fire Science, Business Administration, Organizational Leadership, Public Administration, or other approved related field
- 10 years of full-time Fire/EMS experience, including at least 3 years at the rank of company officer or higher in a career department
- Current Emergency Medical Technician (EMT) certification (National Registry or Arizona)
- Incident Safety Officer or equivalent
- Fire Instructor I (Fire Instructor II preferred)
- Leadership I, II and III or equivalent
- Successful completion of ICS 300 and 400
- Successful completion of S-130 and S-190
- Fire Officer (FO) designation preferred

Note: See job description for complete listing of duties and qualifications.



COMPENSATION AND BENEFITS

BCFD is committed to providing a competitive total compensation and benefits package for this position.

Salary range: \$79,964 - \$113,814

Benefits offered include health, dental and vision insurance for employees and eligible dependents, Arizona Public Safety Personnel Retirement System (PSPRS), paid vacation and sick leave, 11 paid holidays, life insurance, educational assistance, and deferred compensation.

APPLICATION PROCEDURE

Interested applicants shall submit a **cover letter**, **resume**, **completed application form**, and the **completed supplemental questionnaire** to:

***Bullhead City Fire Department
Human Resources
1260 Hancock Road
Bullhead City, AZ 86442
(928) 758-3971 ext. 402***

Applications will not be accepted electronically; the completed application packet must be mailed to the above address. Questions may be directed either by phone or email to Adrienne Kinsey (akinsey@bullheadfire.org)

Completed application packets must be received no later than 16:00 hours on **January 27, 2022**. Following the closing date, all application packets will be reviewed based upon the qualifications and criteria outlined in this information packet. Those candidates that the department determines to be best qualified will be invited to participate in an assessment center to be held on February 15-16, 2022. Participation in the assessment center will be at the candidates' expense.

The successful candidate shall be subject to a complete background investigation, along with pre-employment physical examination, drug screening, fingerprinting, and criminal and motor vehicle background check.

BULLHEAD CITY FIRE DEPARTMENT

POSITION: Fire Battalion Chief
DEPARTMENT: Operations
REPORTS TO: Assistant Chief of Operations

STATUS: Exempt
SCHEDULE: 56-Hour Work Week
SALARY RANGE: \$79,964 - \$113,814

JOB SUMMARY:

Under limited supervision plans, assigns, supervises, and coordinates daily activities during assigned duty tour at all fire stations within the City of Bullhead City. Performs a variety of administrative, supervisory, and technical work in fire suppression, emergency medical services, hazardous materials, fire prevention, and public education activities.

EXPECTATIONS BY MANAGEMENT OF EACH EMPLOYEE WHILE ON OR OFF DUTY:

TO BE LOYAL TO THE ORGANIZATION
TO BE SUBORDINATE TO THE CHAIN OF COMMAND
TO BE AVAILABLE TO WORK WHEN SCHEDULED AND AS MAY BE REQUIRED
TO BE COMPETENT IN THE POSITION BEING COMPENSATED FOR
TO BE AS PRODUCTIVE AS POSSIBLE
TO BE ADAPTIVE AS CIRCUMSTANCES REQUIRE
TO BE RESPONSIBLE AND ACCEPT ACCOUNTABILITY FOR PERSONAL ACTIONS
TO BE RESPECTFUL AT ALL TIMES

ESSENTIAL JOB FUNCTIONS:

- Responds to emergency incidents as required by departmental policy and assumes command of major incidents, or those that require two or more units, and directs the activities of responding companies
- Ensure District staffing levels and all assigned personnel, apparatus, and equipment are ready for duty.
- Ensure that all assigned personnel carry out their duties in a safe and timely manner.
- Instruct personnel in classroom and field locations.
- Responsible for the development of subordinate personnel.
- Serves as the liaison for assigned shift to other shifts and negotiates and resolves sensitive or controversial issues
- Evaluate and review performance records to assess training needs.
- Assist with development and implementation of district training policies and procedures to assure performance standards and quality assurance.
- Participate as part of management in review and recommendation for development of operational practices.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fire prevention, suppression, training, and management.
- Maintain competency in current operational procedures and keeps abreast of current trends in training techniques and methods.
- Prioritize and coordinates repair requests of operational apparatus, equipment, and facilities.
- Supervise assigned operational personnel in their duties.
- Coordinate, manage, and may assume command of all types of emergency scene operations using established Incident Command System procedures.
- Monitor and Observe district activities and personnel to ensure conduct and performance conform to district standards, policies, and procedures.
- Carry out duties in conformance with district policy.
- Prepare a variety of reports and records, including but not limited to attendance, personnel evaluations, supply requisitions, incident reports, training reports, etc.
- Operate radio and other communications equipment.

