



# CITY OF SELAH

115 West Naches Ave  
Selah, WA 98942

P: 509-698-7328  
F: 509-698-7338

## FIRE DEPARTMENT TRAINING OFFICER

### Job Announcement

Selah Fire Department is actively recruiting candidates for the fulltime position of Fire Department Training Officer. With one of the larger coverage areas in Yakima county, this department provides emergency services to a combined 65 square mile city and district for BLS medical response, structure fire and wildland fire response, hazardous materials incidents, and other all-hazard incidents. The department is looking for a professional with the energy, vision, desire and passion to help instruct and educate our department. The position requires performing a wide range of duties involving the planning, coordination, supervision and evaluation of all aspects of the training division for a full-service combination career and paid on call fire/EMS emergency response agency. This includes preparing training schedules, coordinating trainings, instructing trainings, record keeping, providing reports and leadership in an officer role. The ideal candidate shall be experienced in firefighting and comfortable in a command role of structure fires, wildland fires, motor vehicle accidents and value all employees which includes a very strong paid on call firefighter program.

Located on the northern border of Yakima County in Central Washington State, Selah is the gateway to the Yakima River Canyon. Our community offers a wide variety of outdoor and cultural activities, including world class fly fishing, a variety of winter sports, outstanding mountain biking and hiking, superb big game, upland and waterfowl hunting, plus excellent schools, restaurants, shops and other activities to accommodate the needs and interests of individuals and families.

We require the experience, educational achievements and physical skills commensurate with a position of this nature. This is a non-exempt, forty hours per week position, with additional hours as necessary. The 2023 salary range for this position is \$6,000 - \$6,733/mo. and expected to increase prior to start date. The position includes generous step increases and promotional opportunity with successful completion of probation and position requirements, plus an excellent benefits package.

**\*\*The Selah Fire Department does not require Training Officer to reside within our coverage area, but it is highly encouraged and recommended. There will be meetings and trainings to attend after normal work hours and the position requires the successful candidate to be within a five (5) minute response time of Station 21 during duty weeks and duty shifts.**



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## About the Selah Fire Department

We are a full-service combination department providing structural and wildland urban/interface fire suppression, Haz-Mat response, non-transport EMS, public education, code enforcement and fire investigation. We are currently staffed with 12 career and 55 paid on call members, all of which train to Firefighter I standards. We serve a population of over 20,000 and cover 65 square miles out of 4 stations, 1 in the City of Selah and 3 in Yakima County Fire District #2. Call volume for 2022 was 2,064 of which 80% were EMS calls. Our first due response area also extends beyond our districts borders to Washington Department of Fish and Wildlife property, US Bureau of Land Management property, Washington State Department of Natural Resources property and into an adjoining county.

Although uniquely isolated, we have major state and interstate highways, rail lines, and air traffic that pass through our initial response area. These transportation routes provide the main connection between eastern and western Washington for commercial, military, and private transportation. We are rimed by Washington State Department of Fish and Wildlife and United States Bureau of Land Management land on our northern border, a military training installation on our eastern border, the City of Yakima, a metro area with a population of over 93,000 and home to Yakima Valley Community College on our southern border, and two small fire districts and United States Forest Service land on our western border.



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## Minimum Qualifications

### **Education/Experience:**

High school graduate or G.E.D., IFSAC FF1 certification or a recruit school certificate from a Yakima Valley fire department, current active firefighter or higher on a structural fire department with past five (5) consecutive years of firefighting experience, experience at the company officer level preferred, and must be able to pass the physical ability exam and department medical physical required of career employees.

### **Training, licensing, or certifications:**

1. Must possess a valid WA State driver's license without record of suspension or revocation in any State.
2. Must currently possess:
  - a. WA-EMT Basic Certification
  - b. IFSAC Firefighter I Certification (or Yakima Valley Recruit School equivalent)
  - c. Red Card Firefighter II (or higher) Certification
3. Must currently possess or receive the following certifications within one year, depending on course availability (some certifications may take longer to achieve and can be discussed at Chief interview): Fire Instructor I certification, Washington State EVIP Instructor, Washington State BLS Evaluator, and National Fire Academy Incident Safety Officer.

To view the full job description and time line of our Fire Department Training Officer position, please go to <http://www.selahwa.gov>. Click on the "Find Jobs".

