



McLane Black Lake Fire Department • 125 Delphi Rd NW • Olympia, WA 98502 • (360) 866-1000

ASSISTANT FIRE CHIEF

OPENS: September 4, 2026 – 0800 Hours

Compensation: \$152,848 - \$161,167

CLOSES: September 25, 2026 - 1600 Hours

Position is FLSA Exempt

McLane Black Lake Fire Department in Olympia, WA is seeking qualified individuals for the position of **Assistant Fire Chief**. The position is dynamic, requiring a broad set of skills that can be obtained from any combination of work experience both inside and outside of the fire service. Anyone considering this position can expect to find a work environment that promotes accountability, independent decision making, judgement, and flexibility to meet the mission of service delivery to our Fire District's residents and customers.

GENERAL SUMMARY, MAJOR FUNCTIONS AND PURPOSE

The Assistant Fire Chief, under the general direction of the Fire Chief or designee, will plan, organize, coordinate and direct the personnel, operations and activities of an assigned division. This position serves as a member of the Fire District's executive leadership team and supports each member to achieve the overall mission, vision, values, and goals of the organization.

Each position is responsible for performing general to complex administrative tasks related to the assigned program area, including, but not limited to: personnel management, budgeting, education and training of best practices, formulation of District policies and procedures, and other duties. The Assistant Fire Chief will have designated command and control of emergency operations as needed or requested, including scheduled duty chief/officer command coverage for the District. In addition to guiding critical District operations and functions on a day-to-day basis, the Assistant Fire Chief will also provide consistent, respectful, and highly communicative interaction and mentoring of District members with the desire to always fulfill the District's mission.

JOB DUTIES

The **Assistant Fire Chief** will perform a variety of management duties in assigned functional areas of the Fire Department including:

1. Respond to major incidents and assume command at fires, hazardous materials incidents, emergency medical responses and natural or man-made disasters.
2. Determine appropriate action and response to incidents and direct operations accordingly.
3. Ensure efficient and effective deployment of personnel, equipment and resources.
4. Directing evacuations and emergency medical care; requesting additional services and resources as needed.
5. Manage, develop, prepare, implement and present Departmental training and safety programs.
6. Supervise assigned personnel, including scheduling, work assignment, performance evaluation and disciplinary actions or recommendations.
7. Guarantee compliance with departmental rules, regulations, operating guidelines, policies and procedures.
8. Identify functional goals and objectives and participate in long- and short-range departmental planning.
9. Prepare and administer division or special project budgets as assigned; authorize expenditures for equipment and supplies; monitor and maintain program accounts.
10. Maintain communication with other district personnel, officials, law enforcement agencies, emergency services providers and the public regarding issues in assigned function, such as fire investigation and emergency response services.
11. Prepare narrative reports, correspondence, interdepartmental communications, and department records and provide for records maintenance.
12. Represent the department on various committees as assigned.
13. Assume command of the Department in the absence of the Fire Chief.
14. Serve as a member of the Fire District Administrative Team.

EDUCATION, EXPERIENCE & QUALIFICATIONS

- Associates degree in fire science, business, public administration or related field from an accredited college or university is required.
- 10 years of progressively responsible experience in fire suppression.
- 5 years of fire service experience in a supervisory or officer position.
- Current Washington State or National Registry Emergency Medical Technician.

- Thurston County Medic One Protocol Certification (within 120 days of employment)
 - Valid Washington State Driver's License and a satisfactory driving record is a condition of initial and continued employment.
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SPECIAL REQUIREMENTS:

- IFSAC Fire Officer I
 - ICS 400
 - IFSAC Instructor I
 - NWCG Firefighter Type 2
 - EVAP Certification
 - Certified Incident Safety Officer
 - Speak the English language
 - The Assistant Fire Chief must possess a degree of physical fitness that allows participation as a command officer on a fire scene
 - Response to major emergency incidents, duty chief rotations, weekend work and attendance at evening meetings is required
 - Reside within 30 minutes of the Fire District within one year of employment
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KNOWLEDGE, SKILLS & ABILITIES - desired for the position:

- Extensive knowledge of methods, materials and equipment used in fire suppression and prevention.
- Extensive knowledge of district rules, regulations, operating guidelines, policies, and procedures.
- Thorough knowledge of the principles, practices and procedures of fire service administration, emergency medical services, community preparedness, public education, fire prevention and fire suppression.
- Knowledge of the principles and practices of fire science.
- Knowledge of fire service training requirements and programs.
- Knowledge of federal, state and local laws, regulations and codes pertaining to fire prevention.
- Knowledge of modern supervisory practices and techniques.
- Knowledge of the Incident Management System at the ICS 400 level.
- Knowledge of Fireground Safety practices.
- Skill in the allocation and deployment of personnel and equipment at significant incidents.
- Skill in the determination of chemical properties of a variety of hazardous materials.
- Ability to communicate information and express ideas clearly and concisely.
- Ability to serve as incident commander at emergency incidents.
- Ability to supervise the operation and maintenance of a variety of specialized apparatus and equipment.
- Ability to provide effective leadership, develop and maintain trust, resolve interpersonal conflicts, and build and maintain morale.
- Ability to work cooperatively with others as the leader or member of a service-oriented team.
- Ability to prepare comprehensive reports, budgets, department materials, records and correspondence.

