

**Upper Captiva Fire Protection and Rescue Service District
Fire Chief Position Request for Responses
Closing Date February 28, 2018**

Upper Captiva Fire and Rescue District (“District”) on Upper Captiva Island, Florida, is seeking applications for the position of Fire Chief. Upper Captiva Island is a bridgeless barrier island in Lee County, in Southwest Florida, accessible only by boat, water taxi, or private plane.

There are no combustion powered vehicles on the island other than District, authorized construction, or service vehicles. Electric golf carts are the primary mode of transportation. Upper Captiva Island is three miles long and three quarters of a mile wide, with the majority of the lower one half of the island being a State Park. There are approximately three hundred homes on the island with less than fifty full time residents. Many of the homeowners are part time residents and much of the population consists of vacationing renters. 99% of the homes are all wood construction and are effectively 3 stories high.

Upper Captiva Fire and Rescue District is an Independent Special District, created and authorized to act by Florida Statute and the District’s enabling legislation. The District is governed by a five-member group of elected Fire Commissioners and consists of the Chief, and a cadre of paid officers, firefighter/ EMT’s and firefighter/paramedics. The District staffs four positions on a 24/7/365 basis. Work shifts are twenty-four hours (9:30 A.M.-9:30 A.M.) The average annual call volume is around 150, with the vast majority of the calls being medical related in a predominantly resort/stress-free environment.

The mission of the District is to provide on-island rapid response to a fire or medical emergency and to provide off island boat medical transport when applicable. The District is sometimes assisted by surrounding government agencies’ firefighters, EMT’s, and paramedics who respond by boat. Firefighting and EMS equipment is located on the island.

Minimum Requirements for the Fire Chief Position:

- Valid Florida State Firefighter II certification
- Valid Florida State EMT or Paramedic certification
- Valid American Heart CPR certification
- Valid Florida State Fire Officer II certification
- ICS 190, 200, 300 certifications
- Possess valid Florida driver’s license
- 15 years’ experience

Professional Attributes:

- Personnel and leadership skills
- Computer skills to include Word/Windows/Office, Excel and Power Point
- Communication skills

Public Relations Experience:

The Fire Chief is the “Face of the Community”. As such, the Chief will have significant community responsibilities.

Preferred Additional Qualifications:

Fire Officer III or IV certification;
Fire Safety Officer status;
Wildland/Urban Interface;
Boating experience;
Graduation from a college or university with a degree in fire science, or a closely related field.

Duties include:

District Administrative Chief Executive position
First responder as part of four- man crew on a four and three shift rotating weekly basis

Compensation:

Salary and benefits commensurate with qualifications and experience

Deadline to Submit Applications:

February 28, 2018

How to Apply:

Please send a resume with a cover letter indicating: the reasons for an interest in the Chief's position, experience, three (3) references (include name, address, telephone number and email address), attributes, qualifications, characteristics, and any other desired information about the applicant that relates to the applicant's ability to meet and exceed the Chief's minimum job requirements.

Application and background check authorization form are available online at <http://www.ucca1.com/uppercaptivafire/employment.html>. No phone calls accepted.

Cover letters, resumes, application and background check form must be forwarded to the District at UCFRDSearch@ucca1.com.

Miscellaneous Information:

- a. The District is an Equal Opportunity Employer.
- b. The District does not discriminate on the basis of age, race, color, sex, religion, national origin, disability or marital status.
- c. Each applicant shall be required to complete a signed and notarized authorization for the District to perform a background check on the applicant upon request by the District, in the District's sole discretion.
- d. All applicants must meet the job qualifications and job description requirements of the Chief's position.
- e. All of the responses of applicants received by the District shall be public records documents that are subject to public inspection under Florida law.
- f. It is the sole responsibility of an applicant to ensure that their cover letter and resume are timely received by the District on or before the District's response deadline of February 28, 2018. The failure of any applicant to submit a cover letter and resume on or before the response deadline shall result in the immediate rejection of the applicant's response to this request for responses for the Chief's position.
- g. Any questions related to the submission of a response should be directed to UCFRDSearch@ucca1.com.
- h. The District reserves the right to reject any or all responses, in the District's sole discretion. The District also reserves the right to waive irregularities and technicalities in responses and to re-advertise for additional responses in the District's sole discretion.