



Shawnee Heights Fire District

Serving Tecumseh, Topeka, Monmouth, and Williamsport Townships

Rick E. Deibert, Fire Chief

The Shawnee Heights Fire District is seeking qualified applicants for a full time Assistant Chief position. This position is a 40-hour, exempt position Monday through Friday with flexible scheduling.

JOB SUMMARY STATEMENT:

The position of Assistant Chief with the Shawnee Heights Fire District is a professional administrative position responsible for assisting in planning, organizing, and directing various activities of the Fire Department which include fire suppression, emergency medical services, fire prevention, and public education. Work involves various administrative functions, supervision of operations, command at major incidents, and assisting the Fire Chief in the general management of the department. This position may also serve as Acting Fire Chief during periods of the Fire Chief's absence. Supervision is exercised directly or through subordinates to accomplish assigned tasks. Work is performed under the administrative direction from the Fire Chief who reviews work to make sure the desired results are obtained. A full job description can be found on our website www.shfd.us

EDUCATION:

Bachelor's degree in Fire Science, Public Administration, Business Administration or a closely related field from a four-year college or university. An equivalent combination of education, training and/or experience may be substituted for college degree. Graduation from the National Fire Academy's Executive Fire Officer Program is desired.

FIRE DISTRICT DESCRIPTION:

The Shawnee Heights Fire District is a combination department that provides all hazard coverage to an area of approximately 144 square miles bordering the city of Topeka. The district is composed of a wide variety of terrain and occupancies from commercial and industrial to farm ground and rural residential developments. The district provides EMT-B level first responder care. We rely heavily on our part time firefighters to supplement our responses. The District is currently in the process of filling six additional firefighter positions. In 2021 the members responded to 1538 calls for service.

SALARY AND BENEFITS:

Salary will be dependent on qualifications. Salary range is from \$68,000 - \$83,000 annually. Shawnee Heights Fire District offers excellent benefits including, health, disability, and life insurance, paid vacation, holidays, and sick leave. This position is eligible to also receive service credit towards retirement through the Kansas Police & Firefighters (KP&F) Retirement System and benefits through the Shawnee Heights Firefighters Relief Association.

Qualified applicants should request an application packet by visiting our website shfd.us or sending a letter of interest to rdeibert@shfd.us. A complete resume will be required in addition to the application. First review of applications will be **February 15th, 2022** (open until filled). If you have interest in this position, it is highly recommended that you apply upon seeing the announcement as the vacancy may close without notice.