

Redwood Valley-Calpella Fire District Fire Chief Position Description/Application Information

Position Title: Fire Chief

Reports To: Redwood Valley-Calpella Fire District (RVCFD) Board of Directors

Purpose of Position:

The Fire Chief is the Chief Executive Officer of the RVCFD, serves at the pleasure of the Board of Directors, and is responsible for directing the operations of and managing the administrative business affairs of the RVCFD. The position establishes current and long-range objectives, plans, and policies/procedures subject to approval of the RVCFD Board of Directors. The RVCFD is a Special District that was formed by the consent of the voters in 1958 and is governed by a five-member Board of Directors, each of whom is elected to a term of four years. RVCFD is a "combination" department, with some paid employees and many volunteer positions.

Job Type, Salary, Benefits, Application Closing Date:

- Full-time; Salary range \$85,109-\$90,117, with beginning salary commensurate on background and experience. Benefits include medical/health stipend, Vision and Dental allowances; \$3,600 per year for retirement; Life Insurance; Employee Assistance Program; paid Sick Leave, Vacation, and Holidays.
- Closing date for filing job application: 6-4-2021. Application forms are available at the RVCFD offices and website. Completed application should be sealed in an envelope, marked on the outside: Fire Chief Application, and mailed or delivered **c/o Ms. Karyn Abshire, Redwood Valley Calpella Fire District, 8481 East Rd., Redwood Valley, Ca. 95470.** Applications must be received in the office by 5 P.M. on Friday, June 4, 2021 to be considered.

Major Responsibilities:

- Direct and evaluate the daily operations of the RVCFD to ensure a high level of performance.
- Oversee all activities of the RVCFD and staff to assure compliance with federal, state, and local laws, regulations, and other requirements.
- Formulate operations and administrative policies/procedures.
- Project and recommend budget, monitor expenditures and deviations, and initiate any required adjustments to control costs.
- Develop and implement operational plans to assure alternative courses of action that provide realistic operations within budget considerations.
- Interact and coordinate with RVCFD officers, staff, and volunteers on the status of programs, and react to new developments within their areas of operation.
- Oversee all purchases, expenditures, travel, and other departmental expenses.
- Oversee development of personnel recruitment, promotional and performance evaluations, and training programs, and ensure that all regulatory requirements are met.
- Attend meetings, conferences, and seminars as approved of or required by the RVCFD Board of Directors.
- Maintain effective communication with the RVCFD Board of Directors, identifying significant problems and developments to facilitate Board management and decision-making; and perform such additional duties on behalf of the RVCFD that may be assigned by the Board.

Qualifications:

- Bachelor's Degree (preferred) or Associate's Degree, combined with applicable experience which provides the required knowledge, skills and abilities to perform the functions of the job of Fire Chief.
- Broad experience in all phases of emergency medical services, fire protection, prevention, and support services, of which at least five (5) years must be in a responsible senior fire management capacity at Company Officer level, or higher.
- Experience with a fire organization with volunteer firefighters; ability to encourage cooperative and collaborative teamwork among all staff.
- Experience developing and managing budgets and knowledge of cost recovery processes. Also desired is experience with developing grant and other funding sources.
- State Association Firefighter 1 and Instructor 1 certifications; EMT.
- Experience and training in the management of Emergency Medical Services (EMS), Incident Command System (ICS), and the National Incident Management System (NIMS).
- Experience in the management and delivery of modern hazard mitigation and Community Risk Reduction philosophy and programs.
- Experience and training in working within the command structure of multi-agency, mutual aid incidents.
- Experience in developing, implementing, and evaluating strategic organizational plans.
- Ability to communicate effectively and fairly with a wide variety of individuals and other organizations, with respect for diverse backgrounds and views.
- A valid California Driver's License with Fire Fighter endorsement.

Desired Qualities:

- Primary residence within a ten minute drive to the District boundaries is desirable at the time of hire; the Board may approve a candidate with a residence within a 30 minute drive to the boundaries.
- Completion of courses at the National Fire Academy's Executive Fire Officer Program; or completion of other courses at the National Fire Academy.
- Successful experience in a chief officer's or other responsible position of a fire department of comparable size or larger with volunteer firefighters.

Physical Requirements:

- This position typically requires: fingering, grasping, talking, hearing, seeing, and repetitive motions; standing, walking, and stooping on pavement and uneven terrain; may be required to run while carrying equipment.
- Light work, including exerting up to 20 pounds of force, and/or lifting up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.
- On occasion, must crawl within confined spaces and/or within a smoke-filled atmosphere for fire control, emergency escape, or rescue operations; climb ladders, stairs, and scaffolds; twist torso, reach overhead, and safely perform neck and back movements associated with fire hoses, medical treatment, and rescues. As part of a two member team, may be required to lift or drag a patient or victim.
- Ability to work emergency incident response overtime.
- The incumbent will be required to pass a comprehensive physical exam conducted by a medical professional approved by the Fire Department Board of Directors.