



Tusayan Fire District

Invites your application for

Fire Chief

OUR DISTRICT

The Tusayan Fire District lies within Coconino County in northern Arizona and is a gateway to the Grand Canyon National Park. We are a very small and proud organization formed in 1996 at the request of the Grand Canyon National Park, who was no longer able to provide the necessary services on a continuous basis outside the park boundaries.

In 1999 Tusayan Fire District hired our first full-time paid Fire Chief and one full time EMT/Firefighter providing Fire Protection and Emergency Medical Services to the district residents. As of 2015, we are a combination district and now have a full-time Fire Chief, full-time Assistant Fire Chief, two full time EMT's/Firefighters, two part-time EMT's/Firefighters and a volunteer roster of 20 total.

Like any good fire department we are multifaceted. Services we provide to our citizens, residents and visitors alike include:

- Fire Protection
- Provide mutual aide to National Park Structural and Wildland Fire, Arizona State Lands Department, United States Forest Service, Wildland Fire Advisory Council and Coconino County Sheriff's Office
- Emergency Medical Services
- Fire Prevention, Building Inspections, Hydrant Inspections
- Public Education

The Tusayan Fire District proudly protects 500 permanent residents that live in our area of 5 square miles. Being a gateway to the Grand Canyon National Park, over 4.5 million visitors come through our area yearly, thus increasing our small town to the size of small city daily. We operate out of 1 station that protects a primarily commercial and small residential area

in a heavily wooded forest known as the Kaibab National Forest. Our department is a public department whose members are on a combination of paid and volunteer status. The areas we protect in addition to our district are two non-taxable agencies with Special Use Permits through the United States Forest Service. The agencies are the Grand Canyon National Park Airport, which consists of 658 acres of commercial property that includes 3 heliport operators along with the associated aircraft fueling facilities and maintenance hangers. This airport is the 3rd busiest airport in Arizona with the largest tour heliport operation in the United States. The airport also includes 390 private single family residences and 4 separate terminal facilities. The second agency is the Kaibab National Forest Service housing area that is 60 plus acres and has 35 single family residences on site.

Tusayan Fire District also responds to mutual aide requests by the Coconino County Sheriff's Department for medical, fire and rescue extrication calls, as there are no other emergency service agencies for the next 40 miles south of the Grand Canyon Tusayan area.

Deploying minimum daily staffing of 3 personnel, the District responds to approximately 700 calls per year.

The department's fleet includes one first line engine, one brush truck, one ladder truck, one reserve engine and a rescue unit. Ambulance services are provided by Guardian Medical Transport that is based out of the Tusayan Fire District's building. This ambulance provides 98% of all ground transportation to Flagstaff for both TFD and Grand Canyon National Park.

A combination department, TFD employs highly qualified and dedicated individuals including civilian support staff. In addition to our career staff, the District benefits from the services of 19 volunteers. Tusayan Fire District feels that our personnel are our most important asset.

OUR STRUCTURE

The District is financed by property taxes assessed within the District, various grants that may be received yearly, various service fees and financial help from the Town of Tusayan.

Recognized by the State of Arizona as a special taxing district, TCFD is governed by a 5-person Board of Directors elected by the public. The Fire Chief reports directly to the Board. The Fire Chief directs and supervises all district personnel.

OUR MISSION

The Tusayan Fire District dedicates our efforts to provide for the safety and welfare of the citizens and visitors of Tusayan and our community through the preservation of life, property and the environment.

QUALIFICATIONS

Qualified candidates will be experienced fire service professionals with a proven track record in Fire/EMS management. Minimum qualifications include:

- *Bachelor's Degree from an accredited university or college in Public Administration, Business Administration, Fire Service Administration, Fire Science, Political Science or other related field; an equivalent combination of experience and education will be considered*
- *Minimum of fifteen (15) years of progressively responsible Fire/EMS experience, including at least five (5) years in Fire/EMS operational management, preferably at the chief*

officer level; experience in fire district/ambulance service setting preferred

- *Wildland Urban Interface*
- *Fire Ground Command tactics*
- *Present Paramedic Certification and EMT Certification under National Registry or Arizona equivalent*
- *Haz-Mat Incident Certification*
- *Demonstrated ability of effectiveness in labor/management relations*
- *Demonstrated experience in managing civilian staff members in addition to sworn members*
- *The Fire Chief must reside within the local area throughout their time of employment*
- *Have satisfactory results on a background check, drug screening, fingerprints, driving record with possession of a valid Arizona Driver's license by hire date*
- *Must pass pre-employment physical*
- *Be a minimum of 21 years of age by hire date*
- *Complete six hours of training to meet state statute SB1387 within one year of hire in the following areas: Ethics; Financial; Open Meeting Laws, Human Resources.*

COMPENSATION

Tusayan Fire District is committed to providing a competitive wage and benefit package to the ideal candidate.

