APPLICATION INSTRUCTIONS- PLEASE READ CAREFULLY

A complete application packet must be received no later than

Thursday October 1st, 2026 5:00 p.m. Arizona Time.

Application materials are encouraged to be sent electronically to:

Interim Fire Chief Steve Abel
s.abel@palominasfire.com

Application materials may be mailed or hand delivered to:
Interim Fire Chief Steve Abel
Palominas Fire District
10202 S. Hwy 92
Hereford, AZ 85615

Questions may be directed to Steve Abel via e-mail or by phone at:

520-508-3592

For an application packet to be considered complete, include the following:

- Completed Palominas Fire District Employment Application
- Resume
- Supplemental Questionnaire
- Completed Checklist re: Minimum Qualifications

DO NOT send copies of certificates, licenses, transcripts or letters of recommendation at this time. If you are mailing hard copies of your application materials, please DO NOT put them in folders or binders. We have to dismantle those to make copies for our Fire Board members.

The top candidates in which the Fire Board best meets the needs of the Fire District will be invited to participate in an interviewing process, tentatively scheduled for October 21-23, 2026

PALOMINAS FIRE DISTRICT

JOB DESCRIPTION

Position Title: Fire Chief

Reports To: Board of Directors

Division: Administration

Location: Administration Office

Status: FT/PT Exempt

POSITION SUMMARY

The Fire Chief serves as the Chief Executive Officer of the Palominas Fire District, providing the knowledge, skills, and leadership for all divisions of the District. The Fire Chief represents the District in a variety of positions within the community to promote public understanding and support of Fire/EMS services throughout the local area. Teamwork, service and respect for diversity are priorities when working for the PFD.

SUPERVISION RECEIVED

The Fire Chief works under the general guidance and direction of the Palominas Fire District Board of Directors.

SUPERVISION EXERCISED

The Fire Chief is responsible for direct supervision of the command and administrative staff for the department. The Fire Chief carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include participating in interviewing and hiring, training employees, planning, assigning, and directing work,

appraising performance, rewarding and coaching employees, addressing complaints and resolving problems.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Develops, directs, informs, and enforces PFD policies and procedures.
- Maintains harmonious working relationships between all District employees.
- Maintains competency in current operational procedures and keeps abreast of current trends in modern fire service management.
- Responds to emergency scenes as necessary and assumes command when appropriate, using established incident command procedures.
- Develops, administers, and effectively manages the operating and capital budgets of the District within the tax levy rate, as set by the District Board of Directors.
- Ensures sufficient materials, information, and staff are available for budget preparation and presentation.
- Ensures that there is accurate and timely accounting of District finances to the Fire District Board.
- Collaborates with the Board and staff to develop and implement a strategic plan, which is reviewed and updated annually.
- Develops, in conjunction with the District management team, the appropriate tactics to achieve the goals and objectives of the strategic plan.
- Procures, maintains, and manages all fire district assets.
- Identifies and actively pursues grant funding opportunities; prepares and submits grant applications.
- Prepares the District to meet all training needs.
- Evaluates and reviews the performance of assigned staff.
- Maintains a personal and District community involvement, as well as encourages individual employees to actively participate in community activities not directly related to PFD.
- Supports, coordinates, and interfaces with all officers of the District.

- Prepares and presents a verbal monthly report to the Fire District Board, as well as a written annual report including significant activities, outstanding achievements, specific goals or major tasks achieved, and upcoming events and challenges.
- Conducts, attends, and interacts in meetings with PFD personnel, public agencies, and the public.
- Manages outside consultants.
- Oversees major projects on behalf of the Fire District Board.
- Reviews various materials for compliance with PFD policies, state and federal laws and regulations.
- Maintains authorized staffing levels.
- Ensures necessary safety procedures are in place and followed by all District personnel.
- Maintains competency in current operational procedures and keeps abreast of current trends in both modern fire service and emergency medical services management.
- Maintains professional education and interaction at meetings and conferences to keep abreast of changes in requirements which affect the District and current trends in the fire/EMS field.
- Maintains positive relationships with elected or appointed officials, other Fire/EMS officials, community and business representatives, and the public on all aspects of the District's activities.
- Represents the PFD in a variety of local, county, state, and other meetings.
- Maintains positive working relationships with PFD employees.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Public Administration, Business Administration, Fire Science or other related field from a regionally accredited college or university; consideration may be given to a candidate who possesses a combination of other significant related education and/or experience as approved by the Fire Board
- Fifteen (15) years of fire service experience, including at least five years in Fire/EMS operational management, preferably at the Chief Officer level; experience in a fire district setting is desired
- Arizona Firefighter I & II certification or NFPA 1001 equivalent
- Current Emergency Medical Technician (EMT) or Paramedic (CEP) certification, either Arizona or National Registry, or ability to obtain within 6 months
- Valid Arizona Driver's License, or ability to obtain within 30 days of employment
- Completion of Incident Command Systems courses and demonstrated proficiency in application of the content
- Completion of Occupational Safety course and demonstrated proficiency in application of the content
- Completion of Instructor Methodology course and demonstrated proficiency in application of the content
- Completion of a minimum of six college credit hours in supervision/management and demonstrated proficiency in application of the content
- Prior experience in preparation and administration of budgets
- Ability to read and write the English language
- Ability to meet insurability requirements of the District's insurance carrier
- Within six months of appointment, residency within 45-minute radius of District boundaries; residency within District boundaries preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of…
    - Management principles regarding fire and emergency medical services administration and personnel
    - Incident Command Systems and their practical application
    - Practices, regulations, methods, and equipment used in EMS, Command, Fire Suppression, and Fire Codes, according to NFPA, regional, state, and federal standards.
    - Strategies, tactical considerations and financial implications of disaster management on a local, state and regional level

