



# Assistant Chief of Operations



*"United by Community, Driven to  
Serve"*

**\$138,483- \$146,915**

**Plus Excellent Benefits Package**

## About Us

Whatcom County Fire District #1 serves the communities of Everson, Nooksack, Deming, and surrounding unincorporated areas of northeast Whatcom County, Washington. Located near the Nooksack River, the Mount Baker foothills, agricultural lands, and the U.S.–Canada border, the District provides fire, EMS, rescue, and all-hazards emergency response in a dynamic and community-centered service area. We are seeking an experienced leader to join our command staff and help guide the District's operational mission with dedication, professionalism, and a steadfast commitment to public safety. This position offers the opportunity to make a meaningful impact through leadership, collaboration, and service while supporting a culture of excellence, accountability, and continuous improvement.

## Position Summary

The Assistant Chief of Operations is responsible for overseeing daily departmental operations and ensuring the effective delivery of emergency services. This leadership role manages personnel, coordinates emergency response activities, and supports the Fire Chief in strategic planning and organizational decision-making. The position serves as a key member of the command staff and helps maintain operational readiness across the department. The ideal candidate will bring strong leadership, sound judgment, and a proven ability to lead in a dynamic public safety environment.

## Experience & Education

Ten years of progressive responsibility in fire or emergency management services is preferred, including a minimum of three years as a Battalion Chief, Division Chief, Assistant Chief, or similar administrative staff officer with responsibility for operations, personnel, emergency management, or another major District function. Candidates should demonstrate advanced leadership knowledge, sound judgment, and the ability to manage personnel, programs, and emergency operations. Any combination of relevant education, training, and experience that demonstrates the knowledge, skills,

and abilities required for the position may be considered. Completion of the National Fire Academy Executive Fire Officer program preferred.

## **Key Responsibilities**

- Supervise Operations Division personnel and support daily staffing needs.
- Manage emergency incident command and coordinate response operations.
- Develop policies and procedures to improve operational effectiveness.
- Coordinate training programs to ensure readiness and professional growth.
- Oversee budget planning and resource management for operations.
- Ensure compliance with safety standards, regulations, and department directives.
- Participate in strategic planning and long-range departmental initiatives.
- Represent the department at community events and public functions.
- Personnel management and conflict resolution.

## **Qualifications**

- Minimum of 10 years of progressive fire service experience preferred
- Current Fire Officer certification preferred
- WA EMT-B certification required (Provide copy of Wa. State EMT Certificate or National Registry Certificate or both). Candidates without EMT must successfully complete EMT Course within 6 months of hire.
- IFSAC/Pro Board Firefighter 1, HMA/HMO required (provide Copies of Certificates with official seal)
- NIMS ICS 100, 200, 700, 800 required, ICS 300 & 400 required within 6 months of hire. Bachelor's degree in fire science, public administration, or related field, Hazardous Material IC, or equivalent experience preferred.
- Proven leadership experience in fire service operations and personnel management.  
Strong communication skills with the ability to lead, mentor, and collaborate effectively.  
Knowledge of emergency management systems, incident command, and operational best practices.
- Ability to respond to emergencies and work evenings and weekends when required by special circumstances
- Must meet all the requirements of the Assistant Chief of Operations job description • Applicant must pass a background investigation and medical/physical examination.

## **Compensation & Benefits**

- \$138,483-\$146,915.
- Medical, dental, and vision coverage for employee and eligible dependents District-paid LEOFF 2 retirement contribution
- Deferred compensation eligibility
- Vacation accrual based on years of service 12 paid holidays per year
- 12 eight-hour sick leave days per year, accrued at 8 hours per month
- Bereavement leave District-provided vehicle
- District-provided cell phone
- Longevity pay
- Education incentive pay
- Disability insurance
- Employee Assistance Program, Wellness Program

## How to Apply

Interested candidates should submit an application, resume (no more than 2 pages), cover letter, completion of the WCFD#1 Structured Resume. All sections of the application must be completed or initialed including all check boxes. Incomplete applications will be scored accordingly.

**All documents must be submitted and received no later than 5:00 PM on November 2, 2026.**

Submit all documents to: [District1@WCFD1.org](mailto:District1@WCFD1.org) or PO Box454, Everson, WA 98247

Application, Job Description, and the Structured Resume are available for download at  
[www.wcf1.org](http://www.wcf1.org) or Daily Dispatch.

## Process Timeline

- Position open: September 1, 2026
- Application closing: November 2, 2026, by 5:00PM
- Application review: November 3, 2026 8:30AM
- Assessment Center: December 1, 2026, 8:00AM-4:00PM
- Evening Social Meet and Greet: December 1, 2026, 6:00PM-8:00PM
- Chief's Interviews: December 2, 2026, 9:00AM -2:00PM
- Conditional offer made: December 4, 2026
- Background Checks and Medical Physical: December 5-17, 2026
- Start Date: January 1, 2027