

POSITION OPENING: DEPUTY CHIEF OF OPERATIONS



Serving the Communities of Kenmore and Lake Forest Park, WA Since 1942

HQ Station 51

7220 NE 181st ST
Kenmore, WA 98028

PH: 425-354-1780

Station 57

17020 Brookside Blvd NE
Lake Forest Park, WA
98155

www.northshorefire.com



About Northshore Fire

Northshore Fire is staffed with 51 dedicated employees, including 43 Firefighters and Officers, Training Captain, Fire Prevention (Fire Marshal and Fire Inspector/PIO) and our 5-person administrative team.

In 2019, our two stations responded to 3,582 total calls. In addition to responding within our jurisdiction, Northshore Fire is frequently requested to respond to assist neighboring communities.

Located about 13 miles northeast of Seattle, Kenmore is situated near Lake Washington, many parks and trails, and active arts and heritage organizations. Visit www.kenmorewa.gov and www.cityoflfp.com for more details about the communities.

Position Opening

Northshore Fire Department is currently hiring for a Deputy Chief of Operations. This essential role will be responsible for planning, directing, managing, and overseeing the daily activities of the fire department's operational functions. This includes, but is not limited to, preparing and administering the operational budget, coordination of safety related issues, the planning and organization of the division in alignment with department goals, and assuming command at major incidents as needed. The person in this role must have the ability to establish and maintain effective working relationships between the District and other Departments, committees, the community and outside agencies. Currently, the District is working towards consolidation; The Deputy Chief would be a critical stakeholder in support of this work.

A full job description can be found on our website at: http://www.northshorefire.com/wp2/about_us/employment/

Benefits

As a Northshore employee, you will be part of a team that is committed to positively impacting and serving the community. This great opportunity provides excellent medical, dental and vision benefits (employee premiums 100% paid by employer, dependent premiums 93% paid by employer), generous paid-time off accruals, and enrollment in WA State's Department of Retirement Systems (LEOFF II).

Job Details

Job Title:

Deputy Chief of Operations

FLSA status: Exempt

Job Type: Full-time / Days

Annual Salary:

\$149,820—\$174,792 DOE

Application deadline:

May 13, 2020 (position will remain open until filled)

How to Apply

Submit the following to Shannon Moore via smoore@northshorefire.com by May 13:

1. Cover Letter
2. Resume
3. Application (attached)
4. Supplemental Questions (see page 2)



Engine 51 responding to a rapid-moving house fire in Kenmore



SUPPLEMENTAL QUESTIONS

Instructions:

Please provide comprehensive answers to the following questions.

Responses are limited to no more than a single page per question, single-spaced.

1. Why are you interested in the Deputy Fire Chief position at the Northshore Fire Department at this point in your career?
2. Tell us about your current or most recent position, scope of responsibilities and an overview of the Department for which you work(ed).
3. What is your experience in succession planning? Please provide examples of how you may have been involved in developing/mentoring others for career growth and development.
4. The ideal candidate for this position will be able to lead an operations division that fosters achievement, builds and maintains team effectiveness and operational consistency across shifts, and successfully manages the operations and training programs in support of the organizational goals. Please describe for us your professional experience and knowledge in these areas.
5. Please describe for us your experience working with elected Officials, regional partners and your labor relations experience.



Annual DUI drill at Inglemoor High School prior to prom night



Please return completed applications to:

Northshore Fire Department
 ATTN: Shannon Moore, Human Resources
 7220 NE 181st ST, Kenmore, WA 98028
 Fax: 425-354-1781

HR DEPARTMENT ONLY

Date Received _____

NOTE: PLEASE ASK IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION

INFORMATION				
LAST NAME:		FIRST NAME:		MIDDLE INITIAL:
ADDRESS:		CITY:	STATE:	ZIP:
HOME PHONE:	CELL PHONE:		E-MAIL:	
POSITION APPLIED FOR?		WAGE/SALARY DESIRED?		
DATE AVAILABLE FOR WORK?		AVAILABLE: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights		
APPLYING FOR: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary If part time, specify hours or days:				
Have you ever previously applied for employment here? <input type="checkbox"/> No <input type="checkbox"/> Yes; If yes, when?				
How did you learn about this position opening?				
If employee referral, please specify name:				
Are you legally eligible to work in the United States? <input type="checkbox"/> No <input type="checkbox"/> Yes (Proof of right to work in the U.S. will be required if hired)				
Are you 18 years or older? <input type="checkbox"/> No <input type="checkbox"/> Yes (If no, employment is subject to minimum legal age requirements)				
Do you possess a valid driver's license? <input type="checkbox"/> No <input type="checkbox"/> Yes (A valid driver's license is required only where stated in job announcement):				
License No.:		State:	Expiration Date:	
Have you ever been convicted of a felony or entered an Alford Plea within the past 10 years? (A conviction may not necessarily disqualify you from employment.)				
<input type="checkbox"/> No <input type="checkbox"/> Yes; If yes, please indicate the date and nature of the offense:				
In a criminal or civil proceeding, have you ever been found responsible for domestic violence, abuse, sexual abuse, neglect, and/or exploitation of a child or a vulnerable adult? (Civil proceedings include non criminal judicial or administrative hearings and determinations that have been made by agencies such as the Department of Social and Health Services or the Department of Health).				
<input type="checkbox"/> No <input type="checkbox"/> Yes; If yes, please indicate the date and nature of the offense:				
Were you known by any other name(s)? <input type="checkbox"/> No <input type="checkbox"/> Yes; If you, please indicate name(s):				

