



Job Announcement

TITLE: Assistant Chief

Posting Date:	10/31/2024	Closing Date:	See note below
Employment Status:	Exempt/Contractual	Salary:	\$145,523 – 163,908 per year
Bargaining Unit:	No	Civil Service Status:	No

The assistant chief duties are professional, administrative, technical and supervisory support to the fire chief and Fire District; performs line operations as necessary and is responsible for the operational aspect of fire suppression and emergency medical services delivery of the fire district in accordance with state and local statutes and regulations. The assistant chief has considerable independent responsibility for carrying forward the work of the fire district in accordance with the plans, policies, and objectives of the fire chief and requires the ability to think quickly and make sound decisions in emergency situations. The fire chief is kept informed of the progress of work and adherence to policy through frequent consultations.

job description along with the application can be found at the district website: [Human Resources | Woodburn Fire District](#)

Minimum Qualifications

- Two-year Associates Degree in Fire Protection Technology (or related field) or 4-Year Degree
- State of Oregon EMT certification
- Five years of paid (career) experience in fire service supervisory and/or managerial roles or any non-probationary WFD company officer
- NFPA Fire Officer II and Instructor I
- Must reside within 30 minutes of the WFD main station (within six months of employment).
- Valid driver's license and maintenance of a driving record insurable by the District's insurance provider.
- Must pass National Fire Protection Association (NFPA 1582) standards for health and fitness.
- Must successfully pass comprehensive background checks and pre-employment screenings.

Evaluation Components

- Resume, Cover Letter, and Application Review – 30%
- Interview – 70%

Candidate interviews are tentatively scheduled for the week of 12/9/2024.

Important Information

Applications must be completed in full and submitted using the information below. The application period will close when an adequate number of qualified candidates have applied.

U.S. military veterans that meet all the minimum job qualifications will be invited to an interview and have applicable veteran preference points added to their cumulative evaluation score. Documentation of veteran points must be submitted with the application by the date of job closing.

Applications are available at the district administrative office or online @ [Human Resources | Woodburn Fire District](#)

Please submit a WFD application, cover letter, and resume to:

**Woodburn Fire District
1776 Newberg Hwy
Woodburn, Oregon 97071**

Application packets can be electronically submitted by emailing: Korrin.petersen@woodburnfire.com

If you have any questions, please contact WFD Fire Chief Joe Budge or Division Chief Jim Walker at 503-982-2360