



HIGHLANDS FIRE DISTRICT

3350 OLD MUNDS HWY
FLAGSTAFF, AZ 86005
(928) 525-1717

HIGHLANDS FIRE DISTRICT ANNOUNCES A LATERAL OPPORTUNITY FOR THE POSITION OF STAFF CAPTAIN

The Highlands Fire District is accepting applications from external candidates for the position of Staff Captain. The District currently has one immediate vacancy and may establish an eligibility list from this recruitment to fill future Staff Captain openings. **Experienced Captains interested in a lateral move to the Staff Captain role are encouraged to apply.** Candidates must meet the minimum qualifications outlined below and successfully complete the District's selection and examination process.

POSITION

Staff Captain EMT/Staff Captain Paramedic
Administrative Division
Supervisor: Fire Chief
Salary: \$81,182 - \$107,790 DOE
FLSA: Non-Exempt

JOB SUMMARY

The position advances Highlands Fire District priorities through community risk reduction, regional collaboration, training, and special projects. It supports wildland fire preparedness and fuels mitigation, conducts property inspections and public outreach, represents District leadership at partner meetings, assists with recruit and internal training, and provides research, data analysis, reporting, and policy support to Command and Administrative staff.

This is a non-shift, 40-hour workweek generally scheduled Monday through Friday based on operational needs. Work hours may vary and may include evenings, weekends, emergency callbacks, standby assignments, training events, or incident response as assigned. Regular work hours may be adjusted at the discretion of the Fire Chief to meet the demands of the Fire District.

MINIMUM QUALIFICATIONS

- All GFR candidates must be a rated Captain or above or have successfully passed the GFR Captains promotional process.
 - Non-GFR external candidates need to be a rated Captain or above and will be required to complete a GFR Captain's task book.
 - Arizona State Certified Firefighter I and II (preferred), IFSAC/ProBoard Certified FF II, documented completion of training which meets or exceeds NFPA 1001 standards.
 - Hazardous Materials 1st Responder - Operations level certification.
 - State of Arizona Emergency Medical Technician - Basic OR State of Arizona Certified Emergency Paramedic. All Paramedics must have a current Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) certificates.
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- National Wildfire Coordination Group (NWCG) certification at the Basic Wildland Firefighter level or higher (S-130, S-190, L-180, I-100)
- NIMS G-300/ICS-300 or AZ State equivalent (Intermediate ICS)
- AAS in Fire Science or Bachelor's Degree with an Advanced Certificate or equivalent from an accredited university or any combination of education and experience which provides the required knowledge, skills, and abilities may be considered, at the discretion of the Fire Chief.
- Meet all qualifications established for the Captain's classification
- Demonstrated ability to work independently in an administrative and program-management environment.
- Demonstrated experience in leadership, project management, scheduling, training coordination, or operational administration.

APPLICATION PACKET

Applicants can email the following materials to Erica Lyons, Administrative Assistant III, at Erica.Lyons@HighlandsFire.org by close of business on **Friday, November 6th, 2026**.

- Letter of interest and resume
- Application
- Educational diplomas, certificates, transcripts, or documents that verify minimum qualifications

Note: Preference points will be awarded for military service if a valid DD Form 214 is submitted with the candidate's application.

EXAMINATION PROCESS

Candidates approved to participate in the examination process shall be notified and informed of further details. The examination may include an expanded resume, conflict/resolution/expectation scenario, in-basket evaluation, and a Chief's interview. The District reserves the right to eliminate components of the examination process based on the experience and qualifications of candidates accepted to participate in the examination portion of the selection process.

Application Packet Due: Friday, November 6th, 2026.

Examination Process: Monday, November 30th – Friday, December 11th

PRE-EMPLOYMENT PROCESS

A conditional offer of employment is contingent upon successful completion of a background check, pre-employment drug screening, physical exam, 12-lead stress test, and psychiatric examination. The target start date for the selected candidate is February 1st, 2027, and may be sooner dependent on candidate availability and pre-employment screening. **For a complete job description and for more information about our organization, please visit our website at www.highlandfire.org.**

BENEFITS

HFD offers a competitive benefits package, including 10 paid holidays; paid vacation and sick leave; a uniform allowance; employer-paid medical, dental, vision, basic life with 50% employer coverage for dependents, and AD&D coverage; an employer-funded health savings account (HSA); PSPRS and a self-funded 457 retirement plan; education incentive pay and tuition reimbursement.