



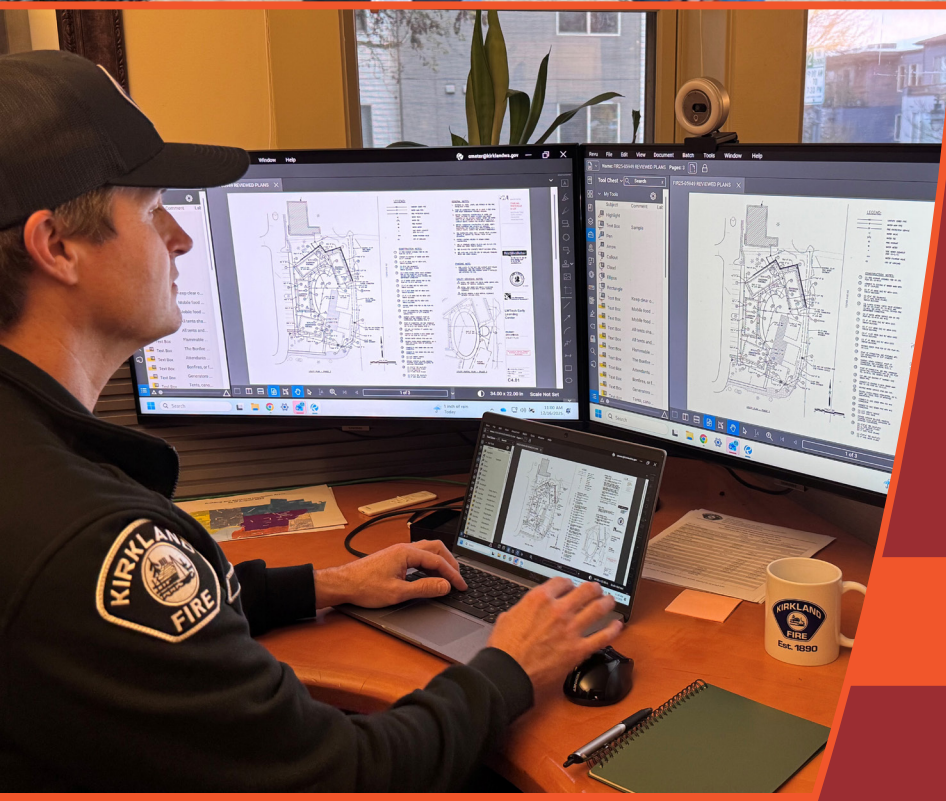
CITY OF KIRKLAND, WA

invites your interest
in the position of

DEPUTY FIRE CHIEF Fire Prevention

\$175,304 - \$228,731

Plus Excellent Benefits Package



Closing Date: Until filled.
First review, Jan 9, 2026

THE COMMUNITY

The City of Kirkland, Washington, is located on the northeastern shoreline of Lake Washington, with views of the Cascade and Olympic mountain ranges. Just ten miles east of downtown Seattle, Kirkland is an attractive and inviting place to live, work and visit. This lakefront community has a small-town feel, a sense of history, and a strong appreciation for quality of life. Residents and visitors also enjoy the amenities of metropolitan living combined with the natural beauty of the area. Kirkland is a thriving community with award-winning parks, recreational activities, a quality education system, accredited public safety programs and a healthy business community. Incorporated in 1905, Kirkland has grown into a vibrant city of 95,000 residents.

As a waterfront community, Kirkland is recognized as a Pacific Northwest gem rich in contemporary culture including art galleries, fine restaurants, specialty retail shops, numerous and diverse parks, festivals, open markets, and community events. The City is also home to a range of cultural and business interests including the nationally recognized Kirkland Performance Center and the Northwest headquarters of Google.

THE CITY

The 2024-2025 biennial budget for the City is \$1,079,000,000 with a staff of approximately 759 FTEs.

