

# **NOTICE**

**Pine Lake Fire District  
Fire Chief Vacancy  
Date: October 1, 2023**

**The Pine Lake Fire District is accepting letters of interest for the position of Fire Chief. Salary \$1,500.00 /Month. Please submit a letter of interest to the Board Secretary or mail a letter to Pine Lake Fire Board, 4564 Hualapai Mountain Road, Kingman AZ 86401. Letters of interest must be received by Dec 1, 2023, to be considered.**

**The Pine Lake Fire Board will interview all selected parties during the Board meeting on December 20, 2023.**

**Job Title: Fire Chief**

## **Pine Lake Volunteer Fire Department**

Pine Lake Fire District is a small district consisting of 1.69 square miles of recorded land and a population of in 2020 142 residents. The community consists of a lodge, restaurant, small store, cabins RV sites and single-family dwellings with lot sizes from small to over acre lots which cannot be split. The terrain is steep and mountainous with dirt road access to much of the community and surrounding areas. The fire district supports two fire stations with support equipment consisting of a Fire Truck, Brush Truck, Tanker truck and Ambulance along with a small volunteer department.

## **Job Summary**

The Pine Lake Fire District is seeking a dedicated and experienced Fire Chief to lead our team of volunteer firefighters. The ideal candidate will have a proven track record of leadership in fire and emergency services, excellent communication skills, and a passion for community safety.

## **Key Responsibilities**

Provide strategic leadership and direction to the volunteer fire department.

1. Develop and implement policies, procedures, and training programs to ensure the highest level of firefighting and emergency response.

2. Coordinate with local authorities, government agencies, and community stakeholders to enhance public safety.
3. Oversee the recruitment, training, and development of volunteer firefighters.
4. Manage department budgets, resources, and equipment.
5. Conduct regular inspections and maintenance of firefighting equipment and facilities.
6. Foster a culture of teamwork, professionalism, and community engagement within the department.
7. Establish Relationships with other departments and organizations in fire and emergency services as well as with Hualapai Mountain Park.

### **Desired Qualifications**

1. Must Posses a High School Diploma or equivalent GED.
2. Experience in Fire Fighting/EMS work of a progressively responsible nature. Serving a minimum of 2 years as a Chief or assistant Chief.
3. Must maintain and provide an Arizona Driver's License.
4. Must be a United States Citizen.
5. Training in Fire Fighting, Incident Command, Fire Service Management, First Responder, CPR and Basic first aid or equivalent training, documented experience, or education.
6. Proven ability to plan, organize and coordinate training, training records, equipment maintenance schedules for both preventative and predictive maintenance.
7. Administrative experience with budgets, equipment replacement plans/schedules, NFPA regulations and standards including testing requirements.
8. Knowledge of compliance regulations, policies and procedures related to a fire district and fire service.
9. Evidence of continuing education of firefighting and emergency response.
10. Must be a resident/homeowner in the Pine Lake Community.

### **Example of Duties**

Reporting to the PLFD Board of Directors, the Chief is responsible for the overall operation of the volunteer department and strategic pre-incident planning. The Chief should demonstrate a knowledge of all district fire apparatus and equipment. Assuring all equipment is properly maintained and tested. Manage emergency response activities, supervise personnel, administer department policy and procedures. Develop an annual budget, equipment replacement plan, training for personnel and required records. Ensure operational readiness with appropriate Personal Protective Equipment, Training and testing of said readiness. Maintain a relationship with community, other departments, and emergency organization. Be familiar with federal and State Grants- Apply and keep knowledgeable of any grants available to the community or district.

## **Pine Lake Fire Equal Opportunity Employer Statement**

**Pine Lake Fire District is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.**

**This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Pine Lake Fire District makes hiring decisions based solely on qualifications, merit, and business needs at the time.**