

RANCHO SANTA FE FIRE PROTECTION DISTRICT



INVITES YOUR INTEREST IN THE POSITION OF

Fire Battalion Chief Training/Administrative **(Internal/External Recruitment)**

ANNUAL SALARY RANGE

\$121,147 - \$154,463

(FLSA Exempt)

DEADLINE TO APPLY

October 29, 2018 at 4:00 PM (PST)

Mail applications to:

P.O. Box 410

Rancho Santa Fe, CA 92067-0410

or delivered in person to 18027 Calle Ambiente Ste 101, Rancho Santa Fe

Attn: Deputy Fire Chief Fred Cox

Rancho Santa Fe
Fire Protection District

PO BOX 410
Rancho Santa Fe, CA 92067

Phone: 858.756.5971
Fax: 858.756.4799



THE ORGANIZATION

The Rancho Santa Fe Fire Protection District was formed October 14, 1946 and is organized under the Local Fire District Law of the State of California. The Fire District protects an estimated thirty-eight square miles with a population of approximately 35,000. The Fire District currently operates six fire stations with 59 safety personnel, 4 administrative staff, and 5 staff members in the Fire Prevention Bureau. The current Fire District operating budget of \$16 million is primarily funded through property taxes and a special tax collected by the County. The historic portion of the Fire District consists of primarily estate residential occupancies while the eastern portion of the district is experiencing considerable new growth. The District enjoys a harmonious relationship with the communities served.

EMPLOYEE BENEFITS

Retirement

Membership in Public Employees Retirement System (Cal-PERS), plan determined at time of employment, 2.7% @ 57 or 3% @ 55 to current member of CalPERS.

Vacation

10-20 working days annually, based on years of service in District

Health Plan

Group medical and dental is provided by the District and pays up to the cap determined.

APPLICATION PROCESS

HOW TO APPLY

All candidates are required to fully complete an official Fire District application form, supplemental questionnaire, submit required certificates, and a resume that outlines their qualifications. *Resumes without application are not accepted.*

Application and supplemental questionnaire may be downloaded from the District's website www.rsf-fire.org. Application materials *may also be obtained at the administrative office located at 18027 Calle Ambiente, Rancho Santa Fe, CA. No materials will be faxed or emailed.*

Please mail applications to Fred Cox, Deputy Chief, P.O. Box 410, Rancho Santa Fe, CA 92067; or deliver in person to 18027 Calle Ambiente, Ste 101, Rancho Santa Fe, 92067

Website: www.rsf-fire.org

MISSION AND CORE VALUES

Mission—To serve the public through the protection of life, environment and property from fire and other emergencies through prevention, preparedness, education and response.

SELECTION PROCEDURE

Applicants must clearly demonstrate through their application materials that they meet EACH of the employment standards outlined above. All properly completed applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process.

**Pride *Leadership*
**Teamwork *Family*
**Duty *Appreciation*

TENTATIVE EXAM PROCESS

The examination process for the position may include any or all of the following components:

- Application Review/Screening
- Structured Assessment Center
 - Fire Simulation(s)
 - Written Exercise
 - Technical Interview
 - Oral Presentation
- Panel Interview
- Management Team Interview

Exam process is tentatively scheduled for Nov 27 & 28, 2018.