- Develop budget information, as assigned.
- Assist in developing plans for special assignments such as emergency preparedness, training programs, firefighting, hazardous materials, and EMS activities.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for departmental programs and services; recommends and administers policies and procedures
- Evaluate performance of assigned personnel.
- Coordinate activities and exchanges information with other supervisors and officers.
- Participate in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.
- Maintains required certifications in suppression and EMS.
- Meets district continuing education requirements.
- Maintain positive working relationship with the public and other department members.
- Able to use a computer, software, and department programs.
- Perform other similar duties as assigned

QUALIFICATIONS:

- Minimum of 10 years full-time fire service experience.
- Minimum of 3 years experience at a Captain level or above with a career department.
- Valid Arizona Driver's License or the ability to attain and a good driving record.
- Currently certified as an Arizona Certified Emergency Medical Technician or obtain within 6 months.
- BA or BS in Fire Science, Business, Management, Organizational Leadership, Public Administration, or other approved related field. (For internal candidates only: If degree has not been completed see Matrix for Equivalency to Bachelors college credit hours).
- ICS 300 All-Hazard NIMSICS Review for Expanding Incidents (Q464)
- ICS 400 Fundamentals Review for Command and General Staff (Q466).
- Incident Safety Officer or equivalent.
- NFPA 1041, Fire Instructor I, or equivalent.
- Fire Officer (FO) designation preferred.
- Leadership I, II and III or equivalent.
- S-130 and S-190 Wildland Fire Fighting (NWFG)

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- Physically mobile with reasonable accommodations.
- Frequently lift or move 50 pounds and occasionally lift and/or move up to 175 pounds for up to 100 feet.
- Working in temperatures exceeding 120 F and below 32 F.
- Working in the presence of pollen, dust, and poisonous insects and plants.
- Working at heights up to 75 feet as needed.
- Able to bend, reach, kneel, twist and grip items while working at various hazardous locations.
- Manual dexterity and coordination to operate office equipment including personal computers, fax machines, and photo copiers.
- Respond to visual and aural cues
- Read, write, speak and understand English.
- Operate in mentally and physically stressful situations. Ability to remain calm and cooperative in difficult or emergency situations.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change

The Bullhead City Fire Department maintains a drug, alcohol, and tobacco-free environment.

BULLHEAD CITY FIRE DISTRICT SUPPLEMENTAL QUESTIONNAIRE

Please supplement your application packet with responses to the following questions. Your responses should not exceed a total of three typed pages.

1. Please provide an overview of your current or most recent position and scope of responsibilities, along with an overview of the organization itself (i.e., population served, annual budget, number of employees, number of stations, annual call volume, etc.)

2. Please explain why you are interested in the position of Battalion Chief.

3. Please provide an example of a significant operational improvement in which you played a lead role. How was this change received internally? Externally? What kind of employee training did the change(s) encompass?

4. Please give a brief overview of your experience and involvement in Fire based EMS service delivery.

5. How would your current or most recent supervisor describe you? How would your current or most recent subordinates describe you?

6. Please describe your thought process on creating the “ideal culture” within a Fire Organization. How does your personal leadership theory impact or support the ideal culture?

7. Please describe your understanding and/or use of the Blue Card system.

8. Please share with us any additional information about yourself that you believe would be helpful in our initial selection process.

APPLICATION FOR EMPLOYMENT

**Bullhead City Fire Department
1260 Hancock Road
Bullhead City, AZ 86442
(928) 758-3971**

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Applicants are considered for all positions without regard to race, religion, sex, national origin, age, marital or
veteran status, or any other legally protected status.
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Date of Application: _____ Position applied for: _____

Name: _____ Telephone: _____

Address: _____

Social Security Number: _____ Are you over 18 years of age? _____

Email Address: _____

=====
Have you ever been employed by Bullhead City Fire Department? If yes, give date: _____

Are you employed now? _____ May we contact your present employer? _____

Are you a U.S. Citizen or a legally registered alien? _____
Proof of citizenship or immigration status will be required at time of employment

Can you travel if the job requires it? _____ Drivers License No./State: _____

Have you had any traffic citations in the past three years? _____ If yes, please list citations:

Have you been convicted of a felony within the last seven years? _____ If yes, please explain:

(Conviction will not necessarily disqualify applicant from employment.)

