

OKANOGAN COUNTY FIRE DISTRICT 6

CAPTAIN HIRING PROCESS

Step 1. Completed applications must be mailed or hand delivered only, and must be **RECEIVED** by 4:00 P.M. Friday, November 13, 2020. The completed application packets may be mailed to the District at:

Okanogan County Fire District #6

PO 895

WINTHROP, WA 98862

(OCFD 6 is not responsible for delays caused by the United States Postal Service)

OR

Completed application packets may be hand delivered to the District Office between the hours of 9:00 A.M. and 4:00 P.M. Monday through Thursday at:

434 W 2nd AVE

TWISP, WA 98856

IMPORTANT

No Completed Application Packets Will Be Accepted Via Electronic Transmission

The application package must include:

- ◆ A District application form
- ◆ A resume to include all previous employment, education, certification(s), and at least 3 personal references, 2 of which must speak to firefighting experience
- ◆ Proof of high school graduation or equivalent (GED)
- ◆ A Driving Record Release form (“Employee or Prospective Employee Request”)
- ◆ A Background Check Release form (“Release Authorization”)
- ◆ A copy of a current first aid/CPR/AED or higher certification

NO EXCEPTIONS FOR THESE REQUIREMENTS WILL BE CONSIDERED

Step 2. After a review of applications and resumes, the most competitive candidates will be invited to participate in an interview process before an oral board. Individuals will be scheduled for this interview sometime from November 30 to December 4.

Applicants must receive a 70% or higher from this graded interview in order to continue with the hiring process.

Note: Additional consideration may be given to OCFD 6 career and volunteers firefighters for knowledge of District 6 geography and road systems, for advanced computer skills, for demonstrated training abilities and skills, or for previous experience as a Fire Service Officer.

Step 3. The District Fire Chief may conduct interviews based on the rankings established as a result of the scores earned during the oral interview process. Based on these interviews the Fire District Chief will select a tentative candidate(s) for the position.

Step 4. The successful candidate will be required to complete a medical physical and extensive background check including but not limited to a driving abstract, criminal record check, and verification of previous employment, experience, and/or references.

Step 5. The Fire District Chief will recommend the top candidate(s) to the Fire District Board of Commissioners for final approval and offer of employment.