



Invitation for you to apply for: **Battalion Chief (internal-external)**

The Pinetop Fire District (PFD) invites applications for the Battalion Chief (BC) position. This is an excellent opportunity to join a dynamic and progressive fire service team. We intend to create a single hiring list for the BC position and hire three (3) positions with an anticipated start date after July 1st.

PINETOP FIRE DISTRICT

The district is in Navajo County, nestled in the White Mountains of the Mogollon Rim in Northern Arizona. We are approximately 30-50 miles from the county seat of Holbrook and 56 miles from the New Mexico border east of Alpine; the area has some of the amenities of a major metropolitan city and the rural charm. Navajo County's total population of 110,000 covers over 9,960 square miles and nearly all of it is centered here, in Show Low and the unincorporated suburbs in its outskirts. Most of the communities in Southern Navajo County have long-term origins being settled for ranching and logging. We are in the largest Ponderosa Pine Forest in the country and centered in a wildland-urban interface. Pinetop was originally established as a retirement community for year-round and seasonal residents. In recent years, our community has grown into a more diverse population that includes young professionals and families. The Apache-Sitgreaves National Forest surrounds the area. We have 4 seasons with outdoor activities that include cycling, hiking, skiing, and other outdoor recreation areas of the White Mountains. Pinetop is the easternmost bedroom community. The town was originally adjacent to a railroad line from the White Mountain Apache Tribe that served the logging industry. It has since become a small community mainly consisting of families with young children and retirees.

Our district was formed in 1958 and serves the southern portion of the Town of Pinetop Lakeside and unincorporated areas southeast of town. It covers approximately 12 square miles and is overseen by an elected board of five (5) residents. We are the Certificate of Necessity (CON) holder for the district, and the CON covers approximately 210 square miles.

Pinetop Fire District operates two (2) fire stations, and a 3rd is being planned now, with expected completion in late 2026. We have over 30 structural firefighters; all are trained to the FF I-II levels and cross-trained as EMTs or CEPs and wildland firefighters. Additionally, we have a Civilian EMS program with another six (6) positions. We have a robust Fuels Crew that conducts fuels mitigation work and has wildland firefighting responsibilities. The Fuels Crew varies from 10-25 members depending on the time of year. We have a robust wildland program, and we support numerous part-time employees involved with incident management teams around the country. They regularly take assignments in the Western United States and Alaska. We do staff assignments on engines, tenders, med teams, REM teams, ambulances, and several types of single resources.



Battalion Chief (internal-external)

IDEAL CANDIDATE

You have the requisite knowledge and skills to lead a suppression shift and manage complex projects and project managers. You are a dynamic leader and excellent communicator with a proven record of accomplishment in building relationships and teamwork, and you embrace the local community. You have an extensive background in administering and managing emergency response organizations. You have the necessary in-depth knowledge and experience in executing emergency services training with an emphasis on structural and wildland firefighting, as well as emergency medical services.

The ideal candidate will be a motivated, community-minded individual who enjoys working in the challenging environment of a progressive fire district. They will be consummate professionals on and off duty and set a good example for others to follow. They will have a passion for training, coaching, and mentoring throughout the organization. The candidate will be forward-thinking and motivated to make positive changes.

Additionally, the ideal candidate will exhibit integrity, loyalty, commitment to lifelong learning, courage in his/her convictions, high ethical behaviors, honesty, and a passion for the fire service.

MINIMUM QUALIFICATIONS: (Submit all documentation for the items listed below where appropriate)

- *Eight (8) years of broad fire suppression experience, including a minimum of three (3) years of supervisory experience at the level of Captain or higher. (External candidates only—Must have served a population requirement of at least 50,000.)*
- *A bachelor's degree in fire science, business administration, public administration, or a related field from an accredited college or university recognized by the U.S. Department of Education. (Internal candidates must complete within 1 year of promotion)*
- *Meets the professional qualifications in NFPA 1021 for Fire Officer 1.*
- *Successful completion of the Battalion Chief Position Qualification Workbook or the ability to complete within 6 months of appointment.*
- *Arizona Emergency Medical Technician or Paramedic or equivalent*
- *Incident Safety Officer certification.*
- *Fire Instructor certification.*
- *FEMA I-300 & I-400 NIMS certification.*
- *Blue Card Incident Command certification (preferred).*
- *NWCG S-130, S-190, & L-180 and ability to obtain Wildland Red Card certification as FFT2.*
- *High school diploma or G.E.D.*
- *Ability to obtain medical direction from PFD's Base Hospital upon hire.*
- *Speak, read, and write the English language.*
- *Ability to pass the pre-employment medical/physical examination with a Tier two rating or higher.*
- *Ability to pass a pre-employment psychological exam.*
- *Meet the insurability requirements of the district's insurance carrier.*