Those interested in this position must complete the City of Selah Employment application packet available online at <http://www.selahwa.gov> or in this packet. The following must be received no later than October 23, 2023 at 1700 hrs. to the following location:

Selah City Hall Attn: Treesa Morales  
Fire Department Training Officer Position  
115 W. Naches Avenue  
Selah, WA 98942



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## Application Packet Requirements:

In order to have a complete application packet, please include the following with your application:

1. Cover Letter
2. Professional Resume
3. Completed Application with Original Signature
4. Completed Supplemental Questionnaire
5. Copy of current WA State Driver's License and Proof of Vehicle Insurance
6. Copy of IFSAC FF I Certification or Yakima County Recruit School Equivalent
7. Copy of current Washington State EMT Certification
8. Copy of current Red Card Firefighter 2 or higher Certification
9. Copies of any other 'required within one year' certifications listed above

\*Qualified applicants will be notified via email regarding details of the testing process which will follow the procedures and timeline as closely as possible. Please make sure you have sufficient access to your email as all information regarding this job recruitment will be conducted via email. If you need accommodations to submit your application packet or prefer to receive communication another way, please contact the Human Resources Department.

Please note: no late submissions will be accepted.

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***Applicants should review the anticipated timeline on page five (5) of this packet.***

*If you know you are not available for one or more of the dates, you must notify Human Resources as soon as possible to avoid disqualification from process*

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## Anticipated Timeline

### Fire Department Training Officer 2023

October 2, 2023	Advertise position. Application period opens.
October 23, 2023	Application & Resume received by 5:00 p.m. pacific standard time at Selah City Hall Attn: Treesa Morales, marked Fire Department Training Officer Position.
Oct. 24-25, 2023	First review of applications and verification of requirements. Per Civil Service Rules, applicants will be given an option to provide missing material until October 25 <sup>th</sup> . Notice of missing documentation will be sent via email. List of top 5 candidates made.
October 26, 2023	Top 5 candidates notified of process advancement. Written and practical assessment and schedule given out.
November 2, 2023	Written assessment due and practical assessments held.
November 6-8, 2023	Chief interview scheduling and interviews.
November 9, 2023	Civil Service – score approvals.
November 13, 2023	Conditional job offer made contingent on a successful background investigation, physical examination, and work ability assessment.
Nov. 14 – Dec. 8, 2023	Background investigation conducted.
November 20, 2023	Complete Dr. physical/drug screen – On Scene Medical, Kennewick, 10:30.
Week of Dec. 11, 2023	Work ability test – combat challenge.
December 13 or 14, 2023	Final job offer (dependent on all testing results confirmed).
January 1, 2024	Position hire date & 1 <sup>st</sup> day on the job.



## **CITY OF SELAH**

### **FIRE TRAINING LIEUTENANT**

*This job description is intended to present a descriptive list of the range of duties performed by the position. It is not intended to reflect all duties performed within the job.*

**Date Posted:** October 2, 2023

**Date Posting Closes:** October 23, 2023

**Department:** Fire Department

**Classifications:** Permanent; Full Time; Non-Union; Non-Exempt

**Benefits:** Position receives full benefits

**Salary Range:** \$6,000-6,733 per month

#### **Summary of Position**

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing training for fire, rescue, emergency medical services, hazardous materials, emergency management, all-hazard incidents and other aspects of emergency responses. Develops and coordinates curricula, lesson plans, examinations and scheduling of courses. Manages risk through a safety and accident prevention program.

#### **Residency Requirement**

The Selah Fire Department does not require Training Officer to reside within our coverage area, but it is highly encouraged and recommended. There will be meetings and trainings to attend after normal work hours and the position requires the successful candidate to be within a five (5) minute response time of Station 21 during duty weeks and duty shifts

#### **Supervision and Direction to be Received**

Works under the general guidance and direction of the Deputy Fire Chief. Indirectly supervises and may coordinate or instruct, all subordinate career and paid-on-call firefighters and officers, EMS and support personnel, other temporary or seasonal employees, and other volunteer personnel as assigned directly or indirectly through subordinate officers.

#### **Essential Job Functions**

Essential functions and duties include, but are not limited to, the following:

- Plans, coordinates, conducts, supervises, and evaluates on-the-job training and instructional programs including classroom, online and hands-on platforms covering fire suppression, rescue, emergency medical services, hazardous materials, emergency management, all-hazard incidents, other aspects of emergency responses, and all department training.
- Responsible for preparing training schedules and reports, maintaining personnel training records, reports on training activities, coordinating outside training opportunities, monitoring training records to ensure Selah Fire Department, Washington State, and national training standards are being met, conducting training evaluations during drills and at emergency scenes, maintaining a certification inventory and notifying volunteers of expiration dates, and assures that training records are current, accurate, and comprehensive.

