



WATER WHEEL FIRE & MEDICAL DISTRICT

10603 N. Houston Mesa Road
Payson, Arizona 85541
928-474-3088 (office)
928-472-3392 (FAX)



Job Announcement

Position:

Fire Chief

The Water Wheel Fire & Medical District is seeking to hire a Fire Chief to lead the organization into the future.

Recruiting Period: Applications will be accepted beginning November 1, 2023. This position remains open until it is filled. Applications can be found online at our website wwfmd.us. Completed applications and all supporting documentation should be returned to the above address during regular business hours or emailed to admin@wwfmd.us. Detailed resumes and copies of applicable certifications are also required to be submitted. Questions should be directed to Geoff Caldwell, Board Clerk at geoff@geoffcaldwell.com.

Introduction:

WWFMD covers an area of approximately 55 square miles and is located 9 miles NNE of Payson Arizona at the base of the Mogollon Rim and an elevation of 5100+ feet above sea level.. Our District contains 8 small mountain communities surrounded by the Tonto National Forest with a permanent population of about 700 residents. Our summer population swells to nearly 4000 due to recreational opportunities in our response area as well as two large Scout Camps. The majority of our permanent residents are retired or semi-retired individuals. We operate as an all-risk response agency including ALS and BLS first response. All medical transports are provided by a private ambulance company in Payson or by one of the two medical helicopters also based in Payson. We average 120 to 150 calls for service each year.

Job Description: See attached.

Minimum Requirement: See attached.

Salary: Negotiable depending upon experience and levels of certifications.

Benefits:

The Water Wheel Fire & Medical District works a 48/96 rotating shift schedule. The District provides a PTO (paid time off) program for all full-time employees and a PST (paid sick time program) for all employees following the successful completion of a probationary period. An employee funded 457b savings plan is also available. The District provides tuition reimbursement for approved job related training, EMT recertification classes, Paramedic recertification classes and travel expense reimbursement. The District provides all required PPE and uniforms for each employee.



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Testing and Interview schedule:

Interview process will be determined on a case by case basis and a mutually agreeable schedule will be set with prospective candidates by the Governing Board of Directors.



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Job Description

Fire Chief

GENERAL SUMMARY:

The Fire Chief shall be the Chief Operational and Administrative Officer of the Fire District, responsible for the day-to-day operations of the organization. Also engages in public education activities. May be required to work rotating 48 hour shifts.

SUPERVISION RECEIVED:

The Fire Chief reports directly to the Fire District Governing Board and serves at the will of the Board. The Fire Chief may interact frequently with the chairman or clerk of the Governing Board as needed..

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Chief shall be the Operations Officer and the Chief Administrator of the Fire District, and as such shall perform the following duties:

- Perform such services for the District as directed from time to time by the Fire Board in the manner and to the extent permitted by the laws of the State of Arizona and in accordance with the policies of the District as established by the Fire Board.
- Supervise all paid and volunteer personnel. The authority to direct activities, manage, and discipline all personnel shall include the authority to promote, suspend or reprimand both paid and volunteer personnel. The Chief shall also have the authority to terminate the employment or volunteer status of all paid and volunteer personnel.
- Determine who shall become volunteer firefighters for the District and appoint all officers of the District, except the appointment of the Assistant Chief. The Chief shall recommend his choice and the Fire Board makes the final approval of the Assistant Chief.
- Personally train and at times direct and supervise or appoint others to supervise the training of all personnel of the District. Establish and enforce a manual of operating procedures for the District personnel. Appoint and direct an officer for the safe custody and maintenance of all training materials, medical supplies, fire equipment, apparatus and facilities of the District.
- Direct the preparation and maintenance of all appropriate records that may be required by law or by the direction of the Fire Board. Assist in the preparation of the annual budget; authorize the purchase of all equipment, supplies and services necessary for the proper operation and maintenance of the facilities of the District.
- Attend monthly Regular and Special Governing Board meetings as scheduled.