Salary Range: \$ Open for discussion

Benefits include:

- Arizona State Retirement System
- Health, dental and vision insurance
- AD&D insurance
- Paid vacation
- Tuition reimbursement opportunities
- Housing and utilities reimbursement
- Stipend Pay

APPLICATION PROCESS

If you are a progressive and results-oriented fire professional interested in continuing the vision and leadership of the Tusayan Fire District, we invite your application.

Qualified candidates must submit an application packet to include the following:

- Cover letter
- Resume that contains information related to required qualifications, knowledge and abilities
- Completed, signed application form
- Responses to the supplemental questionnaire

Completed applications shall be mailed to:

**Tusayan Fire District
P.O. Box 3625
Grand Canyon, AZ 86023
Attn: ADMIN**

Application Deadline: May 31st, 2015

All applications will be reviewed based upon the qualifications and criteria set forth in the job description. Those candidates whom the District determines to be best suited will be invited to interview with the Fire Board. The Fire Board anticipates making a final selection by June 30th, 2015. *(TFD will not reimburse or pay for travel cost)*

The successful candidate will be required to undergo a pre-employment physical examination, drug screen, fingerprinting, and a criminal and motor vehicle background review.

Questions may be directed to:

Chrystal Schoppmann, Administrative Assistant
(928) 638-3473 or chrystal.tfdgc@outlook.com



TUSAYAN FIRE DISTRICT
FIRE CHIEF APPLICATION SUPPLEMENTAL QUESTIONNAIRE

Please supplement your application packet with responses to the following questions. Your responses should not exceed a total of five typed pages.

1. Please give an overview of the demographics of the agencies in which you have been employed (i.e., population served, annual budget, number of personnel, number of stations, annual call volume, governing body, etc.)
2. Please describe your job responsibilities in your various positions as a Chief Officer, along with the dates you were promoted. Please include information regarding your administrative experience within these positions (budgeting, human resource management, labor relations, grant writing, etc.)
3. Please explain your reasons for applying for this position at this time in your career and what your professional goals are as you contemplate serving the District and the community.
4. Please describe your leadership style, experience, and philosophy on how you lead/motivate people, develop/mentor employees, mitigate conflict in the workplace, and inspire a team atmosphere.
5. Please describe your training and experience in budget management, including the size of budgets you have managed and your specific role.
6. Please describe your philosophy on succession planning, along with examples of your involvement in developing/mentoring for career growth and development.
7. Please give an overview of your personal involvement in professional and community service organizations.
8. Based on your knowledge of Tusayan Fire District, what would you identify as two key issues currently facing the organization, and how would you approach these issues if you were selected as the Fire Chief?

TUSAYAN FIRE DISTRICT EMPLOYMENT APPLICATION

408 Hwy 64, Tusayan AZ 86023
PO Box 3625, Grand Canyon, AZ 86023
Phone: (928) 638-3473 • Fax: (928) 638-2897

APPLICATION INSTRUCTIONS:

Read the job description and answer all questions completely, including any supplemental questionnaire forms. Type or print all answers. Sign this application and all other forms. **Resumes may not be substituted in lieu of the requested information.** Any omission, misstatement, or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or dismissal from TFD. Applications must be **received** by the posted deadline, whether submitted in person, by mail or fax. The TFD is not responsible for applications that are not received by the posted deadline, are incomplete or are illegible.

GENERAL INFORMATION

Position Applying For: _____

Name (Last, First, MI): _____

Social Security Number : _____

Home Address: _____

City: _____

State: _____

Zip Code: _____

E-mail Address: _____

Telephone: _____

Message Phone: _____

Do you have a legal right to work in the U.S.? Yes No

All new hires will be required to submit verification of the legal right to work in the United States within three (3) business days beginning with their first day of work. In accordance with the Immigration Reform and Control Act of 1986, we are legally prohibited from employing anyone who cannot provide such verification.