- Thorough knowledge of…
    - Federal, state, and local laws, rules and regulations as they pertain to Fire District activities.
    - Fire department organization, operation and public relations.
    - Use of computers and relevant software including Microsoft Office, GIS-based mapping systems and CAD/reporting software.
    - Fire behavior and characteristics including management techniques
    - Firefighting, rescue and emergency medical techniques, practices and standards.
    - Adult learning theory and training techniques/methodologies applicable to Fire and Emergency Medical Systems.
    - Public and private grant funding opportunities and related practices as they apply to Fire Districts.
    - PFD strategic plans, goals, operations, policies, and guidelines.
    - All District vehicles, equipment and tool capabilities

- Ability to…
    - Lead, motivate, train, coordinate, and delegate to the management team and other employees as needed.
    - Provide leadership to career employees with particular emphasis on mentoring and succession planning.
    - Analyze data and trends, create appropriate plans, and develop strategic goals.
    - Collect pertinent data to annually develop and implement a fiscally responsible, effective budget within statutory regulations.
    - Make critical decisions and act under emergency conditions using appropriate incident and personnel management techniques.
    - Write, communicate, and report in descriptive detail using a variety of methodologies.
    - Act as liaison and foster positive community and governmental interactions.
    - Delegate and organize multiple changing responsibilities.
    - Prioritize work to meet goals and objectives within acceptable time frames.
    - Plan, assign, coordinate and evaluate the performance of the command and administrative staff.
    - Prepare technical and administrative reports.
    - Prepare all necessary written documentation for grant funding applications.
    - Work with others in a high pressure situation without supervision.
    - Approach problem-solving as an innovative process.
    - Work effectively and efficiently with elected officials, board members, members of the public and representatives of other key agencies

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions. While performing the duties of this job, personnel are frequently required to stand, sit, walk, talk, hear, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. Personnel are frequently required to climb or balance, stoop, kneel, crouch, crawl, and smell. Personnel must be able to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those personnel encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an office, vehicle or outdoor setting in all weather conditions, including temperature extremes. Work is occasionally performed in emergency and stressful situations. Personnel are exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Personnel occasionally work near moving mechanical parts and in high, precarious places and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the District and emp` 01loyee and is subject to change by the District as the needs of the District and requirements of the job change.

FIRE CHIEF RECRUITMENT SUPPLEMENTAL QUESTIONS

To get a better sense of experience, leadership approach, and written communication skills, please answer the following supplemental questions. Submit your responses with your application packet.

1. Why does the position of Palominas Fire Chief interest you and why is this a good time in your career to pursue this opportunity?

2. Please give an overview of your current or most recent position and scope of responsibilities; along with an overview of the organization itself (i.e. population served, annual budget, number of employees, number of stations, and annual call volume)

3. Tell us what you know about the Palominas Fire District and what makes you the ideal candidate to lead the department?

4. Please give an overview of your experience in developing and managing either organizational or program budgets, including the size and scope of the budget.

5. Please give an overview of your experience in career development and mentoring of firefighters or officers within your organization.

6. Please give an overview of your experience in working directly or indirectly with elected officials.

Your responses should not exceed a total of four typed pages.