RANCHO SANTA FE FIRE PROTECTION DISTRICT

Job Title:	Fire Battalion Chief Training/Administrative	Job Category:	Mid-Management
Department/Group:	Training/Administration		
Location:	18027 Calle Ambiente Rancho Santa Fe, CA 92067	Position Type:	Full-time
Level/Salary Range:	\$121,147 - \$154,463	Date posted:	October 1, 2018
HR Contact:	Fred Cox, Deputy Chief	Posting Expires:	October 29, 2018
External posting URL:	www.rsf-fire.org		
Applications Accepted By:			
Mail: Fred Cox, Deputy Chief Rancho Santa Fe Fire Protection District PO Box 410 Rancho Santa Fe, CA 92067-0410		Physical Address: Fred Cox, Deputy Chief Rancho Santa Fe Fire Protection District 18027 Calle Ambiente, Ste 101 Rancho Santa Fe, CA 92067	
Job Description			
<p>Purpose: This is a “Mid-management, FLSA Exempt”, at will, safety position. Under general direction, performs a variety of administrative functions in planning, organizing, and providing immediate direction to the functions and operations of the District in accordance with a broad delegation of authority from a superior Chief Officer. May be assigned responsibilities in one or more functional areas, including Training Administration, Operations, Fire Prevention, etc.; and performs related duties as required.</p> <p>Work Schedule: Training/Administrative Position: 40 hours, may be a modified 40-hour work week with the approval of the Fire Chief.</p> <p>As a "Mid-management, FLSA Exempt", at will, safety position, the Training/ Administrative Battalion Chief is not eligible for overtime unless approved by the Fire Chief. At the discretion of the Fire Chief, Battalion Chiefs will be afforded time for training, seminars, conferences, or other related opportunities. Battalion Chiefs assigned to overhead/management positions in response to a reimbursable mutual aid incident will be compensated according to the current Management Salary and Benefit Resolution 2018-12 (available by request).</p> <p>Duties: Essential job duties include, but are not limited to those outlined on the attached Battalion Chief Job Description. Secondary duty coverage will be required on a rotating basis.</p> <p>Residency Requirement: Residency must be maintained to achieve a 45 minutes emergency call back time to District.</p> <p>Vehicle: The Training/Administrative Battalion Chief will be provided an emergency vehicle to assist in the performance/requirements of his/her duties and secondary duty coverage. Must maintain above residency requirement.</p>			



RANCHO SANTA FE FIRE PROTECTION DISTRICT

QUALIFICATIONS

Education and Experience:

- Must have a minimum of five (5) years full-time paid fire service experience with three (3) of those years full-time paid experience as a company officer with a recognized fire agency.
- Must have an A.A. or A.S. Degree in Fire Technology.
- Must have a State Chief Officer Certification - old track; or have completed all new track core classes for State Chief Fire Officer certification. New track candidates must also complete Chief Fire Officer Task Book by end of probationary period.
- Bachelor's Degree from an accredited College or University in Fire Science, Fire Administration Public Administration, or closely related field is highly desirable.

Certification: The following licenses and certificates must be maintained throughout employment and are not subject to waiver:

- Valid California Driver's License with a minimum Class C rating.
- Must maintain a minimum of a State of California EMT-1, accredited in San Diego County.
- CPR Certification.
- Hazardous Materials Incident Commander Certificate.
- Within two years of appointment, must be qualified; and then continue to maintain currency as a CICCIS Strike Team Leader Engine (STEN).

Desirable Personal Characteristics: The successful candidate must possess the following qualities:

- Customer Service, Problem Solving, Listening, Phone Skills, Resolving Conflict, Analyzing Information, Multi-tasking.
- Strong oral/written communication skills; Must have good grammar, ensure accuracy and maintain a professional tone.
- Strong organizational and interpersonal skills.
- Communicates effectively, is customer focused, works well in a team and brings innovation to the team.

NOTE: Dependent on the number of applications, the Fire District reserves the right to score and screen applications based upon the applicant's qualifications and response to written supplemental questions. The most appropriately qualified individuals will be invited to continue in the selection process. All Candidates will be notified by November 1, 2018 of the results.

ASSESSMENT CENTER TENTATIVE DATES ARE SCHEDULED FOR NOVEMBER 27 AND 28, 2018.

INTERVIEW DATE/TIMES WILL BE SCHEDULED AT A LATER DATE AFTER COMPLETION OF ASSESSMENT CENTER.



RANCHO SANTA FE FIRE PROTECTION DISTRICT

TRAINING/ADMINISTRATIVE BATTALION CHIEF

Salary & Benefits

FILING DEADLINE: Oct 29, 2018 at 4:00 p.m. (PST)

Salary: 121,147 to \$154,463 annually - *This position is an FLSA Exempt position.*

Management Benefit Compensation: 5% of annual salary as defined in the current Management Personnel Board Resolution.

Retirement: Membership in Public Employees Retirement System (CalPERS), plan determined at time of employment, 2.7% @ 57 for new CalPERS members or 3% @ 55 to current member of CalPERS.

Vacation: 10-20 working days annually, based on years of service in District.

Sick Leave: 8 hours per month. Accumulation of unused sick leave is unlimited. Unused sick leave will be reported to CalPERS for additional retirement benefits upon retirement.

Health Plan: The District provides group medical and dental, and pays up to the cap determined in the Board approved Management Salary and Benefit Resolution.

