



North Tooele Fire District

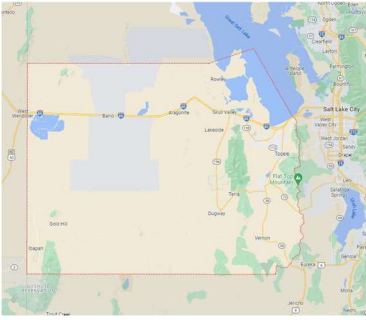
**PROJECT MANAGER
Grants Project Manager
UP TO \$40,000 DOQ**

Plus Excellent Benefits

Apply by
August 18, 2023 by 5:00pm
(First Review, Open Until Filled)



THE DISTRICT



The current population is 16,800 and growth in area is expected to double within the next 5 years.

The North Tooele Fire District provides fire protection to portions of North Tooele County. We have a combination department with 33 full-time, part-time or volunteer firefighters.



THE DISTRICT

North Tooele Fire District formed in 1987 as Tooele County began to expand. The District is a local district that does not receive oversight from The County. The District is governed by a 5-member Board of Trustees. The District provides structural fire suppression, wildland fire initial attack, fire prevention, emergency medical response, hazmat, surface water rescue and other services.

The District is a rapidly growing, prosperous, diversified area in Tooele County, just 30 minutes West of Salt Lake City covering the cities of Stansbury Park, Lake Point, Erda and Pine Canyon. We are partners with Tooele City, Grantsville, Tooele Army Depot, Stockton, Vernon, Rush Valley, Bureau of Land Management, US Army Dugway Proving Grounds, and Hill Air Force Base.

Unincorporated Stansbury Park has its roots back to the 1960s when a small home development worked hard to convince people to move to the West Desert. Stansbury Park has developed into an ideally located oasis that offers residents and businesses opportunities to prosper while preserving the unhurried qualities of life in this growing region.

Recently incorporated Erda and Lake point have always been farming communities, but with SR36 as a major North/South artery, commercial development has become extremely attractive. Erda also offers an airfield of nearly 6,000 feet of paved runway.

The District protects approximately 1,730 square miles extending almost to the Nevada border covering 73 miles of Interstate 80 as well as large portions of the West Desert and Stansbury Island.

We respond to approximately 1,300 calls annually. Of these, approximately 85% are EMS based incidents, 5% are non-fire/non-EMS based incidents, and 10% are fire-based incidents. The District employs 13 full-time personnel operating out of one station. Our 3 other stations are voluntarily staffed where equipment is stored.



The Administration Office Staff includes the Fire Chief, the Deputy Chief, the District Administrator, the Fire Marshal and the District Administrative Assistant. The budget is \$2.3 million. Chief Kevin Nunn is the current Fire Chief.

THE POSITION

Reporting directly to the District Administrator, the Project Manager is responsible directing the grants program of the NTFD. In alignment with The District's strategic plan and operational goals, the Project Manager is responsible for developing, leading, and implementing effective grant programs that will provide the highest level of service and protection to the community. The Project Manager will:

- 1) Direct grant programs to follow specific agency guidance (Notice of Funding Opportunity, Activities Plan, Award Packages, etc.)
- 2) Develop project budgets and purchase equipment, supplies and materials as detailed in the project budget.
- 3) Manage staffing schedules and activities to accomplish goals within the grant's scope of work.
- 4) Act as a representative for the District in external interactions with the citizens, elected officials, civic organizations and other governmental agencies for the dissemination of fire service and District related information and the establishment of cooperative working relationships to assist in achieving the District's operational objectives.
- 5) Due to the nature of NTFD's organizational structure, this Project Manager may perform firefighter (Fire/EMS) duties including occasional response, Incident Safety Officer, Accountability Officer and/or Command roles.

Examples of Responsibilities Include:

- ▶ Prepares quarterly reports related to project goals, budget expenditures and anticipated project problems.
- ▶ Interacts with accounts payable to keep grant funded projects separated.
- ▶ Coordinate weed abatement and vegetation management programs.
- ▶ Responsible for end of year reconciliation of project budget, payroll, and annual financial audit.
- ▶ Prepares and distributes newsletter to provide grant agencies with success stories and marketing/public relations information.
- ▶ Provides attendant services such as issuing burn permits, giving information, advice and general assistance to the public. Must represent the District before citizens and groups.
- ▶ Assists with annually updating SOPs, SOGs, rules and policies related to grant management.
- ▶ Coordinates and schedules grant-funded personnel to respond to public events.
- ▶ Research technical problems, analyze various approaches and recommend solutions.
- ▶ Creation of content for the District social media platforms.





IDEAL CANDIDATE

North Tooele Fire District is looking for candidates who are administrative professionals with excellent leadership skills, as well as a knowledge of the fire service and EMS as well as public administration in general. The ideal candidate will have experience in a like-size agency and a history of progressive and proactive program development.

The ideal candidate will be a proven leader with an engaging personality that can foster relationships both within and outside of the organization. He or she will need to exhibit strong leadership throughout the organization, to include clear goals, objectives, and accountability.

The new Project Manager will be challenged in developing strong relationships within the community to assure that a progressive approach to future growth and demands for service are in place to benefit all residents of the District.

EXPERIENCE & EDUCATION

At least one -year experience in project management with an understanding of grant funding and management, especially in government platforms. Must have knowledge and experience in budgeting controls and common Microsoft Office platforms and database management.

Requires a high school diploma and a valid Utah State Driver's License upon hire and a driving record acceptable to the District's insurance carrier.

Preferred Certifications:

State of Utah - Firefighter II
Hazardous Materials Operations
Utah Bureau of EMS - AEMT
NWCG Redcard
NIMS 100, 200, 700, 800

COMPENSATION & BENEFITS

- ▶ **Up to \$40,000 DOQ.**
- ▶ Medical & Dental (90% employee/dependents)
- ▶ Utah State Retirement System (URS)
- ▶ Short Term/Long Term Disability Coverage
- ▶ Up to ten (10) hours PTO accrual each month
- ▶ Thirteen (13) paid holidays
- ▶ Phone/Uniform allowance.

All qualified candidates are strongly encouraged to apply by **August 18, 2023** (first review, open until filled). Interviews to be held the week of August 22-24, 2023. Applications, resumes and cover letters will only be accepted electronically. To apply, go to <http://www.ntfd.us> and download the employee application. Submit the employee application, resume and cover letter to admin@ntfd.us.

The North Tooele Fire District is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race or creed, ethnicity, national origin, sex, age (over 40), marital status, pregnancy or maternity, sexual orientation, gender identity, military or honorably discharged veteran status, citizenship or immigration status, ancestry, use of a guide or service animal, genetic information, disability, or any other protected class under federal, state, or local law.