WORKING CONDITIONS

The **Assistant Fire Chief** primarily directs an assigned program from an office while customarily and regularly exercising discretion and independent judgment will be required to perform arduous work, including lifting, moving, and working with objects up to 100 pounds, while customarily and regularly exercising discretion and independent judgment. While in command at a major fire or emergency scene, working conditions will vary with the situation and may be extremely dangerous. Work involves exposure to weather conditions, all types of terrain, slippery surfaces, hazardous materials, chemicals, toxic fumes, and smoke.

BENEFITS SUMMARY (not all inclusive of all benefits):

- District provided Medical, Dental and Vision
 - Law Enforcement Officers and Fire Firefighters Retirement System – Plan 2 (LEOFF2)
 - Paid Sick and Vacation Leave
 - 11 Paid Holidays Annually
 - Optional: Deferred Compensation and Supplemental Insurance Programs
 - Approved Education Benefit
 - Other benefits as provided and approved by the Fire District
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CONDITIONS OF EMPLOYMENT

- Successful applicants must pass a background check according to District policy.
- Successful applicants must pass a Drivers Abstract review and maintain their driving record in accordance with District policy.

McLane Black Lake Fire Department is an equal opportunity employer.

HOW TO APPLY:

*Submit a **cover letter, resume with references and an application** to the address below or electronically to hiring@mclanefire.org. Certifications and other requirements to be furnished upon request of the Fire District. All materials must be received no later than 4:00 p.m. on September 25, 2026.*

McLane Black Lake Fire Department

ATTN: Hiring

125 Delphi RD NW

Olympia, WA 98502

SELECTION PROCESS:

- *Following a review of resumes, the highest qualified applicants will be selected for an interview.*

Position start date can be negotiated but is anticipated for December 2026.



125 Delphi Rd NW
Olympia, WA 98502

Business| 360.866.1000 Fax| 360.867.0508
www.mclanefire.org

DATE OF APPLICATION:

POSITION:

POSITION STATUS (CIRCLE ONE):

FULL-TIME PART-TIME VOLUNTEER

INSTRUCTIONS:

ALL QUESTIONS on this form must be answered in complete detail.
If a question does not apply to you, write: NA (not applicable).
Applications must be filed on or before the closing date for the
position. Postmarks will not be accepted.

EQUAL OPPORTUNITY EMPLOYER

PLEASE PRINT IN BLACK OR BLUE INK OR TYPE ALL INFORMATION

SECTION 1 – PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL
PHYSICAL ADDRESS	CITY	STATE ZIP
MAILING ADDRESS (if different from above)	CITY	STATE ZIP
Can you provide proof of a legal right to work in the United States after hire?		☐ Yes ☐ No

HOME PHONE:	CELL PHONE:
EMAIL ADDRESS (Personal):	

SECTION 2 – DRIVING RECORD INFORMATION

DRIVERS LICENSE NO.	STATE	ISSUED DATE	EXPIRATION DATE
<i>All applicants must complete this section if they have a valid Driver's License. Please complete and sign the attached Washington State Department of Licensing Form DSC-425-020: Driving Record, Release of Interest if issued in WA State.</i>			

SECTION 3 – EDUCATION, TRAINING & SKILLS

	NAME OF SCHOOL	LOCATION (City, State)	GRADUATED	GRADE COMPLETED or DEGREE EARNED
HIGH SCHOOL			YES NO	
COLLEGE or TRADE SCHOOL			YES NO	
LIST OTHER APPLICABLE EDUCATION, TRAINING OR SCHOOLS ATTEND:				
DESCRIBE SKILLS or EXPERIENCE (i.e. typing, computer skills & software applications, mechanical, etc.):				

SECTION 4 – EMS EXPERIENCE & CERTIFICATIONS

	CERTIFICATION LEVEL	CERTIFICATION NO.	EXPIRATION
Washington State DOH EMS Certification			
National Registry			
Out-of-State EMS Cert. STATE: _____			
Other (i.e. First Aid Card)			

EMS RELATED TRAINING AND EDUCATION:
Please list, with dates, applicable certifications, training and education (attach certificates or training records):

BRIEFLY DESCRIBE YOUR EMS EXPERIENCE:

Please attach training records from previous agencies if available.

SECTION 5 – FIRE EXPERIENCE & CERTIFICATIONS

FIRE SERVICE-RELATED TRAINING AND EDUCATION:
Please list, with dates, applicable certifications, training and education (attach certificates or training records):

BRIEFLY DESCRIBE YOUR FIREFIGHTING EXPERIENCE:

Please attach training records from previous agencies if available.