- Develops training courses, evaluates training courses prepared by others, coordinates station officers in training programs, and updates lesson plans, as needed.
- Responsible for monitoring and evaluating training presentations and drills, document conclusions, and make recommendations to the Deputy Fire Chief on training matters
- Provides an orientation program for new applicants and supervises recruit school and all recruit training.
- Expected to instruct classes for fire department personnel and members of the public.
- Reviews department and personnel performance and effectiveness; formulates programs and procedures to improve training, and alleviate fire-ground deficiencies.
- Provides input for new, or corrections to, policies and procedures for fire and EMS response, operations, and safety in order to implement directives from the Chief.
- Prepares quarterly reports of training activities and attendance and presents them to the Deputy Fire Chief and station officers.
- Responsible to consult with station officers regarding firefighter and officer development needs for the fire department, training requirements, and preparing training schedules.
- Plans departmental training with respect to needed changes to policies and procedures for new equipment and apparatus and supervises the implementation of such procedures.
- Evaluates the need for and recommends the purchase of new equipment and supplies for training to the Fire Chief.
- Reports to the Deputy Fire Chief procedures performed incorrectly at emergency scenes.
- Provides input and annual budget request to the Fire Chief for Fire and EMS training expenditures.
- Responsible to procure and maintain necessary supplies and equipment for the delivery of training classes.
- Responds to alarms and may direct activities at the scene of major emergencies, as required.
- Performs the duties of command personnel as assigned and serves as department duty officer as needed.
- Operate within a flexible work schedule to accommodate the needs of the fire department when directed.
- In the absence of the Fire Chief and/or Deputy Fire Chief, this position will be next in command of the Fire Department.
- Performs all other duties as assigned by the Fire Chief or Deputy Fire Chief.

### **Peripheral Duties:**

- Attends conferences and meetings to keep abreast of current trends in the field; represents the training division in a variety of local, county, state and other meetings.
- Attends and maintains an active role in Yakima County Training Officer's Association meetings and holds position on board as needed.
- Serves as a member of various committees.

### **Necessary Knowledge, Skills, and Abilities:**

- Thorough knowledge of modern fire suppression, prevention and emergency medical services principles, procedures, techniques, and equipment. Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in the operation of the listed tools and equipment.
- Ability to do the following; train and supervise subordinate personnel, perform
  - work requiring good physical condition, communicate effectively orally and in writing, exercise sound judgment in evaluating situations and in making decisions, effectively give and receive verbal and written instructions, establish and maintain effective working relationships with other employees, supervisors, volunteers and the public, and meet the special requirements listed below.

### **Special Requirements:**

- This position is part of the Duty Officer rotation for the department. Current rotation is one (1) week (Monday – Friday), every 3<sup>rd</sup> week and shall meet requirements of Policy #2140, Duty Officer.
- Must be twenty-one (21) years of age or older at time of hire.
- Must possess, or be able to obtain by time of hire, a valid Washington State
- Driver's License, and certification of Emergency Vehicle Incident Prevention Program (EVIP) without record of suspension or revocation in any state.
- No felony convictions and no disqualifying criminal histories.
- Ability to read and write the English language.
- Ability to meet departmental physical standards.

### **Tools & Equipment Used**

Emergency medical aid unit and equipment, fire apparatus, fire pumps, hoses, and other standard firefighting equipment including; ladders, first aid equipment, radio, pager, personal computer, basic software programs, and phone.

### **Minimum Qualifications**

#### **Education/Experience:**

- Must have a high school diploma or G.E.D.
- Last five (5) years consecutive experience as a firefighter or above, involving suppression, emergency medical response, training and incident command experience.
- Must meet all minimum qualifications of firefighter position.
- Must be able to pass the department medical physical required of the career employees.

#### **Training, licensing, or certifications:**

- IFSAC FF1 or higher.
- IFSAC Fire Service Instructor 1, according to NFPA 1041, current Edition.



- Red Card Firefighter 1 (or within NWCG task book time frame).
- Washington State EVIP Instructor.
- Washington State BLS Evaluator.
- National Fire Academy Incident Safety Officer.

## **Working Conditions**

### **Environmental Conditions:**

The work environment characteristics described here are representative of those an employee encounters 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 primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

### **Physical Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand, walk; use hands to finger, handle, and operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.

