



FIRE CHIEF

\$116,616 - \$151,656

Plus Excellent Benefits

Apply by

June 5, 2016

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Located just south of Seattle and west of Renton, Tukwila offers spectacular views of the Olympics, the Cascades, and Mount Rainier. The Duwamish River, which runs through the heart of city, also offers an

abundance of natural beauty. Tukwila has a unique quality of life, a strong sense of community, and excellent personal opportunities for residents and businesses.

With immense support from the community, this is an excellent and exciting opportunity for a progressive and innovative fire service professional to lead a well established, high functioning fire department into the future.

THE COMMUNITY

Encompassing 9.7 square miles, Tukwila lies in the heart of the Puget Sound region, sitting 12 miles south of downtown Seattle, 17 miles north of downtown Tacoma, just east of Seattle-Tacoma International Airport, and at the crossroads of two major interstate highways, I-5 and I-405. Tukwila is a city of great diversity. The Tukwila area was inhabited by Native Americans and the city is named after the Chinook word for "hazelnut" referring to the many hazelnut trees that grew in the area.

Over 150,000 people come to Tukwila every day for employment, shopping, dining and entertainment opportunities. Tukwila's residential community encompasses single- and multi-family residences, and embodies a diverse population of just under 20,000 that includes significant immigrant and refugee communities. Tukwila's central location makes the city an ideal site for approximately 2,000 businesses.

In the past 100 years, Tukwila has grown into a regional economic powerhouse with heavy and light manufacturing, and service-oriented companies, as well as one of the Northwest's largest concentration of retail businesses. Top employers in the area include Boeing, Group Health Cooperative, King County Metro, Costco,

Carlisle Interconnect Technologies, Nordstrom, Macy's, and the City of Tukwila. The city's status as an employment and economic center allows Tukwila to provide the public services of a large city in a small city setting.

Tukwila offers residents and visitors the opportunity to shop at hundreds of stores, watch and play soccer at the Starfire Sports Complex, golf at Foster Links, walk or bike the miles of trails along the scenic Green River, play at ACME Bowling Billiards & Events, explore Air Force One at the world-class Museum of Flight, and skydive at I-Fly. Tukwila is also proud to be the home of the Seattle Sounders FC, Washington State's only major league soccer team.



THE CITY

Incorporated in 1908, the City of Tukwila has over 330 employees engaged in a wide-variety of positions, from maintaining street and sewer infrastructure, to land use planning, to providing excellent customer service through the Tukwila Municipal Court. Tukwila has a Mayor-Council form of government, and is run by a full-time Mayor, a City Administrator, and a seven-member City Council, each of whom is elected at-large. Elections are held in odd-numbered years, and Councilmembers are elected to four year terms. Each year in January, the Council elects a Council President who serves in this role for one year.

City Departments include City Attorney, City Clerk, City Council, Community Development, Economic Development, Emergency Management, Finance, Fire, Human Resources, Human Services, Municipal Court, Parks and Recreation, Police, Public Works, Technology Services, and the Mayor's Office. Tukwila operates with a 2015/2016 total biennial budget of \$299.1 million, including a general fund of \$125.8 million.



THE DEPARTMENT

Established in 1943, the Tukwila Fire Department provides first tier emergency response to incidents involving fire, emergency medical services, motor vehicle accidents, hazardous materials, rescue, service, and fulfills other requests for service as well.

The Department provides fire prevention and investigation services through the office of the fire marshal, emergency management services to city government and the community, public education in the areas of first aid, CPR, public defibrillation, CERT, and fire extinguisher training, and is involved in the greater community through outreach and collaborative city events and programs. The Fire Prevention and Investigation Division oversees fire code inspections, sprinkler, fire alarm, building plan review, and fire cause investigation. The division interacts with approximately 2,400 businesses in the community, and in situations related to commercial, residential construction, and in remodels requiring oversight. Staffed with 62 career uniformed personnel and 5 civilian personnel, the department also provides mutual aid to South King County Fire agencies.

The Tukwila Fire Department also houses the City of Tukwila Emergency Management Division which maintains, updates, and coordinates the City's emergency plans and serves to coordinate and support large scale multi-department response. The EMD also engages the community in training and educational opportunities.

