



**JOB ANNOUNCEMENT
FIRE DIVISION CHIEF
VALLEY CENTER FIRE PROTECTION DISTRICT**



The Valley Center Fire Protection District will be holding a Fire Division Chief examination October 14 - 17, 2019. Completed applications and resumes, with proof of minimum qualifications attached, must be received by the District no later than 5 p.m., September 27, 2019. Please email to amy@vcfpd.org or mail to 28234 Lilac Rd. Valley Center, CA 92082

COMPENSATION AND BENEFITS:

Job Status: Full-Time 4 / 10 Administrative 40 hour workweek plus Duty Chief Coverage
Salary: Starts at \$98,436.00 annually / Eligibility List
Paid Holidays, Sick Leave, and Vacation
457b (Deferred Compensation) Program Employee Contribution

DESCRIPTIONS:

Under the supervision of the Fire Chief – The Division Chief of Operations and Training is responsible to command and direct all firefighting, hazardous materials and other related emergency operations within a major geographical area of the Valley Center Fire Protection District. This assignment also involves responsibility for the management of all operations and training of personnel during regular business hours, and on weekends and holidays. The Division Chief of Operations and Training manages the emergency programs within the Operations and Training Division works in close concert with the Division Chief of Community Risk Reduction. Work in this position requires considerable independence and professional decision-making

Under the supervision of the Fire Chief – The Division Chief of Administrative and Emergency Services is responsible to command and direct all firefighting, hazardous materials and other related emergency operations within a major geographical area of the Valley Center Fire Protection District. Develop and direct Administrative Services such as budget planning and administration, grant writing, managing initiatives and programs related to information technology, facilities operations, security and maintenance. This Division assignment is responsible to plan, organize and administer the Emergency Medical Training Programs for all Fire Department personnel. Maintain records as required by the United States Drug Enforcement Agency, State of California Medical Services Authority and San Diego County Medical Services Authority. Manage and maintain Quality Assurance on all emergency medical responses and medical documentation of incidents performed by the personnel of the Valley Center Fire Protection District. This Division assignment also involves responsibility for working in concert with the Operations and Community Risk Reduction Division during regular business hours, and on weekends and holidays and on other related operations within a major geographical area of the Valley Center Fire Protection District. Work in this position requires considerable independence and professional decision-making.

ESSENTIAL FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLE OF OPERATIONS and TRAINING DUTIES:

- Reports directly to the Fire Chief
- Assumes Incident Command of major incidents, or those that require greater alarms and directs the activities of responding companies.
- Assigned Health and Safety Officer of the District
- Maintains compliancy programs through OSHA, NIOSH and NFPA
- Manages the Terrorism Liaison Program through the San Diego LECC
- Supervises and Manages Fire Captains
- Manages fire companies for the Operations Division and assures proper staffing levels of shift personnel.

- Manages the Training Division, Target Solutions and the Palomar Profit Sharing Program
- Manages the Recruit Training Academy
- Manages Entry level and Promotional Testing
- Manages Performance Standards for the positions of Captain, Engineer and Firefighter
- Manages the Driver Operator Program
- Manages Respiratory Protection, Fit Testing and SCBA Program
- Conducts and evaluates multi-company drills for the Training Division.
- Manages the Operations structural and wildland pre-fire plan program
- Trains and instructs employees in modern firefighting principles, practices, and procedures.
- Enters, reviews and retrieves statistical information from the Records Management System
- Reviews and collects statistical run data for monthly reports
- Manages apparatus, equipment and station maintenance and inventories.
- Investigates and resolves citizen complaints.
- Maintains regular and reliable attendance to the assigned schedule.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Assures Continuing Education requirements for Blue Card IC, FSTEP, CICC, EMT and Paramedic are within compliance.
- As an FLSA Exempt Safety Employee, may work more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

EXAMPLE OF ADMINISTRATIVE and EMERGENCY SERVICES DUTIES:

- Reports directly to the Fire Chief
- Manages all aspects of Administrative Services, Budget Planning and Administration, Grants, Facilities and Information Technology.
- Manages all aspects of Emergency Medical Paramedic Coordinator as assigned by the Fire Chief.
- Assumes the role of Emergency Preparedness Coordinator as assigned by the Fire Chief
- Assumes Incident Command of major incidents, or those that require greater alarms and directs the activities of responding companies.
- Assumes the role of Safety Officer for the Department and on Emergency Scenes.
- Provides direct supervision on personnel assigned during structure fires or other large scale incidents where a Medical Re-Hab situation is utilized.
- Instructs, trains and coordinates instruction and training on EMS procedures as it relates to public education, CPR, Basic EMT, quality assurance/improvement and other EMS functions.
- Instructs, trains and coordinates instruction and training on Emergency Preparedness and Disaster Preparedness procedures as it relates to public education, notification, evacuation, reunification and repopulation processes
- Develop proposals and prepare presentations for enhancing EMS related delivery.
- Attend meetings, training seminars and public hearings to ensure the interests of the Valley Center Fire Protection District are met and to serve as a source of information concerning EMS issues.
- Coordinate all department activities and personal as it relates to EMS operations, continuing education requirements, infectious disease and other the San Diego EMS Authority or CALOSHA policies and regulations.
- Maintain the records for continued licensing requirements for the State of California.
- Coordinate, research and maintain records for EMS supplies and budget accordantly for supplies needed for EMS operations
- As an FLSA Exempt Safety Employee, may work more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

KNOWLEDGE OF:

Principles, practices and procedures of modern firefighting and protection of life and property. Operation of apparatus and equipment. Rules, regulations and operational procedures of the Valley Center Fire Protection District in modern firefighting operations. Leadership, Management, Supervision and evaluation of employee development and training,

emergency medical care, local geography, including the location of water sources, hazard areas, and specific response areas of the District. Knowledge of County Emergency Plans and local response areas.