APPLICATION FOR EMPLOYMENT

Palominas Fire District
10202 S. Hwy 92
Palominas, AZ 85615
520-803-9919

PLEASE TYPE OR PRINT USE BLACK INK ONLY

This form is required for employment and must be filled out completely. A resume is encouraged, however, will not be accepted in lieu of a completed application. **Incomplete applications will be rejected**		Position Desired:	**FIRE CHIEF**
		Availability:	
Name:		(Specify if other than Immediate)	
Address Apt. No.:			
City/State/Zip:		Fax:	

GENERAL INFORMATION

Home Phone:		Work Phone:	
Message Phone:		E-mail:	

Are you legally authorized to work in the USA? Note: Proof of authorization will be required upon hire.		Yes _____	No _____
Have you worked under any other name?	Yes__ No__	If YES, what name?	
Do you possess a valid driver's license? (Attach copy of valid driver license)	Yes__ No__	If YES, License Number:	
Driver License State of Issue:		Commercial driver license class: Endorsements:	

Have you ever been discharged (fired) or resigned (quit) in lieu of discharge, except for layoff due to lack of work?	Yes__ No__
If YES, date of termination:	
Have you ever been convicted of a crime?	Yes__ No__

Where:		When:	
Nature of charges:			
Disposition of Case(s)			

EDUCATION & TRAINING			
	Name of School	Diplomas, degrees, certificates, etc.	Dates Attended
High School			
Colleges & Universities			
Colleges & Universities			
Technical or Trade School			
Training and/or Certifications			

OTHER SKILLS AND QUALIFICATIONS
List any special technical or machine operation skills that you have gained from employment, training, experience, as a volunteer, etc.

EMPLOYMENT EXPERIENCE		
Be sure to complete all sections of this application completely and accurately to the best of your ability. Give us a clear description of your job duties, the time spent doing that work, the equipment you used, and anything else which will help us understand the nature of your work. If more space is needed, please attach an additional sheet. **A RESUME WILL NOT BE ACCEPTED IN LIEU OF COMPLETING THIS SECTION. DO NOT REFERENCE: "SEE RESUME"**		

Name & Telephone # of Employer:				
Address of Employer:				
Immediate Supervisor:		Dates (month/year)	From:	To:
Your job title:		Reason for leaving:		
		Description of work:		

Name & Telephone # of Employer:				
Address of Employer:				
Immediate Supervisor:		Dates (month/year)	From:	To:
Your job title:		Reason for leaving:		
		Description of work:		

Name & Telephone # of Employer:				
Address of Employer:				
Immediate Supervisor:		Dates (month/year)	From:	To:
Your job title:		Reason for leaving:		
		Description of work:		

Name & Telephone # of Employer:				
Address of Employer:				
Immediate Supervisor:		Dates (month/year)	From:	To:
Your job title:		Reason for leaving:		
		Description of work:		

AGREEMENT, CERTIFICATIONS, AND AUTHORIZATION

(Please read carefully)

I authorize my current and former employer(s) to provide Palominas Fire District representatives any information regarding my current and former employment. I understand that such information may or may not help my application for employment with the Palominas Fire District.

I hereby release any current or former employer, its agents or employees from any and all liability resulting from the release of such information. My authorization to current or former employers to release information and my waiver of liability which are written out above are knowing, intelligent, and voluntary acts.

I understand that as a condition of employment, a background check may be conducted and I may be required to pass a pre-employment physical examination. The background check may include reference checks, a criminal history, and driving record check. Certain positions may require pre-employment drug testing, credit checks, fingerprinting, and a psychological examination.

I understand that as a condition of employment, I must provide documentation to prove employment eligibility and personal identification as required by the Immigration Reform and Control Act of 1986.

I certify that all statements made in this application are true, complete, and correct to the best of my knowledge, and that any misrepresentation or omission shall be considered sufficient cause for employment disqualification or discharge.

Signature of Applicant:		Date of Application:	

Notice: In order to be accepted for consideration, all applications must be completed, signed and dated. Incomplete applications will be rejected.

FOR OFFICE USE ONLY DATE RECEIVED:		(CIRCLE ONE) MAIL / HAND DELIVERED	PROCESSED BY: (Initials)

Application Checklist

Please include with your application packet

	Yes	No	Comments or Equivalency
Do you have a minimum of an Associate's Degree? If you currently have a degree, please indicate level and major in the comments section. If not, please describe equivalency with other significant related education and/or experience			
Are you currently certified as an EMT or Paramedic in the State of Arizona or National Registry; or have the ability to obtain certification within 6-months?			
Do you maintain current Firefighter 1 &2 certifications either IFSAC or equivalent			
Do you maintain a current HazMat Operations or HazMat IC certification?			
Do you maintain a current Instructor 1 certification? If not, have you completed a recognized Instructional Methodology course.			
Do you maintain a minimum of a Fire Officer 1 certification or have taken a minimum of 6 college credit hours in supervision/management.			
Have you completed ICS 100, 200, 300, 400, 700 and 800 courses?			
Do you have a minimum of 15-years fire service experience as well as a minimum of 5-years in operational management?			
If selected for this position are you willing to locate within 45 minutes of the Fire District boundaries?			

This list is not a complete list of all Minimum Qualifications. Please refer to the Job Description for Qualifications as well as Knowledge, Skills and Abilities. You are encouraged to list any additional qualifications, certifications, etc. in your resume.