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- Prepare a monthly Chief's report for presentation by the Chief at the Fire Board's normally scheduled meetings.
 - Assign duties to all personnel of the District and supervise the performance of the duties, provided that the duties so assigned shall conform to the resolutions of the Fire Board in all events where a resolution has created a specific position and provided duties for that position.
 - The Chief shall comply with and enforce the policies and laws affecting the District.
 - Respond to emergency calls as dispatched within the WWFMD and on automatic and mutual aid assignments.
 - Provide Advanced Life Support and first aid treatment in accordance with Arizona Statutes, Arizona Department of Health Services rules and regulations, and base hospital protocols.
 - Perform firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment, extinguishment and overhaul.
 - Write reports accurately and in a timely manner, documenting incident data, patient assessment and patient treatment.
 - Receive and respond to fire and / or emergency medical calls and alarms.
 - Operate radio and other communications equipment.
 - Working knowledge and ability to use computer programs to accurately document incident reporting.
 - Participate in inspections of buildings and FireWise activities.
 - Perform periodic inspections of firefighting tools and equipment as well as medical equipment. Documenting and remediation of any deficiencies encountered.
 - Perform minor maintenance and repairs of firefighting and emergency medical equipment based upon need and abilities.
 - Schedule and coordinate repairs and maintenance of all Fire District tools and equipment as necessary.
 - Schedule general maintenance and upkeep of facilities.
 - Present programs to the public on safety, emergency medicine, fire prevention and fire suppression topics.
 - Participates in scheduled monthly District training, and attends classes in firefighting, EMS and related job skills..



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MINIMUM QUALIFICATIONS:

- At least 21 years of age at time of hire or appointment.
- High school diploma or G.E.D. equivalent.
- Valid Arizona Driver' License
- Firefighter I&II Training Instructor Certification
- Arizona Firefighter I and II certification or NFPA 1001 equivalent (IFSAC or Pro Board).
- Arizona certified EMCT-Paramedic
- Healthcare Provider Level CPR.
- Hazardous Materials First Responder; Operations Level.
- Speak, read and write the English language.
- Meet WWFMD physical standards (pass a pre-employment physical exam and drug screening)
- Pass a pre-employment background check and submit a 39 month driving record.
- Basic wildland certification.
- NIMS 100, 200, 300, 400, 700 and 800.
- Meet insurability requirements of the District's insurance carrier.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of...
 - Fire suppression and prevention techniques
 - Emergency medical and rescue techniques and their applications
 - Knowledge of Incident Command tactics and strategies
- Ability to...
 - Apply standard firefighting and emergency medical techniques
 - Follow verbal and written policies and instructions
 - Handle the arduous physical requirements of the job under stressful and adverse conditions
 - Take effective decisive actions under stressful and adverse conditions
 - Effectively communicate in both written and verbal format

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions. While performing the duties of this job, personnel are frequently required to stand, sit, walk, talk, hear, use their hands and arms to manipulate and operate equipment and devices. Personnel are frequently required to climb, or balance, stoop, kneel, crouch crawl and smell. Personnel must be able to frequently lift and or move more than 100 pounds. All personnel must successfully pass an annual physical and drug screening with the District's physician.



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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those personnel could encounter while performing the essential functions of this job. Reasonable accommodations office, vehicle or outdoor may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an office, vehicle or outdoor setting in all weather conditions, including temperature extremes. Work is often performed in emergency and stressful situations. Personnel are exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke, fumes, noxious odors, chemicals, solvents, oils and flammable liquids. Personnel occasionally work near moving mechanical equipment in high, precarious places and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electric shock and vibration. The noise levels in the work environment is usually moderate, except during certain firefighting and extrication or EMS activities when noise levels may be loud.

This job description is not intended to be all-inclusive and employees will also perform other reasonably related duties as assigned.