The employee must frequently lift and/or move up to 70 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **SELECTION GUIDELINES**

Formal application; review of education and experience, appropriate testing and interviews, oral interview, background check, physical agility, drug screening, final selection and pre-employment medical examination. NOTE: Appointees will be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job changes.

I understand the requirement of this position as described in this job description.

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Please Return to:  
 115 W. Naches Ave  
 Selah, WA 98942  
 (509) 698-7381  
 Fax: (509) 698-7338

City of Selah  
**Application for Employment**  
**Selah Fire Department (or)**  
**Selah Police Department**



THE CITY OF SELAH ADHERES TO EQUAL OPPORTUNITY PRINCIPLES. APPLICANTS FOR DIRECT-EMPLOYMENT POSITIONS ARE EVALUATED BASED ON LEGAL METRICS AND ACTUAL QUALIFICATIONS, AND NO ILLEGAL DISCRIMINATION WILL OCCUR BASED ON RACE, COLOR, HEREDITY, ETHNICITY, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER, GENDER IDENTITY, RELIGION, CREED, AGE LESSER THAN 40, MARITAL STATUS, FAMILY STATUS, RELATIONSHIP STATUS, VETERAN STATUS, ACTUAL OR PERCEIVED DISABILITY, AND/OR NECESSITY OF REASONABLE ACCOMMODATION(S). APPLICANTS OF COLOR AND/OR HISTORICALLY UNDERREPRESENTED MINORITIES ARE ENCOURAGED TO APPLY. DIVERSE BACKGROUNDS, EXPERIENCES AND SKILLS ARE RECOGNIZED AS POTENTIALLY VALUABLE TO THE CITY'S OPERATIONS, AND THUS DIVERSE APPLICANTS OF ALL TYPES ARE ENCOURAGED TO APPLY.

<b>Position Being Applied For:</b>		<b>Today's Date:</b>
<b>Full Legal Name:</b>		<b>Home/Mobile Phone Number(s):</b>
<b>Home Street/Mailing Address:</b>		<b>City, State, &amp; Zip Code:</b>
<b>E-Mail Address(es):</b>		
<b>Date of Birth:</b>	<b>Do You Possess or Can You Obtain a Valid WA Driver's License?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>List Any Special WA Driver's License(s)/Endorsement(s), such as a CDL:</b>
<b>Are You a Military/Service Veteran?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (Must provide a copy of DD2-14)	<b>Are You Bilingual?</b> <input type="checkbox"/> Yes <input type="checkbox"/> Somewhat – List the Language(s): _____ <input type="checkbox"/> No	<b>Have You Previously Worked a Fire or Police Department?</b> <input type="checkbox"/> Yes – List Location(s) and Length(s) of Service: _____ <input type="checkbox"/> No
<b>Education/Training/Professional History:</b> _____		
<b>Do You Possess a High School Diploma/Certificate:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>List Any Post-High School Education/Degree(s):</b>
<b>List Any Training, License(s), Professional Certification(s), Etc., You Possess:</b>		

<b>Office, Computer and/or Personal Skills</b> <b>List Any Skills You Possess with Regard to Computer/Software Literacy, Typing, Etc.:</b>
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**Other Relevant Information/Qualification(s) But Do Not List Whether You Have Any Disability and/or May Need Any Accommodation (Because Those Topics Can Only Be Potentially Addressed at a Later Stage of the Process):**

**Work/Military History for Prior 10 Years:**

You may attach a resume or CV, but you still must complete these sections. Begin with your present or most recent employment, and include periods of self-employment and U.S. military experience. Attach extra pages if necessary, in order to list your work experience for the last 10 years.

<b>Employer/Agency:</b>	<b>End Date (if any):</b>	<b>Start Date:</b>	<b>Typical Number of Hours Worked Per Week:</b>
<b>Location(s) You Worked At:</b>	<b>Position You Held:</b>	<b>Typical Duties/Tasks Performed:</b>	
<b>Reason for End of Employment (if no longer ongoing):</b>		<b>Number of Subordinates You Supervised, if Any:</b>	
<b>Name of Your Supervisor(s):</b>		<b>Your Supervisor(s)' Telephone Number(s) &amp; E-Mail Address(es):</b>	