Battalion Chief (internal-external)

Applicants **shall** submit in writing their responses to the following supplemental questions (no more than four (4) pages total). You will be able to link the document in your application.

- What have you done to prepare yourself for the position of Fire Battalion Chief?
- Is there anything you believe the Fire Chief should consider when considering your suitability for the position?
- Please give an overview of your current or most recent position and scope of responsibilities, along with an overview of the organization itself (i.e., population served, annual budget, number of employees, number of stations, annual call volume, etc.)
- Please explain why you are interested in this position and why you are looking to move on from your current position.
- Please provide an example of a significant operational improvement in which you played a lead role. How was this change received internally? Externally? What kind of employee training did the change(s) encompass?
- Please give a brief overview of your experience and involvement in wildland fire suppression.
- How would your current or most recent supervisor describe you? How would your current or most recent subordinates describe you?
- Please give a brief overview of your experience in training and safety program development and any large-scale events you have planned or what your participation level was.
- Please describe any programs you have been involved in that focus on mentoring and personnel development.
- Please share any additional information about yourself that you believe would be helpful in our initial selection process.

Applications may be obtained online by going to <https://pinetopfire.com/employment/> and clicking on the position link or following the link/QR Code.

<https://form.jotform.com/250917173747161>



For questions, contact Assistant Chief Richard Wallace at rwallace@pinetopfire.com



Battalion Chief (internal-external)

APPLICATION DEADLINE:

Completed application packets must be received by **12:00 hours on May 9th, 2025**; late applications will not be considered.

APPLICATION PROCESS:

Qualified candidates must submit an application, resume, answers to supplemental questions, and copies of all required documents and/or related certifications listed below.

After the closing date, Pinetop Fire will select the most qualified applicants to be invited to the assessment center. All application packets will be reviewed based on the qualifications and criteria outlined in this information packet. Candidates will be notified by May 14th with specific testing details. The assessment center is scheduled for May 28-29th, 2025.

SALARY AND BENEFITS:

- *Battalion Chief: Starting rate of \$47.60 – \$55.18 (approximately \$99,003.87 - \$114,772.64/yr.) based on district need and experience.*
- *Paramedic stipend of \$10,000/yr. (if applicable).*
- *Arizona Public Safety Personnel Retirement System*
- *Medical, Dental, & Vision Insurance*
- *Tuition Reimbursement*
- *Paid Time Off*
- *10 Paid Holidays*

SELECTION PROCESS WILL INCLUDE:

- *Application packet – including review of the supplemental questionnaire*
- *Assessment Center*
- *Fire Chief Interview*
- *Background Investigation*
- *Post-offer, Pre-employment Medical Examination (external candidates)*
- *Predictive Index Survey (external candidates)*
- *Post-offer, Pre-employment Psychological Examination (external candidates)*
- *Pre-employment Drug Screening (external candidates)*



Battalion Chief (internal-external)

ASSESSMENT CENTER:

The assessment center will be held on May 28-29; location and specific times will be provided later. This process will assess the candidates' ability to perform job-simulated exercises that align with the duties and responsibilities for the position of Battalion Chief. The assessment center will have five to seven exercises, including but not limited to the following:

- Oral Board Interview
- Written Assignment
- In-Basket
- Management Role Play
- Tactical Command Exercise
- Oral Presentation

BATTALION CHIEF ELIGIBILITY LIST:

Successful candidates achieving an overall score of 70% will be placed on a ranked eligibility list for the position of BC. As per policy, the eligibility list will be good for one (1) year after its established date.