Health Retirement Savings Account: all employees are required to participate in a District administered Retirement Health Savings Account. A minimum monetary contribution will be made by the District in an amount of \$100 per employee per month. Additional funding options may be available.

Deferred Compensation: A deferred compensation plan is available.

Holidays compensation: One-half month's salary.

Life Insurance: \$50,000

Long Term Disability Insurance: The District provides a LTD plan.

Deferred Compensation: A voluntary deferred compensation plan is available.

Full compensation and benefits are outlined in Resolution 2018-12 - Management Salary and Benefit Resolution (available by request).



RANCHO SANTA FE FIRE PROTECTION DISTRICT

Employment Application

We consider applicants for all positions without regard to race, color, politics, religion, sex, national origin, ancestry, age, sexual orientation marital or veteran status, presence of a disability, or any other legally protected status. Avoid any reference to the above, or response, which would allude to the above. Qualified individuals with disabilities are responsible for informing the Authority at least seven (7) days prior to the final filing date if assistance is needed in completing this application. Resumes may be attached, but they will not be accepted in lieu of this application. Complete the application in its entirety. Omissions may result in a delay or disqualification. Please return application to:

Rancho Santa Fe Fire Protection District, Attn: Personnel, P.O. Box 410, Rancho Santa Fe, CA 92067-0410

POSITION APPLYING FOR: _____

PERSONAL INFORMATION			
NAME (Last)	NAME (First)	NAME (Middle)	
ADDRESS (Street)	(City)	(State)	(Zip + 4)
EMAIL ADDRESS	18 years of age or over? YES <input type="checkbox"/> NO <input type="checkbox"/>		
TELEPHONE (Home)	TELEPHONE (daytime)		
SOCIAL SECURITY NO. (To obtain certain education and/or training records)			
DRIVER'S LICENSE NO.	STATE	EXPIRATION	

PLEASE ANSWER THE FOLLOWING QUESTIONS		*YES	NO
1. Have you ever been employed by Rancho Santa Fe Fire Protection District?		<input type="checkbox"/>	<input type="checkbox"/>
* If YES, please explain:			
2. Are you related to any employee of Rancho Santa Fe Fire Protection District?		<input type="checkbox"/>	<input type="checkbox"/>
* If YES, please explain:			
3. Are you able to perform the job-related functions of the position you are applying for?		<input type="checkbox"/>	<input type="checkbox"/>
* If NO, please explain:			
4. Have you ever been denied permanent employment, discharged, or forced to resign from any position?		<input type="checkbox"/>	<input type="checkbox"/>
* If YES, please explain:			
5. If hired, can you show verification of your legal right to work in the United States of America?		<input type="checkbox"/>	<input type="checkbox"/>
* If YES, please explain:			

NAME (Last):

EDUCATION AND TRAINING										
HIGHEST GRADE COMPLETED					DID YOU GRADUATE?					
High School		College		Graduate		YES	NO	GED		
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME AND LOCATION OF HIGH SCHOOL:										
NAME AND LOCATION OF COLLEGE, BUSINESS OR TRADE SCHOOL			DATES FROM: TO:		GRADUATE YES NO		UNITS SEM / QTR		DEGREE / MAJOR RECEIVED	
1.					<input type="checkbox"/> <input type="checkbox"/>					
2.					<input type="checkbox"/> <input type="checkbox"/>					
3.					<input type="checkbox"/> <input type="checkbox"/>					
4.					<input type="checkbox"/> <input type="checkbox"/>					

Do you speak, read or write any language other than English, which may be beneficial to the position for which you are applying?	
YES <input type="checkbox"/>	NO <input type="checkbox"/> If yes, what language(s):

THIS SECTION MUST BE COMPLETED EVEN IF YOU ARE ATTACHING A RESUME
 List **ALL jobs** you have held in the last **10 years** beginning with your present or most recent employment.
 Include active military service, if any, but do not include reason(s) for cessation of military service if applicable.

