February 11, 2015

To: Candidates for the position of Fire Marshal
From: Civil Service Commission
Subject: Examination for Fire Marshal

This will serve as notice for the examination for the position of Fire Marshal. The examination will consist of two parts:

I. Written Project
II. Assessment Center

Promotional Application Packet Requirements (current Spokane Valley Fire Department employees):
Promotional Application (attached)
Veteran’s Scoring Criteria Questionnaire (if applicable)
Cover letter and resume

Open Application Packet Requirements (applicants who are not currently employed by SVFD):
https://adobeformscentral.com/?f=4pLrEakxvM5D8zP582eQug

Date of Return – Application packets will be accepted through the close of applications (Friday, March 13, 2015 at 4pm PST) at the Civil Service Office located in the Administration Building (2120 N Wilbur Rd, Spokane Valley WA 99206) or via email (callahanp@spokanevalleyfire.com)

Applications will be screened and scored based on the following criteria; only the top ten (10) candidates will be invited to participate in the assessment center which will be held the week of April 20, 2015. Candidates who are selected will be provided information on the written project the week of March 17, 2015. The written project will be due the week of April 6, 2015.

Scoring criteria:

- Bachelor’s Degree 3 points
- Master’s Degree 1 point
- 6-12 years of experience in fire service prevention 3 points
- 12-20 years of experience in fire service prevention 3 points
- CPSE Fire Marshall Certification 3 points
- One of the following is required, candidates will receive 1 point for each additional certificate:
  - SCSO Law Enforcement Commission
  - ICC Certified Fire Inspector II or UFC Equivalent
  - WA State Basic PIO Course and One NFA Public Educator Course
- One of the following is required, candidates will received 1 point for each additional certificate:
  - IFSAC Certified Fire Inspector
  - ICC Certified Plans Examiner
  - IFSAC Public Fire and Life Safety Educator I Certification and Advanced
Public Information Officers Course at EMI

Weighting for the examination will be 20% on the written project and 80% on the Assessment Center. The Written Project + Assessment Center + Military Points (if applicable) + Seniority Points (if applicable) will equal your score.

**Required Occupational Qualifications:** Candidates must have an Associate’s Degree, or higher or 90 quarter/60 semester credit hours toward a bachelor’s degree, from an accredited college or university. Applicants must possess a valid driver’s license. A minimum of five (5) years of experience within a Fire Service Prevention Division and the following training and certifications are required:

- ICC – Certified Fire Inspector I or UFC Equivalent
- NFA – Fire Inspection Principles Course (*)
- One of the following:
  - SCSO Law Enforcement Commission
  - ICC Certified Fire Inspector II or UFC Equivalent
  - WA State Basic PIO Course and One NFA Public Educator Course
- One of the following:
  - IFSAC Certified Fire Investigator
  - ICC Certified Plans Examiner
  - IFSAC Public Fire and Life Safety Educator I Certification and Advanced Public Information Officers Course at EMI

(*) NFA Courses:
- Developing Fire and Life Safety Strategies
- Communication Education Leadership
- Discovering the Road to High Risk Audiences
- Presenting Effective Public Education Programs
- Changing the American Family at Risk

The job description for the position of Fire Marshal, Veteran’s Scoring Criteria Questionnaire and Promotional Application are attached. Candidates who are not currently employed at SVFD will complete an application here (https://adobeformscentral.com/?f=4pLrEakxvM5D8zP582eQug)

*Pegy Callahan*

Pegy Callahan
Civil Service Examiner
callahanp@spokanevalleyfire.com
Job Description – Fire Marshal

Revised August 2014

Nature of Work

Primary responsibility is in the planning, supervision, direction and leadership of the Spokane Valley Fire Department’s Fire Prevention Division. Interaction with other agencies and the public is a routine duty and requires good judgment, high degree of tact, and a thorough working knowledge of fire prevention, arson investigation, fire, life safety, and building codes.

Examples of duties and expectations: (To include but not limited to)

♦ Provide and maintain a quality community risk reduction program for the citizens of the Spokane Valley Fire Department.
♦ Develop annual goals and objectives for the Prevention Division.
♦ Direct, supervise, train, evaluate, and motivate fire prevention personnel; provide or coordinate staff training; work with employees to correct deficiencies; recommend and implement corrective action procedures as necessary.
♦ Develop and maintain a variety of records and reports
♦ Provide for the investigation of the cause of all fires within the Spokane Valley Fire Department’s jurisdiction and the active pursuit of arson investigation and prosecution.
♦ Assist with special projects, reports and studies.
♦ Provide supervision to line firefighters during emergency incidents as needed.
♦ Participate in fire suppression activities as needed.
♦ Provide for the inspection of all businesses and other appropriate establishments within the Spokane Valley Fire Department’s jurisdiction in accordance with the adopted fire and life safety codes.
♦ Provide for and supervise the review of all building plans, the installation of water mains and fire hydrants, and fire suppression systems throughout the Spokane Valley Fire Department’s jurisdiction.
♦ Research, present and recommend revisions to policies, ordinances, and standard operating procedures.
♦ Act as the Spokane Valley Fire Department’s liaison officer with other agencies and the general public on all fire prevention, and community risk reduction related issues.
♦ Develops, revises and administers department budget and approves operating expenditures within the department’s budget.
♦ Responsible for the development and implementation of community risk reduction programs.
♦ Respond to citizen inquires and resolve difficult and sensitive complaints.
♦ Conduct investigations both internally and externally within the Spokane Valley Fire Department’s jurisdiction as directed.
♦ Perform other duties as directed.
Supervision:

Works directly under the supervision of an Assistant Chief.

