



**PICTURE ROCKS  
FIRE & MEDICAL DISTRICT**  
HONOR • COMMITMENT • SERVICE

**POSITION ANNOUNCEMENT: FIRE CAPTAIN**

Salary Range approximately: \$71,081.59 - \$76,008.86  
D.O.Q. Full time, Non-exempt

The Picture Rocks Fire and Medical District will be hiring one (1) to three (3) full-time Fire Suppression Captains. The application period is open from June 16, 2023 and will be open until filled. First review July 14, 2023. This will be a competitive process and all candidates are required to submit a letter of interest in addition to their resume.

Candidates are *strongly* encouraged to define in their letter of interest how they meet the qualifications for the position, as follows:

**Minimum Qualifications for Position of Fire Captain:**

- Paramedic Certification or attainment of Paramedic Certification within two years
- Associate's Degree in related field (Fire/EMS) or attainment within two years
- Minimum of 2 years of experience in a promoted rank

Any courses or requirements that cannot be met due to circumstances beyond control may be delayed (not waived) until an opportunity to attain them has transpired.

**Desirable Qualifications for Position of Fire Captain:**

- Driver Operator Certification
- Blue Card Certification
- Incident Safety Officer Certification
- Leadership I, II & III
- Instructor I
- 40-Hour Hazardous Materials Course (or newer 24-hour equivalent)
- ICS 300 & ICS 400
- S130/131 NWCG
- S215 NWCG
- Certification in a state or nationally recognized fire officer program
- Completion of Fire Captain Task Book within probationary term
  - New hires of the Picture Rocks Fire and Medical District are subject to an eighteen (18) month probationary period.
  - Candidates selected for the position without paramedic certification and/or AAS or above degree will be placed on a two (2) year probationary period.

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- Enrollment in and progressively successful completion of coursework in the NFA Managing Fire Officer or Executive Fire Officer Programs (may be required post selection)

**Highly Desirable Qualifications**

Education and Experience:

- Bachelor's Degree in Fire Science, Public/Business Administration or other related field.
- Completion of an Advanced Hazardous Materials Course.
- TRT suite completion (Swift water, Confined space/Trench/Collapse and Rope I,II,III)
- NWCG carded Engine Boss
- NWCG S-200, S-211, S-212, S-215, S- 230, S-231, S-234, S-270, S-290
- Completion of Fire Investigation course equivalent to the IAAI or NFA that meets requirements of NFPA 1033.
- Certification in a state or nationally recognized advanced fire officer program (Battalion Chief).
- Completion of a Fire Code - Plan Review course or equivalent that meets requirements of NFPA 1031.
- Certification for Fire Inspector or equivalent or equivalent that meets requirements of NFPA 1031.
- Completion of course(s) in Public Education or equivalent that meets requirements of NFPA 1035.
- Completion of a Public Information Officer course or equivalent that meets requirements of NFPA 1035.
- Certification for Fire Instructor or equivalent or equivalent that meets requirements of NFPA 1041.

**Necessary Knowledge, Skills and Abilities:**

Working knowledge of:

- Leadership and effective coaching.
- Modern fire prevention principles, procedures, investigation techniques, and fire protection equipment.
- Educational methods as they relate to presenting programs of fire and life safety instruction.
- An understanding of the fire service and its role in the community.
- The basic science of fire behavior.
- Mathematics skills, as applied to fire suppression and prevention principles.
- Computers with Microsoft Office programs.
- Basic fire behavior.
- Fire codes and plans.
- Basic building construction.
- Emergency scene safety.
- Water supply and hydraulics.
- Skill in the operation of the tools and equipment of the fire service.
- Firefighting tactics and strategies.

Ability to:

- Effectively apply standard fire suppression techniques.
- Follow verbal and written instructions.