TFD maintains four fire stations that are strategically located to provide optimal response times to emergencies. Together the stations house a Heavy Rescue Truck, three Pump Trucks, a Lad-

der Truck, two Aid Units, a rescue boat with motor, structural collapse/trench rescue trailers, hazardous material response vehicles, Explorer Post van, and a mobile air trailer. Each station serves specific geographic areas in the city including Westfield Southcenter and other retail areas, single family homes, apartments and condominium complexes, multiple schools, and large industrial complexes including the Boeing Military Airplane Factory, Jorgenson Steel, The Museum of Flight, and the South end of Boeing Air Field.

The Tukwila Fire Department responds to approximately 5500 calls annually. Of these calls, approximately 70% are EMS based incidents, 23% are non-fire/non EMS based incidents, and 7% are fire based incidents. The Administrative staff includes the Fire Chief, Assistant Chief (Operations) , Administrative Secretary and an Administrative Support Technician. Tukwila City Emergency Management is overseen by a Department Battalion Chief and includes and Emergency Management Specialist, Community Volunteers, and Interns. The Fire Marshal's Office is overseen by a Department Battalion Chief and includes two Captain Inspector/Investigators, A Fire Project Coordinator, and an Administrative Support Technician. The Operations Staff is overseen by the Assistant Chief (Operations) and includes 3 Battalion Chiefs. 14 Captains, 39 Firefighters. The Training Division consists of two Captains. They are assigned to South King County Fire Training Consortium. The department's 2016 Budget is \$11 million.



THE POSITION

Working under the direction of the City Administrator and reporting directly to the Mayor, the Fire Chief is the Chief Administrative Officer for the Tukwila Fire Department. Responsibilities of the Chief include planning, directing, organizing, and coordinating the overall activities and operations of the Fire Department. The Fire Chief also serves as a member of the leadership team within the City of Tukwila.



Responsibilities Include:

- Establishes goals and objectives for the Fire Department to ensure compliance with the policy directives of the Mayor and City Council and all applicable local, state or federal laws, rules and regulations. Assures proper enforcement of City and State Fire Codes.
- Plans and organizes Fire Department operations with respect to equipment, apparatus and personnel to assure maximum efficiency and effectiveness.
- Supervises the activities of Department personnel including Assistant Chief, Fire Marshal, Battalion Chiefs, and other assigned personnel to include scheduling, assignment and review of work; providing assistance; administering discipline; evaluating performance and making hiring, termination, and pay change recommendations.
- Directs the planning of major emergency response operations and oversees their implementation to ensure effective and efficient departmental action. Requests aid from other cities and sources as necessary.
- Develops, recommends and monitors the department budget including the incorporation of individual division budgets by reviewing past

expenditures, analyzing future needs and making determinations regarding the necessary resources to accomplish departmental goals. Approves expenditures to ensure compliance with budgetary guidelines.

- Represents the Department to the public, at City Council, and other local and regional groups to resolve problems, coordinate activities, exchange information and provide expertise.

OPPORTUNITIES FACING THE NEW CHIEF

A Diverse Community - Not only is the City diverse from a cultural, language and residential population perspective but also with regards to a large commercial and industrial presence. The resident population of approximately 20,000 swells to upwards of 150,000 during the day with the influx of workers and shoppers. The Fire Chief will need to be able to relate to this mixture with sensitivity and acumen. He/she must be equally comfortable dealing with the diversity of the residents as well as with the leaders of the business community. In addition, the target hazards within the City vary from typical residential and retail to include more complex risks such as: two major freeways (including the busiest interchange in the State), the major north-south rail system in the region, mega large structures, hazardous materials, light rail, high-rise, the largest shopping mall in the Pacific NW, major national and international companies, critical infrastructure and other such hazards.