Required occupational qualifications:

To be eligible to apply for this position the applicant must meet the following required occupational qualifications prior to the close of applications and then maintain them;

- Must maintain the required occupational qualifications of the SVFD Firefighter position, except EMT certification
- An Associate Degree is required OR 90 quarter/60 semester credits towards a Bachelor’s Degree.
- All applicants must have a minimum of five (5) years of experience within a Fire Service Prevention Division and have the training and certification levels necessary to qualify as an SVFD Assistant Fire Marshal.
- Must obtain Basic Public Information Officer training, within one (1) year of assignment.
- Must obtain and maintain International Fire Code Institute – Fire Inspector II Certification within one year of appointment.
- Must obtain and maintain a Spokane County Sheriff Special Deputy Commission I, within one year, if assigned.
- CPSE Fire Marshal Certification required within two (2) years of appointment

1/1/2017
Bachelors Degree from a regionally accredited college or university.

Adopted by the Board of Fire Commissioners on December ___ 2014.

Commission Chairman __________________________
REQUEST FOR ADDITIONAL INFORMATION ON MILITARY PREFERENCE PERCENTAGE AND APPLICANT'S DECLARATION RELATING TO SAME.

If you are seeking to qualify for and apply military preference percentage as an applicant for a position in civil service with the Spokane Valley Fire Department under Washington law, please provide the following information to the questions and request for information listed below. For additional information on military preference percentage refer to http://apps.leg.wa.gov/rcw/default.aspx?cite=41.04.005
http://apps.leg.wa.gov/rcw/default.aspx?cite=41.04.007
http://apps.leg.wa.gov/rcw/default.aspx?cite=41.04.010

1. Have you applied for a civil service position in Washington in the past and had military preference percentage of either 10% or 5% added to the passing mark, grade, or rating of competitive examinations in order to be hired for a civil service position?

   Answer:

2. If your answer to the question above is yes, please provide the name(s) of the public employer, public entity, political subdivision or municipal corporation for which you applied for a civil service position and the date and year of your application(s).

   Answer:

3. Have you received in the past a position and had a military preference percentage reference above, added to the passing score on competitive examinations in order to be hired in a civil service position?

   Answer:

4. If your answer to the question above is in the affirmative, please provide the name of the public employer, public entity, political subdivision or municipal corporation for which you were hired in a civil service position?

   Answer:
5. Have you served during a period of war or in an armed conflict as defined in RCW 41.04.005?

Answer:

6. Are you receiving military retirement?

Answer:

7. Please provide and attach to this request for information, a valid and legible copy of your DD214, copy #4 which includes all relevant information including character of discharge.

I declare under penalty of perjury under the laws of the state of Washington that the foregoing information set forth above is true and accurate. I further agree and understand that if I receive an appointment to civil service with the Spokane Valley Fire Department, in part, based upon the answers and/or request for information set forth above and it is later determined that one or more of the answers and/or request for information is untruthful, false, inaccurate or misleading the Spokane Valley Fire Department reserves the right, at its sole discretion, to discharge and remove me from my civil service appointment with the Spokane Valley Fire Department.

__________________________________________________________________________________

(Please Print Your Full Name on the line directly above and further provide the date and year.)

__________________________________________________________________________________

(Please Provide Your Signature on the line directly above and as used on your driver’s license or other official documents or public records and further provide the date and year executed.)
NOTE: All of the questions on this application must be answered in ink in the applicant’s own handwriting, or typed. A false statement or material omission knowingly made on this application is good cause for exclusion from the eligibility list. If a question is not applicable, mark it “N/A.”

I HEREBY MAKE APPLICATION to be examined for promotion to the position of __________________________________ in the Spokane Valley Fire Department.

1. Name: _____________________________________________
   (Last)                                                   (First)                                (MI)

2. Address:
   _______________________________________________________
   (Street)                                                (City)                    (State)         (Zip)

3. Phone: _______________________________________________
   (Home)                                                 (Work)                        (Cell)

4. E-mail Address: __________________________________________

5. Date of Hire: ___________________

6. Pursuant to Civil Service Rule 5.13, how many points do you claim for seniority?
   _________________________________________________

7. Do you meet all the occupational qualifications as listed in the job description for the position you are applying? ________________________________

THE FOREGOING AND FOLLOWING DECLARATIONS ARE MADE UNDER PENALTY OF PERJURY.

________________________________________________________   ______________________
Applicant’s Signature                                       Date

The Spokane Valley Fire Department is an equal opportunity employer and will not base promotional decisions on race, color, sex, sexual orientation, age, national origin, religion, marital status, veteran status, disability, or other protected status.

Revised: 09/09/14