



THE CITY OF KENNEWICK
Invites your application for the position of

Deputy Fire Chief



***CLOSING DATE:
Friday - July 16, 2010***



The City of Kennewick is the largest city (65,000 population) within an area of southeastern Washington state referred to as the Tri-Cities. Kennewick is recognized as one of Washington's most progressive cities. The mighty Columbia River borders Kennewick to the north, and the city is home to Columbia Park which hosts the Family Fishing Pond, the splash park, the Playground of Dreams, a public golf course, portions of the Sacagawea Heritage Trail and natural habitat for birding enthusiasts to enjoy.

The Tri-Cities is a great place to raise a family, start a new business, continue your education, or retire. Residents enjoy the Tri-Cities' unique local flavor, excellent school system, virtually non-existent traffic congestion, low crime rate, annual precipitation of less than seven inches, diverse outdoor recreational opportunities, and limitless regional attractions. Families have many housing choices from established neighborhoods to new construction developments. Whether you have animals and love the country life, or want to live next to a golf course, on the river, or near shopping and business, there is a home waiting for you in our community.

Tri-Cities at a Glance:

- Fourth largest Metropolitan Statistical Area (MSA) in Washington State
 - Located in southeastern Washington at the confluence of the Columbia, Yakima, and Snake Rivers
 - Population of 242,000
 - Major communities are Kennewick, Pasco, Richland, and West Richland
 - Three hospitals
 - Three school districts
 - Average home selling price is \$191,400 (*as of February 2010*)
 - Average household income is \$64,124
 - One of three U.S. metros with 12 months of year-over-year growth throughout 2009 (*Garner Economics, March 2010*)
 - Second best city for employment in the U.S. (*Manpower, October 2009*)
 - Sixth in the U.S. in 2009 Best Performing Small Cities (*Milken Institute*)
 - **Lowest cost of living in Washington State** (*ACCRA 2009 Cost of Living Index*).
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The Department

The Kennewick Fire Departments daily staffing consists of 17 personnel operating three engine companies, one aerial truck company, two dedicated staffed medic units and one Battalion Chief, responding out of four fire stations, with a total staff of 86 full time employees that are assigned to one of the following department divisions; *Administration, Training, Fire Prevention & Building Safety, Fire Suppression & EMS, Special Teams and Intergovernmental*

The department participates in an area wide collaborative agreement which supports Automatic Aid and Mutual Aid agreements to ensure the closest appropriate Fire Department resources are assigned to all incidents, irrespective of political boundaries. The department is committed to full participation in cooperative regional activities which improve the ability to provide outstanding service to our community. The department is in the first phase of fire station expansion consisting of remodeling and construction of new fire stations.

Our Fire Prevention and Building Safety division is tasked with providing for review of construction plans, inspections as required by codes, periodic inspection of occupancies within the City (including hazardous material occupancy inspection), and investigation of fires to determine cause and origin. In addition, this division is responsible for emergency planning, public education, and all other required fire prevention activities.

The Fire Department continues to move forward and strives to utilize innovative methods to meet our operational goals and financial needs. There has been dramatic improvement over the past several years with the modernization of our fleet, equipment, training facility, and operational practices. However, we face challenges with several out-dated fire stations and the need for additional stations as the City's growth moves and expands to the south.

The Position

Under the administrative direction of the Fire Chief, the Deputy Fire Chief will provide managerial oversight for the planning and implementation of the Fire Department's Operations Division or the Support Services Division, or any combination thereof by establishing goals and objectives within the policy directives set by the City Council and assisting with overall Department goals and objectives to improve the quality of life for the citizens of Kennewick; acts as the Fire Chief in his/her absence; and performs related duties as required.

Examples of Duties

Duties may include, but are not limited to the following:

- Develops & recommends goals and objectives for the division.
- Provides guidance to management and supervisory personnel in the development of and implementation of operating policies and procedures to accomplish Departmental goals and objectives.
- Provides support, direction, goals, coaching, and performance evaluations to reporting personnel.
- Provides and supervises leadership development and succession planning.
- Develops, recommends, and monitors the Division budgets.
- Prepares and provides written communications.
- Analyzes systems and recommends improvements.
- Attends meetings and negotiations as a representative of the Department.