Leadership and Mentoring - These qualities will be important to achieving the Tukwila Fire Department's mission. Although the Department is an active participant in a training consortium, the Fire Chief needs to be a mentor to develop leadership capabilities among the staff. Approximately 33% of the employees (which includes a significant portion of the department's current supervisors and management) are eligible for retirement, resulting in the loss of key experience and skill over the next five years. Current Firefighters have a desire to play a more active role within the organization and are looking for better communication between employees and leadership. In addition, employees want to see support/recognition for employee accomplishments, clear goals and objectives, timely decisions and more accountability throughout the organization.

Facilities and Equipment - The City is committed to replacing and/or renovating three of the four aging fire stations as well as apparatus and equipment. As such the City is currently considering a public safety bond for a fall election. Options will need to be developed should the bond project not move forward. The Fire Chief will be an integral part of the strategy to market the needs for such an investment to the community. In addition, he/she will need to conduct a deployment analysis to determine optimal station location as well as consideration for the effective response of resources. A majority of the responses are for EMS and yet the potential for complex fire and life safety responses is very high. The City currently does not have an adopted standard of cover. The Fire Chief will need to balance these needs with solid, reliable data in the development of a reasonable standard of cover for all hazards.

Fire Prevention - With a large commercial and industrial base, and the aforementioned target hazards, the City has been very progressive with regards to engineered fire protection. The City has a heavy reliance on such controls to mitigate the fire and life problems inherent in large, complex and sometimes hazardous buildings and byways, and rely on this to keep response staffing at reasonable levels. Keeping up with compliance and enforcement has been a challenge that needs to be addressed by the Fire Chief. The building environment is also changing from low-rise, large box to mid and high-rise, which will require an adaptation from current strategies, both for prevention and response.

IDEAL CANDIDATE

The Tukwila Fire Department is seeking candidates who are successful career fire service professionals with excellent executive leadership skills. Candidates should possess a comprehensive knowledge of all facets of the fire service and EMS. The ideal candidate will have a history of progressive and proactive program development and must be able to provide strategic vision and leadership for the Department. Experience with technology and analytics will be critical to their success in this area.

The new Chief will have a track record for delivering results, building accountability for staff, and creating a positive working environment characterized by teamwork and innovation. He or she must

possess mentorship skills that will assist members of the Department in furthering their goals to achieve leadership positions. Candidates will need to exhibit strong, relational leadership throughout the organization, to include a clear vision with goals, objectives and accountability. To accomplish this, the new Chief will need to be skilled in strategic thinking and planning with the ability to effectively communicate with all stakeholders.

The new Chief must possess the ability to work as a member of a high functioning City administrative team; operating for the good of the community based on a set of core values. He or she will need to effectively advocate for the needs of the FD within this City team environment as well as engage in broader City issues in this team. Knowledge and experience with budgeting and capital improvements will be an essential skill for the successful candidate. In addition, the ideal candidate must demonstrate an understanding of the unique City dynamics with regards to the day/night population divergence and the commercial/industrial environment. Experience with fire prevention and code compliance will be critical to developing strategies as the City continues to grow and redevelop.

The new Chief must have a proven track record showing success working with unions and continue to build positive labor/ management relations. The ability to be an effective communicator both within the organization and throughout the community is a must. This position requires the willingness and ability to build and maintain partnerships with the regional fire service organizations, a variety of governmental agencies, and the local community. The new Chief will value community involvement and be comfortable participating in community events.



EXPERIENCE & EDUCATION

Graduation from an accredited college or university with a bachelor's degree in fire science, public administration or a closely related field. A minimum of seven (7) years of progressively responsible fire service command experience, with 5 years at Battalion Chief rank or higher. Three (3) years experience in labor/management relations is preferred. Consideration will be given to any combination of education and experience that would reflect meeting the qualifications. A master's degree in Public Administration or Management is preferred. Must be able to obtain a Washington Driver's License.



COMPENSATION & BENEFITS

- **\$116,616 - \$151,656** DOQ
- Medical, Dental, and Vision
- LTD & Life Insurance
- Flexible Spending Account
- Washington State LEOFF Retirement System & VEBA
- Employee Assistance Program
- Paid Vacation & Sick leave
- 12 Paid Holidays
- Longevity After five Years



www.tukwilawa.gov

The City of Tukwila is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 5, 2016** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to www.prothman.com and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

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