EDUCATION				
	Name and Location of School	Years Completed	Did you graduate?	Degree(s) Received
High School				
High School				
College				
College				
Trade				
Business, or				
Graduate school				

CERTIFICATIONS AND LICENSES			
Certification/License	State	Certification/License Number	Expiration Date

PROFESSIONAL REFERENCES			
List at least 3 persons (other than relatives), including at least 2 supervisors , who can speak to your professional work experience.			
Name	Relationship to You	Professional Title	Phone number

EMPLOYMENT RECORD (INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)	
Please list your employment history below beginning with the most recent employer, include U.S. military service, for the last 10 years:	
If currently employed, may we contact your employer? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Employer _____	Type of business _____ Telephone () _____
City _____	State _____ Fax: () _____
Job Title _____	Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____	
Duties _____	

EMPLOYMENT RECORD CONTINUED

Employer _____ Type of business _____ Telephone () _____
 City _____ State _____ Fax: () _____
 Job Title _____ Supervisor _____ Telephone () _____
 Dates Employed: From _____ To _____ Reason for leaving _____
 Duties _____

Employer _____ Type of business _____ Telephone () _____
 City _____ State _____ Fax: () _____
 Job Title _____ Supervisor _____ Telephone () _____
 Dates Employed: From _____ To _____ Reason for leaving _____
 Duties _____

Employer _____ Type of business _____ Telephone () _____
 City _____ State _____ Fax: () _____
 Job Title _____ Supervisor _____ Telephone () _____
 Dates Employed: From _____ To _____ Reason for leaving _____
 Duties _____

SKILLS

Please indicate your level of experience with each of the following programs based on the following rating scale.

0 = No experience 1 = Beginner 2 = Intermediate 3 = Expert NA = Not Applicable

Product	Level of Experience	Product	Level of Experience
MS Word		MS PowerPoint	
MS Outlook		MS Access	
MS Excel		Internet Explorer	
MS Publisher		Adobe	

Indicate other skills related to the position you are seeking:

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Northshore Fire Department to afford equal employment opportunities to all employees and applicants, without regard to race, gender, color, national origin, citizenship status, religion, age, marital status, disability, genetic information, sexual orientation, veteran status, or any other characteristic protected by Federal, State, and Local law.

NOTIFICATION AND AGREEMENT

PLEASE READ BEFORE SIGNING

I certify that the information provided by me is true, correct, and complete. I understand that any position offered me will be contingent upon the results of a background check, drug test and, if applicable to the position, a medical examination. I understand that if hired, I can be discharged for any misrepresentation or omission and that employment eligibility may be conditioned on King County Fire Protection District No. 16 / Northshore Fire Department receipt of a satisfactory criminal conviction report and my providing proof of eligibility to work in the United States.

I authorize Northshore Fire Department to which I am providing this application to investigate all statements contained in this application and to request information about me from previous employers, educational institutions, and references. I expressly authorize my previous employers to provide information and opinions concerning my work and work habits. Further, I release all parties (including Northshore Fire Department) and persons connected with any requests for information from all claims, liabilities, and damages for whatever reason, arising out of furnishing any information. If employed, I release Northshore Fire Department from any liability for future references it may provide regarding my work history with Northshore Fire Department.

Due to the large number of applications that Northshore Fire Department receives, I understand that Northshore Fire Department cannot guarantee that my application will be considered for any or all open positions they may have or that my application will be considered for any specific time.

In the event of employment, I understand that I am required to abide by all current and subsequently issued rules and regulations of Northshore Fire Department and that my employment and compensation may be terminated, at any time, with or without notice, by either party.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

Applicant Signature

Date

Applicant Name (Print)