The City enjoys a high degree of public involvement and collaboration on its boards, commissions, and advisory groups within the City. Citizens are active and engaged in Kirkland's civic life. Kirkland is a code City and operates under the Council/Manager form of government, with a seven-member City Council, and a Council elected Mayor. The City Council sets the policy direction for the City, incorporating public input received directly from local citizens and several Council-appointed boards, commissions, and advisory groups. The Council appoints the City Manager to function as the Chief Administrator of the City, providing leadership, direction, and guidance. Kirkland is a full-service city, providing a wide range of municipal services. The management team is comprised of the City's department directors who enjoy cooperative and effective working relationships.

CITY DEPARTMENTS INCLUDE:

- City Attorney's Office
- City Manager's Office
- Finance & Administration
- Fire
- Human Resources
- Information Technology
- Municipal Court
- Parks & Community Services
- Planning & Building
- Police
- Public Works



Vision Statement:

The Kirkland Fire Department is creating a safer community as a respected partner in our region and an innovative leader in the nation.

EXPERIENCE and EDUCATION

Education: Bachelor's degree preferred.

Experience: 7 years of increasingly responsible experience in a Fire department or similar environment. 5 years of progressive supervisory/managerial experience, with advanced leadership knowledge. Or: In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to proficiently perform the essential duties and responsibilities listed above.

The ideal candidate for this vital position will have at least 5 years of experience working in a Fire Prevention division together with state or national Fire Prevention qualifications including IAFC Fire Investigator and ICC Fire Inspector 1 and 2. A thorough knowledge of fire science, management principles, methods, current codes and ordinances is required.

Applicants must pass a psychological evaluation, background investigation and medical evaluation prior to employment.

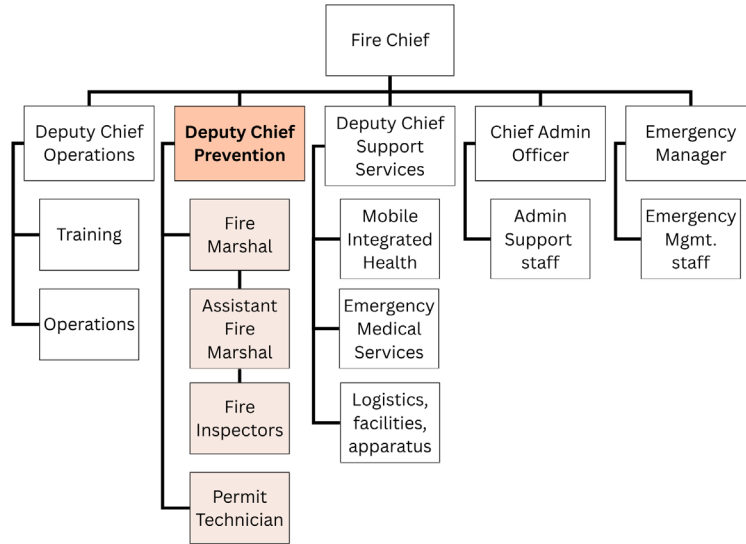


FIRE DEPARTMENT ORGANIZATION

The City of Kirkland Fire Department currently serves a population of approximately 100,000 in a service area of approximately 20 square miles. The department's operating budget for the 2024-2025 biennium is \$72 million which includes 140+ full-time equivalent positions.

The Support Services Division manages Facilities, apparatus, logistics, special projects, EMS and MIH. The Operations Division consists of three shifts, six stations with five Engine/Aid companies and one Ladder/Aid company in addition to overseeing training.

The newly created Deputy Chief of Fire Prevention will provide strategic support and management to the Fire Prevention Division.



ISSUES FACING THE DEPARTMENT

The Kirkland Fire Department has gone through a significant amount of change since passing a ballot measure in 2020, the department has built two new fire stations and completed renovation of four others. Staffing increases have resulted in hiring 60 Firefighters. In addition, the department has added a Chief administration officer, built a new training ground and tower and is looking to bolster fire prevention with the addition of a Deputy Chief of Fire Prevention. Commercial and residential growth in Kirkland is expected to continue at a brisk pace, and a number of major projects are underway. This provides challenges and opportunities for our Fire Prevention Division including high plan review demand and increases in the requirements for maintenance inspections of existing properties.