Have you ever been discharged or forced to resign from any position? _____ If yes, please explain:

An Equal Opportunity Employer

EDUCATION

Did you graduate from high school? _____ Highest Grade Completed _____

If accepted, you must provide a copy of your high school diploma or GED certificate.

Name of college, university, trade or technical schools attended and type of degree received:

Please describe specialized training, apprenticeships, and certifications attained:

Have you had any previous fire experience? _____ If yes, please indicate level of training, name and address of fire department, and length of service:

Summarize relevant skills and experience that relate to the position applied for:

List computer software with which you are familiar: _____

Are you fluent in languages other than English? _____ If yes, please list:

Language _____ Read? _____ Write? _____

Language _____ Read? _____ Write? _____

Language(s) _____ Read? _____ Write? _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, religion, gender, national origin, handicap or other protected status.

Employer: _____ Telephone: _____

Address: _____

Your Job Title: _____ Supervisor's Name: _____

Date Employed from: _____ to: _____ Hourly pay rate: Start _____ Final _____

Describe work performed: _____

Reason for Leaving: _____

=====

Employer: _____ Telephone: _____

Address: _____

Your Job Title: _____ Supervisor's Name: _____

Date Employed from: _____ to: _____ Hourly pay rate: Start _____ Final _____

Describe work performed: _____

Reason for Leaving: _____

=====

Employer: _____ Telephone: _____

Address: _____

Your Job Title: _____ Supervisor's Name: _____

Date Employed from: _____ to: _____ Hourly pay rate: Start _____ Final _____

Describe work performed: _____

Reason for Leaving: _____

Employer: _____ Telephone: _____

Address: _____

Your Job Title: _____ Supervisor's Name: _____

Date Employed from: _____ to: _____ Hourly pay rate: Start _____ Final _____

Describe work performed: _____

Reason for Leaving: _____

=====

Employer: _____ Telephone: _____

Address: _____

Your Job Title: _____ Supervisor's Name: _____

Date Employed from: _____ to: _____ Hourly pay rate: Start _____ Final _____

Describe work performed: _____

Reason for Leaving: _____

=====

Employer: _____ Telephone: _____

Address: _____

Your Job Title: _____ Supervisor's Name: _____

Date Employed from: _____ to: _____ Hourly pay rate: Start _____ Final _____

Describe work performed: _____

Reason for Leaving: _____

=====

All information on this application is subject to verification. The Bullhead City Fire Department will conduct background checks including, but not limited to, work references, driving records, criminal conviction records and educational attainment.

I understand that an employment offer is contingent upon the successful completion of a pre-employment drug test. Applicants testing positive for illegal drugs and/or unauthorized prescription drugs will not be hired by the Bullhead City Fire Department. I further understand that any condition which may preclude my ability to perform essential functions of the job and such conditions that cannot be reasonably accommodated will disqualify me from consideration for employment in the job for which I was examined.

This application for employment shall be considered active for a period of time not to exceed 60 days. I understand that neither this document nor any offer of employment from the employer constitute an employment contract.

If employed, I agree to abide by all policies, rules and regulations established by the Bullhead City Fire Department.

I certify that the answers given herein are true and complete to the best of my knowledge. I agree and understand that omissions, misstatements and falsifications will cause forfeiture on my part of all eligibility to employment with the Bullhead City Fire Department. I authorize investigation of all statements contained in this application for employment.

My signature below acknowledges my understanding and agreement with the above.

Signature of Applicant

Date Signed



Applicant Section: Fill out entire top portion of form. Complete one from each for your three (3) most recent employers. Sign the form where indicated to authorize the release of this information to us. We will only contact your current employer with your permission (pg. 3). In the event that you are offered a position with the Bullhead City Fire Department, we will have to contact your current employer. LEAVE THIS FORM ATTACHED TO YOUR APPLICATION PACKET. Thank you!

Current or previous employer name: _____

Company address, City, State, Zip: _____

Supervisor: _____ Phone: _____ Fax #: _____

Applicant name: _____ Social security number: _____

Your position at the above named company: _____

Dates of employment: From _____ to _____

Reason for leaving: _____

Applicant signature: _____ Date: _____

Employer section: The individual above has applied for a position with our organization and authorized the release of information regarding employment to us. In this lower section, please fill out as much information as you are permitted to and return to us via fax number or the mailing address listed below. Thank you for your assistance!