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- Communicate effectively, both orally and in writing.
- Set priorities and follow projects through to completion.
- Work effectively with other district members, supervisors, and the public.
- Meet special requirements (below).
- Supervise and lead subordinates.
- Administer discipline as needed.
- Perform special assignments.
- Perform as incident commander of fire and EMS scenes.
- Manage special functions/groups of the District (Wildland, EMS, Hazmat, Reserves etc.).

**Special Requirements**

- Must be 18 years of age or older.
- Must possess a valid Arizona driver's license (or attain within 6 months of hire).
- Must be able to speak, read, and write the English language.
- Must meet insurability requirements of District insurance carrier.
- Must be able to pass comprehensive background check.

**Application packet should include:**

- Letter of Interest
- Resume
- Documentation for Minimum Qualifications
- Documentation for Desired Qualifications

The process is broken down into four sections consisting of the following:

1. Resume Review
2. Written Exam
3. Assessment Center
4. Chief's Interview

Each applicant must complete and pass the prior section before moving onto the next section.

**The assessment center is comprised of the following:**

**Written Examination**

The written examination will be based upon general knowledge, and selected publications which will be furnished to selected candidates. The exam will consist of 150 questions of selected types, multiple choice, short answer, true/false and fill-in-the-blank.

**Impromptu Presentation**

You will be given a topic to present to a group of people. You will be expected to follow the rules of speaking in front of a group. These include introducing yourself, explaining the reason for the meeting, motivating the audience as to why it is important for them to embrace what you have to say, delivering the substance of your presentation, summarizing your presentation, and leaving time at the end for questions. Your presentation will be timed, and it will be up to you to manage your time.

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In-Basket Exercise

During the In-Basket exercise you will be asked to assume the role of Captain. You will be presented with a series of letters, notes, memos, and telephone messages that have accumulated in your in-basket. You must read these materials and then outline your strategies for solving problems, making decisions, developing plans, evaluating progress, delegating responsibilities, setting priorities, and informing others.

Emergency Scene Command Simulation

The emergency scene command simulation is a crucial part of every fire officer exam throughout the country and the cornerstone of the fire officer promotional assessment center. The way that you manage an emergency scene is one of the ways that you will be defined as a fire officer by your peers, and by the rest of the District. A fire officer who is unable to effectively manage an emergency scene places fire district personnel, the public and the organization at risk. You will be given a dynamic simulation which requires interaction between you, as the incident commander, fire dispatch, and all units assigned to the incident and is designed to simulate a real incident, and the stresses that accompany being an incident commander.

Role Play

During this exercise you will assume the role of a newly appointed Captain who will be conducting a meeting with your entire crew.

Oral Interview

During the oral interview you will be asked a series of questions meant to determine your ability as a leader, your aptitude for the position, etc. Your oral interview will be timed, and you will be responsible for managing your time.

The breakdown of the weight of each part of the assessment center is as follows:

- In-Basket – 20%
- Impromptu presentation – 10%
- Command exercise – 25%
- Role play – 20%
- Oral interview – 10%
- Fire Chief's interview – 15%

Notifications of successful completion will be made following each part of the assessment. A minimum passing score of 80% is required for each segment to pass and continue in the process. The hiring list will be active for one year from the end of the process and may be extended at the discretion of the Fire Chief.

**Picture Rocks Fire and Medical District is a Tobacco Free Workplace and an Equal Opportunity Employer and does not discriminate based on race, color, national origin, religion, gender, sexual orientation, disability, age or marital status.**



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**Important Dates:**

June 16, 2023	Application period opens
July 14, 2023	First review
TBD	Reading list issued to selected candidates (for written exam)
(Tentatively 07/14/23)	
TBD	Written exam
(Tentatively 08/22/23)	
TBD	Assessment center day 1
(Tentatively 08/23/23)	
TBD	Assessment center day 2
(Tentatively 08/24/23)	
TBD	Chief's Interview
(Tentatively 08/25/23)	
TBD	Announcement of successful candidates

\*Subsequent reviews and processes are to be scheduled as needed.

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