



City of Grand Forks
Invites your interest in the position of

FIRE CHIEF



THE CITY OF GRAND FORKS

Whether you call it a big town or a small city, with a population of 57,000 people, the Grand Forks community is filled with an amazing amount of quality of life and amenities. Grand Forks is a regional leader in business services, healthcare, retail, manufacturing, and agriculture.

The Grand Forks area is home to a great mix of sporting events, vibrant arts scene, miles of biking, hiking, and inline skating trails with the Greenway system, and a revitalized downtown.

The University of North Dakota sits within the City of Grand Forks and has nearly 15,000 students and over 200 fields of study. UND, a NCAA Division I Institution is also a flagship for research and innovation with both accredited graduate schools of law and medicine. During the year numerous entertainment, cultural and sporting events can be found taking place at the Alerus Center, Ralph Engelstad Arena, Chester Fritz Auditorium, and the Empire Arts Center.

The City of Grand Forks covers 20.36 miles and serves a metropolitan area of 150,000 people. The Grand Forks Air Force Base is located 15 miles west of Grand Forks and has recently obtained the Global Hawk Mission.

Grand Forks is full of opportunities and a great place to live, learn, work, play and stay!



THE OPPORTUNITY

The City of Grand Forks, ND is seeking an exceptional leader to serve as the next Fire Chief. The Fire Department has five fire stations and employs a total of 78 staff of which 75 are suppression employees. With a 2017 appropriated budget of 7.8 million dollars, the Fire Department is dedicated to protecting the life and property of the people who live, work in, and visit the City of Grand Forks.

THE DEPARTMENT

The Fire Department was established on May 6, 1879, making it one of the oldest continuously operating City Departments. In 1994, the Fire Department began simultaneous response with the ambulance for medical emergencies within Grand Forks city limits.

From receiving its first apparatus in 1880, the Fire Department has grown from one station to opening its 5th station in 2016. The Fire Department continues to stay abreast of current technology and has a 27 acre state of the art training facility with a fire flash trainer, flammable liquid and gas trainer, ventilation simulator, tower with customizable training options, and much more. Recently awarded a Class 1 ISO rating, the Fire Department strives to provide the highest level of emergency and non-emergency services to the community in an effort to protect life, the environment, and property.

THE IDEAL CANDIDATE

The successful candidate must have in-depth knowledge of fire policy, rules and procedure development, case law, and recognized best practices. Applicant will uphold high professional standards, have demonstrated proficiency in fiscal management and have the proven leadership and management skills to build a strong leadership team and a highly trained, empowered, and diverse workforce.

The ideal candidate will be an experienced fire and emergency medical services leader. He/she will exhibit a high level of professionalism and leadership competence. The ideal candidate will be and/or possess:

- Ability to successfully work with a sophisticated community including engaged residents, elected officials, and City employees.
- Display fiscal acumen and advanced understanding of the business aspects of running a department. Experience dealing with budgets.
- Innovative with experience using technology to improve fire and emergency medical services.
- Highly community oriented and supportive of the department's extensive involvement and presence in the community.
- Provide highly responsible and complex administrative support to the Mayor and City Administrator.

TENTATIVE TIMELINE FOR FINALISTS

Assessment Center: March 5, 2018

Interview: March 6, 2018

Civil Service Approval Date: March 8, 2018

*All dates are subject to change



EDUCATION AND QUALIFICATIONS

- Equivalent to a Bachelor's Degree with major course work in Fire Protection Engineering, Public Administration or related field
- Total of fifteen (15) years experience, including five (5) years supervisory experience or eight (8) years as Training Officer or Fire Marshal in the Grand Forks Fire Department; or a total of fifteen (15) years of experience in a full-time, career fire department with a minimum of five (5) years of supervisory experience at the level of Captain or higher.
- Possession of a valid ND Driver's License or equivalent if a resident of another state.
- Master's Degree is desirable



Grand Forks Fire Department Mission Statement

...To lessen the impact
...By meeting the need
...In a neighborly way.



GFFD QUICK FACTS

- GFFD is the 3rd largest municipal Fire Department in North Dakota.
- GFFD has 1 Chief, 5 Battalion Chiefs, 15 Captains, 15 Fire Apparatus Specialists, 21 Firefighter Seniors, 15 Firefighters, 3 Fire Marshals, 2 Administrative Professionals, and 1 Fleet Maintenance Mechanic, Lead.
- The Grand Forks Fire Department responded to 4,995 calls for service in 2016.
- 80% of the GFFD calls for service are Medical Assists.
- Northeast Regional Response Hazardous Material Unit with the ability to support other regional teams in the state.
- Employees are represented by IAFF Local #242.

COMPENSATION AND BENEFITS

This is classified, exempt position. Recommended salary \$106,501 - \$133,126, with full salary range of \$106,501 - \$133,126 - \$159,751, which will be dependent upon qualifications and experience. The City of Grand Forks offers a competitive benefits package that includes:

- Retirement: Defined benefit plan with a 7% employee contribution and an 8.26% employer contribution with a 3 year vesting period.
- Health Insurance: NDPERS Sanford Health PPO 75% employer paid, 25 % employee paid.
- Life Insurance: Basic Coverage \$35,000 employer paid.
- Long Term Disability Insurance: Employer paid (90 day qualifying period).
- Employee Assistance Program: Employer paid
- Vacation Leave: 80 hours to 176 hours yearly based upon years of service. Accrual begins on date of hire.
- Holiday Leave: 9 paid per year
- Personal Leave: 8 hours per year
- Bonus Personal Leave: 8 hours per year if using less than 8 hours of sick leave in a year.
- Sick Leave: 112 hours/year; unlimited accrual. Cash out after 960 hours or at time of separation at 50% value.
- Dental, Vision, Flex Spending, and Deferred Compensation programs are Employee paid.



APPLICATION AND SELECTION PROCESS

Interested candidates should apply online and include a comprehensive resume, completed City application, and copies of all certificates and coursework.

Applications must be submitted by **5:00 PM on February 9, 2018**. Applications and full profile available at www.grandforksgov.com

The employment process will be in accordance with the Civil Service Ordinance of the City of Grand Forks. Applicants selected as finalists for this position will be subject to a comprehensive background review. Applicants receiving a conditional offer of employment will be subject to drug testing, physical, and psychological examination.

The City of Grand Forks is an EEO Employer