As the City grows so does the vertical height and the increase in multifamily properties which come with complex design systems. A key priority is to ensure consistency in application of standards, while providing flexibility to ensure that City and State middle and affordable housing goals are supported.

The Fire Prevention Division needs a strong leader to enhance the division's capability to continue to deliver quality service to our growing community. This will require consistency in leadership, a comprehensive evaluation of the division and building efficiency into processes. A thoughtful approach to enforcement and the development of revenue sources to be able to fund appropriate staffing and meet the growing needs.

The Puget Sound region hosts a number of large and small high technology companies, and the local population is technologically savvy. Community Risk reduction and public education would benefit from revitalization and updating to better resonate with our community.



COMPENSATION

The Deputy Chief has an annual salary of \$175,304 - \$228,731. The City also offers an attractive benefits package including:

- Medical/Dental/Vision coverage for employee and dependents
- Free Employee Health Clinic
- City paid Life Insurance (\$250K cap up to \$350K with evidence of insurability)
- LEOFF State Retirement Program
- Municipal Employee's Benefit Trust (MEBT)
- ICMA Retirement Trust
- Vacation – a minimum of 104 hours per year accrued monthly (max accrual 25 days/yr)
- Sick – 8 hours per month
- Holiday – 13 days per year (including one floating holiday)
- Forty hours of management leave per year
- Take-home department vehicle
- Employee Assistance Program
- Flexible Spending Account
- Wellness Program (including free on-site workout facility)
- Community Service Day (day off for community volunteer service)

SUPPLEMENTAL QUESTIONS

1. Outline your experience in Fire Prevention, Code enforcement and permitting. How does Fire Prevention integrate into Fire Operations and Fire Administration?
2. What are the two most important lessons you have learned as a command level officer?
3. Describe an innovative program, process and/or procedure you have implemented in your organization.
4. Describe how you typically deal with conflict and how you build a sense of team in times of conflict, stress or controversy.

TO APPLY

The City is recruiting and accepting applications for this position through the GovernmentJobs website: [governmentjobs.com](https://www.governmentjobs.com).

Interested applicants must submit a packet to include a Resume. (3 pages maximum), your responses to the supplemental questions and a cover letter detailing your experience, leadership style and why you are interested in the Deputy Chief position.

Completed packets are due by 5:00pm on Friday January 9th, 2026.

References will be contacted only following candidate approval.

*2026 Rate

CANDIDATE PROFILE

Kirkland is seeking an experienced and knowledgeable individual to serve in the newly created position of Deputy Chief of Fire Prevention. The Deputy Chief is a civil service covered employee, reporting to the Fire Chief. The ideal candidate is a skilled leader with excellent oral and written communication skills. Knowledge of and experience in the application of International Fire Code (IFC), code enforcement, inspection programs, plans review and permitting, fire investigations, community risk reduction, and public education.

Experience working in the Northwest or similar labor climate is preferred. Familiarity with the code and policy issues associated with a similar sized City is preferred.

The Deputy Chief will provide high level management and maintain open lines of communication with the various functional units within the Fire Department and other City Departments. The ideal candidates will demonstrate support for other employees, which include uniformed staff and office staff. Important management attributes include the ability to make timely and informed decisions, skill in delegating assignments, approachableness, excellent customer service and maintaining accountability.

The Kirkland Fire Department has an excellent relationship with the Kirkland community, and this individual will be expected to maintain and advance that positive relationship. This individual should be an effective writer and presenter, and be comfortable speaking to various groups, elected officials, neighborhood/ community groups, and the media.

The City of Kirkland provides an exceptional work environment that is marked by employee excellence, outstanding customer service and high levels of citizen satisfaction. The Kirkland community is a livable, walkable, sustainable and safe community. The successful candidate will bring a can-do attitude, excellent communication skills, and an appropriate sense of humor.