DRIVER'S LICENSE INFORMATION

Do you have a valid Driver's License?	Driver's License Number:	State:	CDL?	Classification :
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	

List any CDL endorsements: _____

Do you have a High School Diploma or a G.E.D.? Yes No

EDUCATION INFORMATION

Name of High School / College / University:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Applicant's Name: _____

Professional Registrations, Licenses, and/or Certifications *that relate to this position*: (use back of sheet if necessary)

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

List any specialized training and/or trade schools:

List equipment and/or computer software applications you are proficient in operating:

Specialized Certifications and additional information required for specific field positions:

	Cert Number	Type	Expiration Date
EMT CERT:		<input type="checkbox"/> State <input type="checkbox"/> National	
MEDIC CERT:		<input type="checkbox"/> State <input type="checkbox"/> National	

Are you a Veteran or qualified spouse of a Veteran? Yes No **(Please attach DD214)**

Branch of Service: _____ **Date of Discharge:** _____

Begin with your present or most recent employer. List all jobs, paid or volunteer, over the last ten years. Include any experience prior to ten years ago that relates to the position. Your qualifications will be evaluated on the information provided on this application form and, if applicable, any supplemental questionnaire forms.

PLEASE NOTE: RESUMES MAY NOT BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:	Phone #		
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
May we contact your present or most current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Total Time Worked: Years:	Months:	Reason for wanting to leave:	

Applicant's Name: _____

IF NECESSARY, YOU MAY MAKE ADDITIONAL COPIES OF THIS SHEET.

Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:		Phone #	
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
Total Time Worked: Years: Months: Reason for leaving:			
Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:		Phone #	
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
Total Time Worked: Years: Months: Reason for leaving:			
Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:		Phone #	
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
Total Time Worked: Years: Months: Reason for leaving:			
Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:		Phone #	
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
Total Time Worked: Years: Months: Reason for leaving:			

Applicant's Name: _____

Professional References

Name	Address	Telephone	Years known

To assist with verifying previous work experience and/or education, please list other names you have gone by:

Have you ever been terminated, discharged, or resigned in lieu of termination due to misconduct or unsatisfactory service?

Yes No If yes, please name the employer, explain the circumstances, and date (mo/yr).

Have you ever been convicted of a misdemeanor or felony; placed on probation; fined or given a suspended sentence at the federal, state, local, and/or military level?

- *Applicants are not required to report convictions that have been expunged by a court of law.*
- *Note that a conviction does not necessarily bar someone from employment. Each case is considered individually and based on job requirements and employer policies.*

Yes No If yes, please explain the nature of the conviction and the date of the conviction (mo/yr):

Applicant's Name: _____

PLEASE READ THE FOLLOWING STATEMENTS AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.

- By signing this application, I certify that all statements made on this form are true and complete to the best of my knowledge. I understand that, any omission, misstatement, or falsification may be cause for rejection of this application and/or discharge from Fire District employment.
- I understand that all documents requested and/or submitted, such as, but not limited to a cover letter, resume, certifications, and reference letters, are a part of the total application packet. Failure to submit all required documents shall cause my application to be eliminated from consideration.
- I also authorize the Tusayan Fire District to make all necessary and appropriate investigations allowable by law to verify the information concerning my employment.
- I understand that any offer of employment will be conditional upon the results of a criminal background investigation and a Driver's License check.
- I understand that any offer of employment will be conditional upon the successful completion of a physical examination and a drug screening test.
- I understand that my employment is at will, that the terms and benefits provided to me do not constitute any contractual relationship between me and the District is for no definite period of time and is terminable by myself or the District with or without notice or cause. No oral statements or representations made either before or during employment can change or modify this non-contractual and at-will relationship.
- I understand that in consideration for my employment, I agree to comply with all federal, state and local laws, as well as District policies, procedures, rules/regulations and guidelines, which may be changed from time to time.
- If employed, I authorize the District to deduct from my earnings amounts sufficient for my payments to cover any financial liability which I may incur during my employment. This may include, but not be limited to, damage to or loss of District property, group insurance premiums, uniform costs, lost tools/equipment/supplies, and tuition reimbursement.
- I understand that this application will remain active only for the job opening for which I have applied and will become inactive upon completion of the associated hiring process.
- I understand that it is my responsibility to keep the Fire District advised of any changes of address and/or phone number. I have read the above, understand its content and meaning, and agree to all of its provisions.

