



wemoveyou  
Reno-Tahoe Airport Authority

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## Chief of Airport Rescue Firefighters

### **Open/Competitive Recruitment**

**Application Deadline: July 21, 2019**

The Reno-Tahoe Airport Authority (RTAA) is seeking an individual with management experience in the fire service to lead the dynamic Airport Rescue Firefighting (ARFF) Division as the Chief of Airport Rescue Firefighters. The RTAA offers a positive, professional work environment that values teamwork, honesty, respect, recognition, integrity, innovation, versatility and excellence. If this sounds like an environment in which you would THRIVE, the RTAA is a wonderful place to make a career!

At the RTAA, the ARFF team is a key member of the Operations & Public Safety Department. The Chief of Airport Rescue Firefighters (Chief) reports to, and provides highly responsible and complex staff assistance to, the Vice-President of Operations & Public Safety. The Chief seeks to balance both strategic and management goals while building positive relationships with labor groups. The Chief is responsible for the administrative management of all functions and operations of the ARFF Division with respect to aircraft rescue, emergency medical response, fire protection, hazardous materials, and organizational safety. The Chief works collaboratively with internal and external stakeholders in the development and implementation of the plans and policies for the ARFF Division, and where other matters of public safety are involved.

The nature of the work requires the ability to effectively lead, motivate, manage and direct a team of professional and technical personnel; the ability to assess and prioritize emergency situations, exercising sound judgment; the ability to analyze problems, project consequences, identify alternatives, and implement timely and effective solutions in support of RTAA's strategic goals, objectives and initiatives; and the ability to establish, maintain and foster effective working relationships.

Background: While Reno has long been known as the gateway to the Lake Tahoe region, it is moving well beyond a tourism destination. Tech giants such as Tesla, Switch, Panasonic, Apple, Google and Amazon have propelled the northern Nevada region in new and exciting directions. The region is experiencing an evolution that includes not only significant job growth, but also a revitalization of Reno's midtown district. New trends in dining, a thriving local craft beer scene, and an expansion of non-gaming entertainment are drawing increasing numbers of visitors and new residents to the region. For information about the Reno-Sparks-Tahoe Area, please visit: [www.whyreno.org](http://www.whyreno.org).

The RTAA is the owner and operator of the Reno-Tahoe International (RNO) and Reno-Stead Airports. Annually RNO serves 4.2 million passengers, a number that has continued to grow. In order to meet the anticipated passenger growth, RNO finalized a 20-year Master Plan in January 2019. The RTAA functions like a small city with over 270 employees working in a variety of functions.

#### EXAMPLES OF DUTIES:

- Plan, organize, and manage the work of the Airport Fire Division; develop, implement, and monitor division plans, goals, and objectives focused on achieving the organization's mission, strategic priorities, and other assigned focus.
- Provide day-to-day leadership and Airport Rescue Firefighting expertise to ensure a high performance, safety-oriented work environment that supports the achievement of the organization's strategic objectives and service expectations.
- Represent the Airport Fire Division to other RTAA Divisions, elected officials, various airport stakeholders including federal agencies, visitors, surrounding community, and other outside agencies.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and direct the implementation of changes.
- Screen, interview, and select new fire service employees in accordance with established policies, procedures, guidelines, and the terms of the applicable collective bargaining agreements.
- Supervise, plan, coordinate, and assign projects and areas of program responsibility and monitor progress.
- Plan, coordinate and provide training to staff to ensure that all staff members are informed and properly prepared to carry out assigned functions.
- Evaluate the performance of staff, providing regular feedback regarding quality and quantity of work performed; provide employees with the guidance and direction needed to correct deficiencies; and work with employees to help improve individual and operational productivity.
- Participate in, and serve as technical advisor in, labor contract negotiations with the collective bargaining units representing RTAA firefighter labor groups.
- Develop, maintain and update the Airport Emergency Plan (AEP) pursuant to FAR Part 139 covering RTAA response to aircraft incidents and accidents, bomb incidents, structural fires, natural disaster, radiological incidents, sabotage or hijack incidents, power failure in aircraft movement area lighting, water rescue, and other such emergencies.

