



KITTITAS COUNTY FIRE DISTRICT 7

•Professionalism •Integrity •Accountability

4244 Bullfrog Road — Cle Elum, Washington 98922 — (509) 649-2789 — Emergency Dial 911

Job Announcement Division Chief Exempt (\$144,000-\$153,000 / yearly salary)

Opening Date: Monday, December 1, 2025

Closing Date: Friday, January 2, 2026, at 1600 hours

Division Chief Hiring Process:

1. **Submission of Application:** January 2, 2026 at 1600 hrs
2. **Application Review:** January 5-9, 2026
3. **Assessment Center:** January 19-23, 2026

Division Chief Position Summary:

Under the general supervision of the Fire Chief, plan, organize direct and evaluate one or more Divisions, or areas of responsibility including Operations/ Fire Prevention or Training & Safety. This is a multiple-position management classification. District 7 is currently seeking to fill two Division Chief positions: Division Chief of Operations and Division Chief of Training and Safety.

Each position is responsible for performing general to complex administrative tasks related to the assigned program area, including, but not limited to: personnel management, budgeting, education and training of fire service best practices, and formulation of District policies and procedures. The Division Chiefs will have designated command and control of emergency operations as needed or requested, including scheduled duty officer periods to provide 24/7 command coverage for the District.

The Division Chief may function as the acting Fire Chief as necessary and perform related work as required.

The Division Chief position is an integral part of the leadership team in concert with the Fire Chief and are expected to demonstrate the highest levels of professionalism, integrity and accountability. In addition to guiding critical District operations and functions on a day-to-day basis, the Division Chief will also provide consistent, respectful, and highly communicative interaction and mentoring of District members with the desire to always fulfill the District's

Mission: “To Provide the Highest Quality Fire, Rescue, and Emergency Services to the Community in a Caring and Professional Manner”.

Minimum Requirements:

- Primary residency within Upper County (Elk Heights to Easton) within 12-months. The Division Chief should be prepared to respond to major emergency incidents from home
- Possession of a valid Washington driver’s license; ability to maintain required driver’s license requirements as established by the Fire Chief and pass an “insurability” check by the District’s insurance carrier.
- Must be at least 18 years of age.
- Provide proof of eligibility to work in the United States.

Education and Experience:

Required:

- IS. 700 National Incident Management System
- IS. 800 National Response Framework, An Introduction
- ICS-100 Introduction to Incident Command System
- ICS-200 Incident Command System Initial Attack
- ICS 300 Intermediate Incident Command System for Extended Attack
- IFSAC Fire Instructor I or equivalent
- IFSAC Fire Instructor II or equivalent
- IFSAC Fire Officer I or equivalent
- IFSAC Fire Officer II or equivalent

Six (6) years of increasingly responsible experience in governmental fire suppression, training, and/or prevention, with a minimum of three (3) years in the classification of Battalion Chief (or equivalent) or higher.

Desired:

- Equivalent or possession of a Bachelor’s degree from an accredited college or university with significant coursework in fire science, public or business administration, or other related fields of study.
- ICS 400 Advanced Incident Command System
- O-305 All-Hazard Incident Management System
- IFSAC Fire Officer III or equivalent
- IFSAC Fire Officer IV or equivalent
- NFPA 470 HazMat Incident Commander or equivalent
- NWCG Engine Boss
- NWCG Strike Team Leader

Application:

Kittitas County Fire District 7 is accepting application packets from individuals who meet the requirements of the position. Applicants are required to submit a full application packet to Administrative Specialist/HR Brenna Whitney, no **later than 1600 hours on January 5, 2026**. Applications can be found on our website [Kittitas County Fire District 7](http://KittitasCountyFireDistrict7.org) (kcfd7.org) or by emailing bwhitney@kcfd7.com to request one.

REQUIRED APPLICATION PACKET CHECKLIST:

- **Cover letter with original signature**
- **Completed KCFD7 employment application with signature**
- **Resume**
- **Copy of current driver's license**
- **Copy of High School Diploma, Equivalent GED or College Transcript/Diploma**
- **Required Certifications in PDF format**
- **Submit a two-page summary focused on the specific division you are applying for**
 - **Operations Division: What specific strategies or initiatives would you implement to enhance the efficiency and overall effectiveness of the Operations Division at Kittitas County Fire District 7?**
 - **Training and Safety Division: What specific actions or programs would you implement to strengthen the Training and Safety Division at Kittitas County Fire District 7, ensuring compliance, preparedness, and firefighter well-being?**

Military Preference:

Military preference credit will be awarded in accordance with RCW 41.04. Applicants claiming military preference must attach evidence of their military service (Form DD214 or discharge orders).

Selection Process:

Application packets will be screened and evaluated based on qualifications, experience, and overall suitability for the position. The District reserves the right to determine which candidates best meet the needs of the organization and to select the most qualified individuals to participate in further stages of the hiring process, including interviews and assessments.

If chosen to move forward in this process, candidates must achieve an overall passing score on the assessment center to be eligible for the position(s). The assessment center is tentatively scheduled for the week of January 19, 2026. Additional information will be provided as soon as possible. Applicants who successfully pass the examination process shall be placed on an eligibility list based upon their final examination score. The Fire Chief may use the rule of three in selecting the final candidate for the position from the eligibility list as outlined in the Districts Policy Manual.