SKILLS & ABILITY TO:

Communicate oral and written instructions in English under stress, making sound decisions. Effectively direct personnel. Establish and maintain cooperative working relationships with superiors, peers, subordinates and public assistance agencies.

PHYSICAL CHARACTERISTICS:

While performing the duties of this job, the employee is frequently required to use hands to handle, finger, or feel objects, tools or controls. The employee is occasionally required to stand, walk, sit or reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, jog or run.

The employee must occasionally lift and/or move up to 65 pounds without assistance and up to 300 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must have the ability to: drive vehicles, operate a personal computer, read small print on documents and maps, detect subtle shades of color, hear and speak well enough to communicate over the telephone, radio and in person at distances up to 50 feet over noise of equipment; must be physically fit enough to carry fire equipment as needed, walk over rough terrain, climb hills, open and close heavy gates, load and unload vehicles, and work outdoors for long periods of time in all types of weather conditions; safely wear and work in personal protective equipment (PPE) and a self-contained breathing apparatus (SCBA) without medical or physical restrictions.

While performing the duties of this job the employee occasionally works outdoors, which may include occasional exposure to wet, humid, hot, and inclement weather conditions. The employee may work near moving mechanical parts, under hazardous, life-threatening conditions, such as, but not limited to, heights, confined spaces, temperature extremes, crowds, loud noises, limited visibility, the presence of hazardous materials, the presence of victims of death and/or dismemberment. The employee must work effectively as a team member and/or leader of a fire company.

OTHER CHARACTERISTICS:

Must be willing and have the ability to work such hours as are necessary to accomplish the job requirements, remain awake for long periods of time (including 24 hour periods) under strenuous situations, remain on-call 24 hours a day, attend meetings, seminars, and conferences during or after work hours, travel out of town or out of state for several days at a time, work under adverse conditions such as those inherent in emergency firefighting situations, consistently follow through with duties/assignments and work harmoniously with subordinates and superiors, wear approved uniform. Report for work on a regular, consistent basis and maintain an acceptable attendance record in accordance with District policy.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Any combination of training, experience and education which demonstrates the ability to perform the duties of the position. Formal or informal education and/or training at a level which ensures the ability to perform mathematical computations and written reports at a level necessary for successful job performance. The ability to learn and utilize computer software programs as a regular job requirement such as MS Word, MS Excel, MS PowerPoint, Water FIRE RMS, Tablet Command, and Tableau.
- A minimum of five (5) years of cumulative full-time experience with a municipal Fire Department in the position of Fire Captain or Battalion Chief in suppression operations
- Fire Service supervisory budget, EMS, and or high level program and project management experience
- Possession of a high school diploma, G.E.D. equivalency or a high school proficiency certificate
- Associates Degree in Fire Technology or related degree

- Bachelor's Degree in Public Administration, Fire Technology or related degree

License: Possession of a valid Class C California Driver's License w/California Firefighter endorsement and current DL-546 on file.

Certification:

- certification or CPSE Fire Officer
- certification or CPSE Chief Fire Officer
- Current California EMT or Paramedic certification (San Diego County accreditation required upon appointment)
- Current American Heart Association (AHA) Health Care Provider CPR and/or ACLS certification
- Responder – Operational certification
- Responder – Incident Commander certification
- Intermediate to Fire Behavior
- California State Board of Fire Services Fire Officer
- California State Board of Fire Services Chief Fire Officer
- Current American Heart Association (AHA) Health Care
- OES-CSTI (or equivalent) Hazardous Materials First
- OES-CSTI (or equivalent) Hazardous Materials First
- National Wildfire Coordinating Group (NWCG) S-290

HIGHLY DESIRABLE QUALIFICATIONS:

- Fire Service Training Program Management
- Paramedic / EMT Program Management
- Fire Service Community Risk Reduction Program
- Management
- Blue Card 50-hour certification
- Blue Card 24-hour CTC certification
- National Wildfire Coordinating Group (NWCG) Safety
- Officer qualification
- National Wildfire Coordinating Group (NWCG) Strike Team
- Leader qualification
- National Wildfire Coordinating Group (NWCG) S-390
- Advanced Fire Behavior
- National Wildfire Coordinating Group (NWCG) S-339
- Division Group Supervisor
- National Wildfire Coordinating Group (NWCG) Followership
- to Leadership course (L280)
- National Wildfire Coordinating Group (NWCG) Fireline
- Leadership course (L380)
- California State Board of Fire Services Fire Instructor
- certification
- Community College Level Fire Service or Emergency
- Medical Teaching Experience
- National Fire Academy Executive Fire Officer Designation
- (EFO) (Highly Desirable)

For additional information, including the job recruitment flyer and application, please go to the Valley Center Fire Protection District website at www.vcfpd.org