



SONOITA-ELGIN FIRE DISTRICT

“PROUD PAST STRONG FUTURE”



Captain Promotional Process

Candidate Information Packet

Join Our Team

The Sonoita-Elgin Fire District (SEFD) welcomes applications from internal and external candidates for the position of Captain. Testing/Hiring timeline listed below. Applications and detailed job description and requirements available by email request to- flaherty@sefd911.org or by calling the Administrative cell phone 520-988-5162

The Sonoita-Elgin Fire District (SEFD) is committed to a fair and professional promotional process. The purpose of this process is to identify the most qualified candidate for the position of Fire Captain while ensuring transparency, consistency, and accountability.

All candidates will be evaluated using the same process and criteria.

Position Overview

The Fire Captain serves as a first-line supervisor responsible for leading personnel, managing shift operations, and ensuring operational readiness.

Captains play a key role in training, accountability, and maintaining high-performance standards across all areas of emergency response and daily operations.

(Full job description provided separately)

Promotional Process Overview

The selection process will include the following phases:

1. Application & Qualifications Review
2. Scenario-Based Assessment
3. Panel Interview
4. Fire Chief Interview
5. Final Selection

Process Timeline (*Tentative*)

- Application Deadline: _____ September 18, 2026 _____
- Candidate Notification: _____ September 30, 2026 _____
- Assessment Phase: _____ October 8, 2026 _____
- Panel Interviews: _____ October 8, 2026 _____
- Fire Chief Interviews: _____ October 9, 2026 _____
- Final Selection Announcement: _____ October 13, 2026 _____

Assessment Phase

Candidates will participate in a scenario-based assessment designed to evaluate leadership, decision-making, and communication.

Scenarios may include:

- Emergency incident response
- Personnel or crew management situations
- Operational challenges

Candidates should be prepared to explain their approach, priorities, and actions.

Panel Interview

Candidates will participate in an oral interview conducted by a panel that may include command staff and peers.

Interview topics may include:

- Leadership and supervision
- Training and development
- Accountability and performance management
- Communication and teamwork
- Problem solving

Fire Chief Interview

Final candidates may be invited to meet with the Fire Chief to discuss leadership expectations, department needs, and overall fit.

Evaluation Criteria

Candidates will be evaluated in the following areas:

- Leadership
- Decision Making
- Communication Skills

- Operational Knowledge
- Problem Solving

Candidate Expectations

All candidates are expected to:

- Demonstrate professionalism throughout the process
- Communicate clearly and effectively
- Exhibit leadership and accountability
- Show understanding of fire and EMS operations
- Represent SEFD values and standards

Preparation Guidance

Candidates are encouraged to:

- Review SEFD policies and procedures
- Be familiar with Incident Command System (ICS) principles
- Reflect on leadership experiences and decision-making
- Consider ways to improve operations and team performance

Questions

For questions regarding the process, please contact:

Fire Chief Marc Meredith (meredith@sefd911.org or 520-455-5854)

SEFD appreciates your interest in leadership and your commitment to the organization. This process is designed to support both individual growth and the continued success of the district.

Sonoita-Elgin Fire District

3173 Highway 83
Sonoita, AZ 85637
(520) 455-5854

www.sefd911.org