**May We Contact Your Supervisor(s) for a Reference? If No, Please State the Reason(s) Why:**  
 Yes  No

**Any Reason(s) You Believe this Prior Employment Makes You a Good Candidate for this Selah Position:**

<b>Employer/Agency:</b>	<b>End Date (if any):</b>	<b>Start Date:</b>	<b>Typical Number of Hours Worked Per Week:</b>
<b>Location(s) You Worked At:</b>	<b>Position You Held:</b>	<b>Typical Duties/Tasks Performed:</b>	
<b>Reason for End of Employment (if no longer ongoing):</b>		<b>Number of Subordinates You Supervised, if Any:</b>	
<b>Name of Your Supervisor(s):</b>		<b>Your Supervisor(s)' Telephone Number(s) &amp; E-Mail Address(es):</b>	

**May We Contact Your Supervisor(s) for a Reference? If No, Please State the Reason(s) Why:**  
 Yes  No

**Any Reason(s) You Believe this Prior Employment Make You a Good Candidate for this Selah Position:**

<b>Employer:</b>	<b>End Date (if any):</b>	<b>Start Date:</b>	<b>Typical Number of Hours Worked Per Week:</b>
<b>Location(s) You Worked At:</b>	<b>Position You Held:</b>	<b>Typical Duties/Tasks Performed:</b>	
<b>Reason for End of Employment (if no longer ongoing):</b>		<b>Number of Subordinates You Supervised, if Any:</b>	
<b>Name of Your Supervisor(s):</b>		<b>Your Supervisor(s)' Telephone Number(s) &amp; E-Mail Address(es):</b>	
<b>May We Contact Your Supervisor(s) for a Reference?    If No, Please State the Reason(s) Why:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Any Reason(s) You Believe this Prior Employment Make You a Good Candidate for this Selah Position:</b>			

<b>Professional and/or Personal References:</b>	
Please list people who you authorize us to contact as references for you on a professional and/or personal basis.	
<b>Name:</b>	<b>Telephone Number(s) &amp; E-Mail Address(es):</b>
<b>Name:</b>	<b>Telephone Number(s) &amp; E-Mail Address(es):</b>
<b>Name:</b>	<b>Telephone Number(s) &amp; E-Mail Address(es):</b>

<b>Please initial each box below, in order to make each affirmation and acknowledgment:</b>	<b>Initials</b>
I Affirm that all information provided on this four-page Application for Employment, and also on any attached pages or otherwise submitted information, is accurate:	
I Acknowledge that it will be grounds for immediate termination on a with cause basis if any information provided as part of my application proves to be inaccurate:	
I Affirm that I have read the work description, if any, for this position:	
I Affirm that I am able perform the essential functions of the position:	
I Acknowledge that I am not guaranteed to be interviewed, nor guaranteed to be selected for employment:	
I Acknowledge that even if I am interviewed that I am not guaranteed to be selected for this position or any other position:	
I Acknowledge that an express and continuing condition of employment will be that I must be legally eligible to be employed under Washington and United States law:	

I Acknowledge that if I am selected for this position the City will conduct a criminal history background check on me with regard to any felony convictions during the preceding ten years and/or any misdemeanor convictions during the preceding ten years that involve moral turpitude (e.g., theft, passing a bad check, forgery, perjury, etc.): <sup>1</sup>	
I Acknowledge that I will be required to abide by all Federal and State laws and regulations, and also all City laws, policies, rules and regulations during this position:	
I Acknowledge that an express condition of this position will be that I must pass all necessary training courses relevant for this position.	

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date Signed**

<sup>1</sup> Prior criminal history is not necessarily a disqualifying factor for employment in this position. The City complies with Washington’s Fair Chance Act, RCW Chapter 49.94. Any arrest(s) that do not result in conviction will not be considered.

**Supplemental Questionnaire**

**Selah Firefighter/EMT Application**

1. I meet the minimum requirement of 18 years old at the time of application.

Yes                       No

2. Are you currently a Combat Firefighter with a Fire Department located in Yakima County

Yes                       No

3. I have attached all of the required documents to my application. I understand my application will not be reviewed without all required documents.

Yes                       No

4. I have a valid Washington State Driver's license, without record of suspension or revocation personal automobile insurance. I can provide copies of both documents along with a driving abstract prior to hire.

Yes                       No

5. I understand that for my application to be considered I must thoroughly complete the work experience and education portions of the application form to clearly define how I meet the minimum requirements.

Yes                       No

6. Please describe any particular skills, experience, or training which you believe best qualifies you for this position.

7. I hereby certify that all statements made in this application, including the supplemental questions are true, complete, and correct to the best of my knowledge. I understand that any false statement shall be considered sufficient cause for employment disqualification or discharge.

Yes                       No

Signature \_\_\_\_\_ Date \_\_\_\_\_