



Woodinville Fire & Rescue

Announcement of a process to establish an eligibility list for the position of:

CAPTAIN assigned to Community Risk Reduction

THIS OPPORTUNITY OPEN TO WOODINVILLE FIRE & RESCUE EMPLOYEES ONLY

CRITICAL DATES:

Notice of Process Posted: January 11, 2018
Deadline to Apply: January 25, 2018, 1500 Hours
Panel Interview Date: February 7, 2018
Assignment Dates: January 1, 2019 – December 31, 2021

MINIMUM REQUIREMENTS:

- Refer to Captain job description in Policy 2131, Job Description/Position Inventory and the current Collective Bargaining Agreement

APPLICATION PROCEDURE:

To apply for this position, applicants must deliver to the Chief Administrative Officer, either via hand delivery or email, the following items before the deadline to apply:

- A Letter of Intent, addressed to the Fire Chief and delineating the applicant's fulfillment of the education, experience and license requirements listed in the above-referenced job description
- An up-to-date resume

Applications will be reviewed for eligibility and eligible candidates will be notified in writing of their scheduled interview time.

PROCESS DESCRIPTION:

The selection process is being conducted now to allow time for the candidate to obtain their Fire Inspector 1 certification and to job shadow the current Captain assigned to CRR. The class is scheduled for March 12-16 in SeaTac.

The selection process will consist of a panel interview. The panel will consist of up to three District employees. Candidates may be evaluated in areas such as strategy and tactics; standard procedures; decision making; coaching and counseling; problem solving; presentation skills; oral and written communication; and other applicable knowledge, skills and abilities. The panel will come to consensus on each candidate and make a recommendation to the Fire Chief. The final decision will be made by the Fire Chief.

If only one applicant applies, the District may decide that a review of submitted materials is sufficient in order to make a decision and they will forego the interview process. Should no one apply, the District shall make an assignment.

Questions regarding this process are to be directed in writing, via email, to CAO Montegary. Questions and responses will be shared with all applicants/candidates via posting on the District's intranet.