Name & title of person responding to this request: _____

Signature: _____ Contact phone: _____

Does the above information (position, dates of employment, reason for leaving) agree with your records?

____ YES ____ NO If no, please explain: _____

Would you rehire? YES ____ NO ____ If no, please explain: _____

Please rate the applicant's job performance:

Characteristic	Excellent	Above Average	Average	Poor	Comments
Quality of work					
Quantity of work					
Attendance					
Attitude and cooperation					
Dependability					
Professional knowledge					
Interpersonal relations					
Learning ability					

Current or ending salary \$ _____ per _____ Additional comments: _____

Mail to: Adrienne Kinsey
Bullhead City Fire Department
1260 Hancock Road
Bullhead City, AZ 86442

OR Fax to: (928) 763-3297



CURRENT/PREVIOUS EMPLOYER REFERENCE REQUEST – 2

Applicant Section: Fill out entire top portion of form. Complete one from each for your three (3) most recent employers. Sign the form where indicated to authorize the release of this information to us. We will only contact your current employer with your permission (pg. 3). In the event that you are offered a position with the Bullhead City Fire Department, we will have to contact your current employer. LEAVE THIS FORM ATTACHED TO YOUR APPLICATION PACKET. Thank you!

Current or previous employer name: _____

Company address, City, State, Zip: _____

Supervisor: _____ Phone: _____ Fax #: _____

Applicant name: _____ Social security number: _____

Your position at the above named company: _____

Dates of employment: From _____ to _____

Reason for leaving: _____

Applicant signature: _____ Date: _____

Employer section: The individual above has applied for a position with our organization and authorized the release of information regarding employment to us. In this lower section, please fill out as much information as you are permitted to and return to us via fax number or the mailing address listed below. Thank you for your assistance!

Name & title of person responding to this request: _____

Signature: _____ Contact phone: _____

Does the above information (position, dates of employment, reason for leaving) agree with your records?

_____ YES _____ NO If no, please explain: _____

Would you rehire? YES _____ NO _____ If no, please explain: _____

Please rate the applicant's job performance:

Characteristic	Excellent	Above Average	Average	Poor	Comments
Quality of work					
Quantity of work					
Attendance					
Attitude and cooperation					
Dependability					
Professional knowledge					
Interpersonal relations					
Learning ability					

Current or ending salary \$ _____ per _____ Additional comments: _____

Mail to: Adrienne Kinsey
 Bullhead City Fire Department
 1260 Hancock Road
 Bullhead City, AZ 86442

OR Fax to: (928) 763-3297



CURRENT/PREVIOUS EMPLOYER REFERENCE REQUEST – 3

Applicant Section: Fill out entire top portion of form. Complete one from each for your three (3) most recent employers. Sign the form where indicated to authorize the release of this information to us. We will only contact your current employer with your permission (pg. 3). In the event that you are offered a position with the Bullhead City Fire Department, we will have to contact your current employer. LEAVE THIS FORM ATTACHED TO YOUR APPLICATION PACKET. Thank you!

Current or previous employer name: _____

Company address, City, State, Zip: _____

Supervisor: _____ Phone: _____ Fax #: _____

Applicant name: _____ Social security number: _____

Your position at the above named company: _____

Dates of employment: From _____ to _____

Reason for leaving: _____

Applicant signature: _____ Date: _____

Employer section: The individual above has applied for a position with our organization and authorized the release of information regarding employment to us. In this lower section, please fill out as much information as you are permitted to and return to us via fax number or the mailing address listed below. Thank you for your assistance!

Name & title of person responding to this request: _____

Signature: _____ Contact phone: _____

Does the above information (position, dates of employment, reason for leaving) agree with your records?

____ YES ____ NO If no, please explain: _____

Would you rehire? YES ____ NO ____ If no, please explain: _____

Please rate the applicant's job performance:

Characteristic	Excellent	Above Average	Average	Poor	Comments
Quality of work					
Quantity of work					
Attendance					
Attitude and cooperation					
Dependability					
Professional knowledge					
Interpersonal relations					
Learning ability					

Current or ending salary \$ _____ per _____ Additional comments: _____

Mail to: Adrienne Kinsey
Bullhead City Fire Department
1260 Hancock Road
Bullhead City, AZ 86442

OR Fax to: (928) 763-3297