Applicant's Name: _____

Applicant's Signature: _____

Date: _____

It is the policy of Tusayan Fire District to grant equal employment opportunity to all persons in all terms, conditions, and privileges of employment without regard to race, creed, color, sex, religion, national origin, age, marital status, physical/mental disability or veteran status.

TUSAYAN FIRE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

Employment Applicant Information Release Waiver

I voluntarily and knowingly authorize, for employment purposes only, any present or past employer or supervisor, university or institution of learning, administrator, law enforcement agency, state agency, federal agency, credit bureau, private business, military branch or the National Personnel Records Center, the Bureau of Criminal Apprehension, personal reference, and/or other persons or organizations, to give record of information they may have concerning my criminal history, motor vehicle history, earnings history and employment records, general reputation, character, and any other information requested to Tusayan Fire District and/or its agents or representatives. I understand that, if hired, my consent will apply throughout my employment with the Tusayan Fire District.

Applicant Name: _____

Applicant Signature: _____

Date: _____

Tusayan Fire District

Job Description

Position Title: Fire Chief
Reports to: Fire District Board
Location: Tusayan AZ
FLSA: Exempt

The fundamental reason this classification exists is to direct and manage all firefighting, fire prevention, and fire service activities of the Fire District. The Fire Chief is responsible, through study and consultation with Fire District officials, for developing recommendations for the protection of life and property in the Fire District. Administrative duties include planning, directing, and controlling departmental activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates, and the assignment of personnel and equipment. The Fire Chief consults with the Fire District Board on problems of policy and planning, but works independently in supervising technical operations.

ESSENTIAL FUNCTIONS

- Directs and oversees the activities of the Fire Department;
- Plans, implements, and reviews departmental short and long-range goals;
- Develops general policies for the administration of the department;
- Evaluates needs and makes recommendations for construction of fire stations and the purchase of apparatus and equipment;
- Prepares annual budgets and controls expenditures;
- Establishes operational standards for the department;
- Attends conferences and seminars on fire administration to keep abreast of developments in the field;
- Responds to alarms and directs activities at the scene of larger fires or incidents;
- Develops recommendations for the protection of life and property in the Fire District;
- Consults with the Fire District Board, the Fire District Administrative staff, and Battalion Chiefs on problems relating to firefighting, emergency medical services, and other related services;
- Directs administrative functions including planning, equipment purchasing, the allocation of resources and personnel administration, including hiring, discipline and termination of District employees;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- The principles, practices, methods, and equipment employed in modern firefighting.
- Fire hazards and fire prevention techniques.
- The use of fire records and their application to fire prevention and fire protection administration.
- The rules and regulations of the department and Fire District laws and ordinances pertaining to fire prevention.

Ability to:

- Direct and coordinate a multidisciplinary staff in firefighting, fire prevention, and fire service activities.
- Perform a broad range of supervisory responsibilities over others.
- Maintain discipline and respect of employees.
- Communicate orally with customers, clients, or the public in face-to-face one-on-one settings, in group settings, or using a telephone.
- Comprehend and make inferences from written material in the English language.
- Observe, monitor, or compare data to determine compliance with prescribed operating standards.
- Establish relationships and work cooperatively with Fire District officials, employees, and the public.
- Lead and command effectively in emergency situations.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Review or check the work products of others for conformance to standards.
- Work safely without presenting a direct threat to self or others.

PHYSICAL DEMANDS

- The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of this 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, and use hands to handle or operate objects, tools or controls, and reach with hands and arms. Personnel are frequently required to climb or balance, stoop, kneel, crouch, crawl, and smell. Personnel must be able to frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 175 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those personnel encounter while performing the essential functions of this job. Reasonable accommodations 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 occasionally 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 noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Personnel occasionally work near moving mechanical parts and 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 electrical shock and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

ADDITIONAL REQUIREMENTS

- This position requires the use of personal or Fire District vehicles on Fire District business. The individual must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Fire District business will be prohibited if the employee is not authorized to drive a Fire District vehicle or if the employee does not have personal insurance coverage.
- Performs other marginal functions as assigned.
- The Fire Chief must reside within the boundaries of Tusayan Fire District.

ACCEPTABLE EXPERIENCE AND TRAINING

Five years of supervisory firefighting experience at a Battalion Chief level which has afforded the opportunity to become familiar with all phases of departmental operations and a bachelor's degree, supplemented by successful completion of supervisory courses in fire department administration and fire prevention and business or public administration. Other combinations of experience and education that meet the minimum requirements may be substituted.