Minimum Qualifications

- Possession of a AA/AAS college degree in fire science or fire administration and ten (10) years of progressive full time career fire experience in a municipal fire department, preferably of 60 personnel or greater, with a minimum of five (5) years at or above the rank of Captain.
- Completion of National Fire Academy courses, possession of Fire Officer Certification, completion of National Coordinating Group ICS training or equivalent.
- Must obtain a Washington State Drivers License prior to appointment and maintain it throughout the course of employment.



- Must reside within 20 minutes normal drive time of City of Kennewick Fire Station 62

DESIRABLE REQUIREMENTS

- Bachelor's Degree in Public Administration, Business Administration, Executive Fire Officer Program, or Fire Protection Administration. Five (5) or more years of progressively responsible divisional or departmental management experience, including labor relations, meet and confer with employee groups, and grievance resolution.
- Special consideration will be given to a candidate who has a history and positive track record of managing diversified programs within a fire department, especially in the suppression, fire prevention, and emergency medical services disciplines.

PHYSICAL ACTIVITY/REQUIREMENTS

To perform the essential functions of the job, incumbents must be able to perform the following:

- Moderate Physical Performance: Duties involve field work requiring complete control of all physical faculties and may include considerable walking over irregular ground, standing for long periods, lifting 25 to 50 pounds, climbing, bending, stooping, squatting, twisting, and reaching. Occasional demands may be required for moderately strenuous activities in emergencies over long periods. Individuals usually set their own work pace.
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Salary and Benefits

The City of Kennewick offers an excellent compensation package:

SALARY RANGE \$70,752 to \$104,532 annually (movement within this range is based on pay for performance)

12 PAID HOLIDAYS New Year's Day, Martin Luther King Jr. Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Day, and three floating holidays selected by the employee.

VACATION Accrual of vacation is at the rate of 8 hours for each continuous month of service. Vacation increases with years of service to the City. Maximum accrual is 240 hours.

SICK LEAVE Accrual of sick leave is at the rate of eight hours for each continuous month of service. Sick leave may be accrued to a maximum of 120 days (960) hours).

MEDICAL, DENTAL AND VISION INSURANCES The City currently pays the entire dental and vision insurance premiums for the employee and dependents. Employees currently premium share \$75.00 per month for medical insurance to cover themselves and dependents.

LIFE INSURANCE The City currently pays the entire premium for group term life insurance coverage for employees.

DEFERRED COMP The City contributes 4.5% of your regular monthly salary to your ICMA Retirement Corporation deferred compensation program.

STATE RETIREMENT Enrollment in Law Enforcement Officers & Fire Fighters (LEOFF) State retirement system. The employee both contribute toward the plan. LEOFF provides regular retirement and disability retirement benefits.

...Employee Assistance Program, Bereavement Leave, Direct Deposit, Flexible Spending Plan...



The Selection Process

Based upon a review of the cover letter, resume, employment application and supplemental essay questions, a select number of highly qualified individuals will be invited to participate in the examination process consisting of two interview panels. The interviews are tentatively scheduled for:

August 2010

A list will be established from those who pass the examination process. Current and future vacancies may be filled from the list. The list will remain in effect for at least one year unless exhausted sooner.

Supplemental Essay Questions

1. With increasingly limited local government revenues, describe how you would best collaborate with other city divisions, such as Public Works, Parks, Police, etc., in order to fund fire department services while working to achieve overall City goals and objectives.
2. Describe a major change management project/effort that you helped develop and implement. What were the steps in the process, your involvement, and the overall outcome?
3. Describe a situation in which you were required to achieve a consensus among stakeholders over whom you had little or no authority. How did you handle the situation and what was the outcome?
4. Tell us about your previous experience, education, skills in dealing with positive customer service, public programs, and utilizing your verbal and written communication skills.

How to Apply

The City of Kennewick uses an electronic application process. Apply on-line at www.ci.kennewick.wa.us.

- Click on "Kennewick On-Line"
- Click on "Employment Opportunities"
- Scroll down to the bottom of the page
- Select the Deputy Fire Chief position
- Select apply
- Proceed as directed

Cover Letter and Resume are required and can be uploaded to your online application.