



CALDWELL FIRE DEPARTMENT



RECRUITMENT ANNOUNCEMENT

Caldwell Fire Department seeks qualified applicants for the positions of:

DIVISION CHIEF – WILDLAND (one vacancy)

AND

DIVISION CHIEF – TRAINING (one vacancy)

The City of Caldwell Fire Department is recruiting to fill **two** vacancies within the Fire Chief's Command Staff. The Division Chief is a non-represented, exempt position. The Division Chief is responsible for an assigned division and serves as a Command Duty Officer when needed, responding to incidents as required. The Division Chief represents the department in the absence of the Fire Chief and Deputy Chief and provides leadership and management in both operational and administrative functions to deliver highly reliable All-Risk Fire and EMS services.

Caldwell Fire Department's focus on continuous improvement provides both opportunities and challenges.

Specific opportunities and challenges facing the Training Division Chief:

- Making a difference in the quality of service provided to the community.
- Working with a diverse team of full-time, newly hired professional firefighters.
- Balancing the need to maintain a high-level focus on the department's mission and vision while providing day-to-day operational readiness.
- Improving member proficiency in low-frequency, high-risk tactical operations.
- Developing and maintaining a comprehensive training and professional development program with a dynamic schedule impacted by diverse needs and constraints.
- Develop a collaborative partnership with various emergency services organizations, both internal and external, in Canyon County.

Specific opportunities and challenges facing the Wildland Division Chief:

- Establishing a new response model within the department.
- Collaborating with a diverse team of full-time, newly hired professional firefighters.
- Implementing and recruiting to fill Reserve/Paid On Call Personnel positions to meet the Caldwell Rural Fire District's mission and coverage requirements.
- Enhancing member proficiency in local, regional, and national wildland deployments.
- Create and maintain a training plan in coordination with the Division Chief of Training to prepare personnel for the 2025 Fire Season.
- Building a cooperative partnership with various internal and external emergency services organizations in Canyon County.

The ideal candidate for the Division Chief position is an experienced and forward-thinking fire officer. They should have a clear understanding of how to continuously improve the quality of service delivered by a full-time, professional workforce, while also fostering potential growth through a Reserve Firefighter program. The successful candidate should be adept at developing positive relationships with our members and community partners. The Division Chief should balance an exceptional level of technical knowledge and skill with the ability to foster the same in others and be willing to do what is necessary to meet the mission regardless of rank or role. The ideal candidate should be committed to CFD's mission to partner with our community to proactively reduce risk from fire, illness, injury, and other hazards.

The Division Chief should be able to think critically and be committed to continuous improvement, demonstrating a focused ability to get things done. The ideal candidate should be politically astute and diplomatic, enjoying engagement in regional issues and exploring alternatives to the status quo. They should integrate well with the Fire Chief, Deputy Chiefs, and the Command Staff. The Division Chief is a transparent leader who consistently upholds the department's organizational values, holds others accountable, and is willing to be held to the same standard.

Interested candidates applying for the position(s) must submit a completed city application, a resume with a cover letter, and qualifications to humanresources@cityofcaldwell.org or by mail to:

City of Caldwell
Human Resources
203 South Ave, Suite 102
Caldwell, ID 83605

The city must receive applications with the required documents
no later than Friday, November 1st, 2024 at 12:00 pm.

Upon review of submitted application materials, candidates may be required to complete an explanatory work history, summary of qualifications, etc.

JOB STATUS: Full-Time/Permanent, Non-Represented. 40 Hours Per Week, Administrative Schedule.

COMPENSATION RANGES:

The salary range is **\$106,704 - \$118,560** annually, DOE/DOQ, with a generous benefits package.

FLSA STATUS: Exempt
REPORTS TO: Deputy Chief

Hiring Timeline:

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| • Job Announcement: | October 1, 2024 – November 1, 2024 |
| • Applicant Pre-Screening: | As applications are received. |
| • Phase One Interviews (virtual): | November 18-20, 2024 |
| • Phase Two Interviews/Exam (by invitation): | December 9-11, 2024 |
| • Conditional Offer of Employment: | December 16, 2024 |
| • Background, Medical, PPE Fitting: | December 20, 2024 – January 30, 2025 |
| • Target Start Date: | February 17, 2025 |

For questions regarding the position, the examination process, or to schedule a visit, please contact Deputy Chief Bryan Daniels:
bdaniels@cityofcaldwell.org