- Review, recommend, and manage resources to ensure that the RTAA is properly and adequately equipped and prepared to provide aircraft rescue and firefighting services that are in compliance with the provisions of FAR Part 139.
- Manage the development, revision, and implementation of RTAA standard operating procedures and guidelines for emergency medical and firefighting capability at Reno-Tahoe International and Reno-Stead Airport in a manner consistent with available resources and the Airport Emergency Plan (AEP).
- Manage the development and implementation of a comprehensive fire prevention inspection and training program at Reno-Tahoe International and Reno-Stead Airport; provide preliminary design review for compliance with fire code; conduct investigations of causes and sources of fire incidents and recommend corrective action.
- Develop and administer the department's budget; forecast the need for additional funds for staffing, equipment, materials and supplies; direct the monitoring and approval of expenditures; direct the preparation and implementation of budgetary adjustments, as necessary.
- Serve as the Environmental Health and Safety Officer (EHSO) for the Reno-Tahoe International Airport; develop, maintain, update and manage a Health and Safety program and mandate practices to ensure an environment consistent with the RTAA's Health and Safety policy.
- Respond to and supervise operations at emergency incidents to ensure proper command and accountability systems are used; perform the duties of Incident Commander at all major fires, aircraft incidents, hazmat operations, and rescue events on RTAA property; and provide Incident Command expertise for all mutual aid requests.
- Maintain all applicable records and reports in accordance with RTAA standards and procedures, State and Federal law; attend all required staff and management meetings.
- Assist Senior Leadership in the development and maintenance of Automatic Aid/Mutual Aid Agreements with local, state and federal Fire and Emergency Medical Response Agencies; coordinate regular, training opportunities with automatic aid/mutual aid agencies to increase familiarization with the layout of the Reno-Tahoe International Airport and to ensure effective and efficient collaboration and knowledge of available resources in emergency situations.
- Provide timely communication and updates to the President/CEO, Executive Vice-President/COO, and the Vice President of Operations & Public Safety on matters of operational relevance and/or significance; prepare and present staff reports and other necessary information to the Board of Trustees.
- Provide professional expertise, analyses, advice and consultation in a variety of ARFF operational matters.
- This position is essential personnel as part of RTAA's Emergency Response Team, and is required to respond to airport incidents as requested/required.

**ENTRY SALARY: \$107,814 - \$135,846 annually.** Opportunity for additional merit-based increases up to a range maximum of \$163,877 annually. Initial salary placement will be based upon experience and qualifications. **This is a management at-will position, which is salaried and is exempt from overtime.**

**BENEFITS:** The RTAA offers a competitive wage and benefit package, and provides a high-quality work-life balance. Employee benefits include **100% employer paid** contributions to the Nevada PERS retirement program; **100% employer paid** health insurance for the employee; **paid vacation and sick leave**; and **13-paid holidays** per year - just to name a few!

#### **MINIMUM QUALIFICATIONS:**

**Required Education:** Bachelor's Degree from an accredited college with major course work in fire science, fire administration, emergency management, public administration, business administration, or a closely related field.

An equivalent combination of directly related fire service management experience and training from the National Fire Academy or other courses in fire and/or emergency management **may be substituted** for the degree on an equivalency basis (e.g., one year of full-time experience will be considered equivalent to thirty (30) semester or (45) quarter units of college course work; and contact hours for training will be substituted on a one-for-one basis for degree credit hours).

**Required Experience:** Six (6) years of increasingly responsible fire suppression, prevention, and public safety experience, **AND** five (5) years of management experience equivalent to the Fire Chief or Assistant/Deputy Fire Chief level.

**Required Certification:** National Fire Officer IV certification issued by either the International Fire Service Accreditation Congress or the National Board on Fire Service Professional Qualifications; **OR** graduation from the National Fire Academy's Executive Fire Officer Program. One of the listed certifications is required at the time of application, and a copy of the certification **must be attached** to the application.

**Preferred Certification:** Advanced Airport Rescue Fire-Fighter (ARFF) certification at time of application is preferred. As a condition of continuing employment, incumbent **will be required** to obtain the Advanced ARFF certification within 12 months of hire.

**Required License:** A valid driver's license is required at the time of application.

#### **HOW TO APPLY:**

A fully completed official online RTAA Employment Application **must** be received by **11:59 p.m., Sunday, July 21, 2019**. Applications for RTAA jobs are **only** accepted through an online process. For more information about this opportunity and to apply, visit: [www.governmentjobs.com/careers/renoairport](http://www.governmentjobs.com/careers/renoairport).

**The Reno-Tahoe Airport Authority values diversity and is an equal opportunity employer.**

**Women, minorities and individuals with disabilities are encouraged to apply.**

**The Reno-Tahoe Airport Authority maintains a drug-free workplace.**