SECTION 6 - REFERENCES

PERSONAL & PROFESSIONAL REFERENCES (List at least two personal references):			
NAME	ADDRESS	CONTACT PHONE	TYPE OF REFERENCE
NAME	ADDRESS	CONTACT PHONE	TYPE OF REFERENCE
NAME	ADDRESS	CONTACT PHONE	TYPE OF REFERENCE

SECTION 7 – EMPLOYMENT HISTORY

INSTRUCTIONS: Beginning with your most recent employer, list your work/experience history for the last 10 years and any experience prior to that time which is directly related to the position for which you are applying. Please include Fire or EMS Agencies regardless of employment status. A resume does not substitute for this section, please attach.

EMPLOYER/BUSINESS NAME: _____ **Start Date:** _____ **End Date:** _____

ADDRESS: _____ **Supervisors Name:** _____

PHONE: _____ **EMPLOYMENT STATUS (circle one):** Full-time Part-Time Volunteer Per-diem/On-call

May we contact this Employer? YES NO **REASON FOR LEAVING:** _____

DESCRIBE DUTIES/PRIMARY JOB TASKS or FUNCTIONS:

EMPLOYER/BUSINESS NAME: _____ **Start Date:** _____ **End Date:** _____

ADDRESS: _____ **Supervisors Name:** _____

PHONE: _____ **EMPLOYMENT STATUS (circle one):** Full-time Part-Time Volunteer Per-diem/On-call

May we contact this Employer? YES NO **REASON FOR LEAVING:** _____

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May we contact this Employer? YES NO **REASON FOR LEAVING:** _____

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ADDRESS: _____ **Supervisors Name:** _____

PHONE: _____ **EMPLOYMENT STATUS (circle one):** Full-time Part-Time Volunteer Per-diem/On-call

May we contact this Employer? YES NO **REASON FOR LEAVING:** _____

DESCRIBE DUTIES/PRIMARY JOB TASKS or FUNCTIONS:

EMPLOYER/BUSINESS NAME: _____ **Start Date:** _____ **End Date:** _____

ADDRESS: _____ **Supervisors Name:** _____

PHONE: _____ **EMPLOYMENT STATUS (circle one):** Full-time Part-Time Volunteer Per-diem/On-call

May we contact this Employer? YES NO **REASON FOR LEAVING:** _____

DESCRIBE DUTIES/PRIMARY JOB TASKS or FUNCTIONS:

Attach additional sheets if necessary.

SECTION 8 – BACKGROUND INFORMATION

McLane Black Lake Fire Department is mindful of its obligation to employ or have as members qualified persons and its entitlement under law to consider an applicant's conviction record as it relates to performance of a particular position.

A CONVICTION RECORD WILL NOT DISQUALIFY YOU FOR EMPLOYMENT UNLESS SUCH RECORD WOULD REASONABLY AFFECT YOUR FITNESS OR ABILITY TO PERFORM THE REQUIREMENTS OF THE POSITION (WHETHER FULL-TIME, PART-TIME OR VOLUNTEER STATUS) FOR WHICH YOU HAVE APPLIED.

Have you ever been convicted of a felony, released from prison, and/or been convicted of any level misdemeanor other than a minor traffic offense?

YES _____ NO _____

If yes, please explain (attach additional supporting documentation, i.e. court orders, rulings, etc.):

SECTION 9 – RELEASE OF INFORMATION & CERTIFICATION OF COMPLETE APPLICATION

To the best of my knowledge, the information contained in this application is true and correct. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, for termination from employment at any time. I authorize my previous employers to furnish McLane Black Lake Fire Department with my records, including disciplinary actions, reason for leaving and all other information they may have concerning this application and I hereby release them and McLane Black Lake Fire Department from all liability for any damages whatsoever arising there from. I authorize McLane Black Lake Fire Department to conduct necessary investigations of all statements made by me in this application and authorize the Fire District to perform a background check. This application constitutes my complete application.

APPLICANT SIGNATURE: _____ DATE: _____

REVIEW AND APPROVAL BY FIRE CHIEF

This section is required to be completed by the Fire Chief prior to acceptance of the applicant as a member of McLane Black Lake Fire Department.

FIRE CHIEF SIGNATURE: _____ DATE: _____

_____ APPROVED _____ NOT APPROVED

FOR DEPARTMENT USE ONLY

DATE APPLICATION RECEIVED: / /	APPLICATION RECEIVED BY:
APPLICATION COMPLETE: YES NO	INTERVIEW DATE: / /
DRIVERS ABSTRACT ATTACHED: YES NO	INTERVIEW SCORE:
COPY OF DRIVERS LICENSE: YES NO	WRITTEN TEST SCORE:
COPY OF EMS CERTIFICATION CARD YES NO	PHYSICAL AGILITY SCORE:
RESUME ATTACHED YES NO	REFERENCES CHECKED: YES NO
COVER LETTER ATTACHED: YES NO	REFERENCES CHECKED BY:
LETTERS OF RECOMMENDATION YES NO	PREVIOUS EMPLOYERS CONTACTED: YES NO
COPY OF TRAINING RECORDS YES NO	EMPLOYERS CONTACTED BY: