



# **JOB ANNOUNCEMENT**

## **Fire Division Chief**

### **Administrative Services and Community Risk Reduction**

#### **VALLEY CENTER FIRE PROTECTION DISTRICT**

The Valley Center Fire Protection District will be holding an open Fire Division Chief examination. The exam will occur in the month of June and the job announcement will be closed when the position filled. Dates to be determined. Resume Review and Interview Process by the Fire Chief.

Completed resumes with proof of minimum qualifications attached must be received by the District no later than 5 pm, on June 7, 2024. Please email to [amy@vcfpd.org](mailto:amy@vcfpd.org) or mail to 28234 Lilac Rd. Valley Center, CA 92082.

#### **COMPENSATION AND BENEFITS:**

- Job Status: Full-Time: 4 – 10 Monday through Thursday Schedule with some 24-hour Duty Coverage
- Annual Total Compensation \$115,000 – 120,000 (includes salary and health care)
- This is an FLSA Exempt Position
- Sick Leave and Vacation accrual
- 457b (Deferred Compensation) Program Employee Contribution
- Life Insurance, Flexible Spending Account Administration and Short-Term Disability provided by VCFPD

#### **DESCRIPTION:**

Under the direct supervision of the Fire Chief, the Valley Center Division Chief of Administrative and Community Risk Reduction is responsible to command and direct all firefighting, hazardous materials and other related emergency services within a major geographical area of the Valley Center Fire Protection District. This Division is responsible for developing and directing 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 Community Risk Reduction Programs for the Valley Center Fire Protection District. This Division is responsible for maintaining records as required by Federal, State and Local regulations, standards and ordinances. Manage and maintain the Community Emergency Response Team, Valley Center Fire Protection District Fire Prevention Volunteer Program. This Division assignment also involves responsibility for working in concert with the Operations, Training and EMS Division on emergencies, during regular business hours in an office setting, 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.

- Enters, reviews and retrieves statistical information from the Records Management System

- Reviews and collects statistical run data for monthly reports.
- 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.
- Maintains Continuing Education requirements for Blue Card IC, FSTEP, CICCS, EMT and Paramedic.
- 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 DUTIES:**

- Reports directly to the Fire Chief
- Manages all aspects of Administrative Services, Budget Planning and Administration, Grants, Facilities and Information Technology.
- Assumes the role of Emergency Preparedness Coordinator as assigned by the Fire Chief.
- Assumes the role of the Community Emergency Response Team Program Coordinator.
- 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.
- Assumes the role of Strike Team or Task Force Leader on major all-risk incidents.
- Provides direct supervision to career and volunteer personnel assigned to Community Risk Reduction activities
- Provides direct supervision to career Firefighters supporting emergency operations during medical emergencies, technical rescues, structure fires, wildland fires and other large-scale incidents.
- Instructs, trains and coordinates instruction and training on Life Safety Inspection procedures, public education on wildfire mitigation, community fire extinguisher programs, and quality assurance/improvement and other community risk reduction 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 service 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 District issues.
- Coordinate all department activities and personnel as it relates to Community Risk Reduction, Operations.
- Maintain the records for continued licensing requirements for the State of California.
- Coordinate, research and maintain records for Community Development.
- 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 and procedures of modern firefighting and protection of life and property. EMS Policies and Procedures for Advanced Life Support Services, Operation of apparatus and equipment. Rules, regulations and standard operational guidelines of the Valley Center Fire Protection District in modern firefighting operations. Principles of Community Risk Reduction, Life Safety Inspection Programs, Weed Abatement and local ordinances to support wildfire prevention. Leadership, Management, Supervision, 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 the fire board, fire chief, peers, subordinates, allied cooperative agencies and the public.

**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 14 day strike team assignments) 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 command and control of 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:** Possession of a high school diploma, G.E.D. equivalence or a high school proficiency certificate. 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. A minimum of five (5) years of full-time experience in the fire service (any rank). A minimum of 8 years of full-time experience in the rank of Fire Captain for a professional fire department.

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

**License:** Possession of a State of California Paramedic License (with San Diego County Accreditation upon appointment).

**Certification:**

- California State Board of Fire Services Fire Officer certification
- California State Board of Fire Services Chief Officer certification
- AHA Health Care Provider CPR and AHA ACLS certification
- Hazardous Materials First Responder – Operational, CA-OES/CSTI or equivalent
- Hazardous Materials First Responder – Incident Commander, CA-OES/CSTI or equivalent
- National Wildfire Coordinating Group (NWCG) Introduction to Fire Behavior (S-190) course
- California State Board of Fire Services Driver/Operator 1A & 1B certification, or prior Fire Engineer experience
- Associates Degree in Fire Technology or related degree
- Bachelor's Degree in Public Administration, Fire Technology or related degree
- Master's Degree in Public Administration, Fire Technology or related degree
- Blue Card 50-hour certification within one year of appointment
- Blue Card 24-hour CTC certification within one year of appointment
- Paramedic experience
- National Wildfire Coordinating Group (NWCG) Engine Boss qualification

- National Wildfire Coordinating Group (NWCG) Intermediate Fire Behavior (S-290) course
- National Wildfire Coordinating Group (NWCG) Followership to Leadership (L280) course •
- National Wildfire Coordinating Group (NWCG) Fireline Leadership (L380) course
- California State Board of Fire Services Fire Instructor certification

**For additional information, including the job recruitment flyer and application, please go to the Valley Center Fire Protection District website at [www.vcfd.org](http://www.vcfd.org)**