EXPERIENCE		
EMPLOYMENT DATE From: To:		EMPLOYER
ADDRESS		
HOURS WEEKLY	TITLE	REASON FOR LEAVING
DUTIES		
SUPERVISOR'S NAME	EMPLOYER'S PHONE NUMBER	May we contact your employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe Later <input type="checkbox"/>
EMPLOYMENT DATE From: To:		EMPLOYER
ADDRESS		
HOURS WEEKLY	TITLE	REASON FOR LEAVING
DUTIES		
SUPERVISOR'S NAME	EMPLOYER'S PHONE NUMBER	May we contact your employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe Later <input type="checkbox"/>

NAME (Last):

EXPERIENCE (continued)		
EMPLOYMENT DATE From: _____ To: _____		EMPLOYER
ADDRESS		
HOURS WEEKLY	TITLE	REASON FOR LEAVING
DUTIES		
SUPERVISOR'S NAME	EMPLOYER'S PHONE NUMBER	May we contact your employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe Later <input type="checkbox"/>
EMPLOYMENT DATE From: _____ To: _____		
ADDRESS		
HOURS WEEKLY	TITLE	REASON FOR LEAVING
DUTIES		
SUPERVISOR'S NAME	EMPLOYER'S PHONE NUMBER	May we contact your employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe Later <input type="checkbox"/>

CERTIFICATE OF APPLICANT

All answers and statements in this application are true and complete to the best of my knowledge and belief. I understand that untruthful or misleading answers are cause for rejection of this application, removal of name from an eligible list, or dismissal from employment.

I certify that I have read and meet the specific requirements listed on the announcement for this position. I understand that I may be requested to submit proof of qualifications at a later date. If upon checking these, you determine that I do not meet specific requirements, I understand that I will be disqualified.

Rancho Santa Fe Fire Protection District advises all applicants that the District is obligated, per the Immigration Reform and Control Act of 1986, to verify eligibility for employment in the United States. Any offer of employment will be contingent upon the employee being authorized to work in the United States and upon the employee providing appropriate documentation verifying eligibility.

In order that the District may verify the accuracy of the information contained in my application, I hereby authorize any former employer, its employees and representatives, or any person listed as a reference to provide any and all information they deem appropriate regarding my employment, job performance, references, education or training, and criminal history, including a right to obtain any criminal history information. This information may be provided either verbally or in writing. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against any former employer, its employees and representatives, or any person listed as a reference, and release any former employer, its employees and representatives, former educational institution, or any person listed as a reference from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of such information by any person or party, whether such information is favorable or unfavorable to me.

I am aware that fingerprinting may be required before or after employment. In addition, I am aware that after an offer of employment has been extended, I may be required to submit to a psychological and/or medical examination, which includes a drug and/or alcohol analysis. I also understand that failure to submit to or satisfactorily complete this examination may result in any offer of employment being withdrawn.

I understand that this application is not a contract of employment.

Applicant Signature _____

Date _____

Rancho Santa Fe Fire Protection District is an Equal Opportunity Employer

**TRAINING/ADMINISTRATIVE BATTALION CHIEF
SUPPLEMENTAL QUESTIONNAIRE**

In order to evaluate your qualifications for the position of Training/Administrative Battalion Chief, the following questions were developed to supplement the standard Rancho Santa Fe Fire Protection District employment application. You may submit your answers in a typewritten format, however, your response per question may not exceed one (1) typewritten page, font shall be no smaller than 12 pitch and margins are to be no less than one (1) inch on all sides. All responses should not exceed a total of four pages.

1. Please describe your experience related to fire service training?
2. As far as the Fire District's training program, what challenges and opportunities can you foresee in running a volunteer firefighter program? (Fire Station 6 augments staffing with reserve/volunteer firefighters.)
3. Describe your management and leadership style and explain how you will incorporate that style into the Rancho Santa Fe Fire Protection District Management team?
4. What aspects in your background, experience, and capabilities will contribute most to your success in this position?
5. Please describe one (1) threat and one (1) opportunity that the fire service may face in the next 3-5 years.
6. If you were selected for the position, what two items would you like to accomplish during your first two years?

This questionnaire is due at the same time and manner as your application.

BATTALION CHIEF
Position Duty Statement

Definition:

This is a "Mid-management, FLSA Exempt," at will, safety position. Under general direction, performs a variety of administrative functions in planning, organizing, and providing immediate direction to the functions and operations of the District in accordance with a broad delegation of authority from a superior Chief Officer; may be assigned responsibilities in one or more functional areas including Operations, Emergency Medical Services (EMS), Training, Fire Prevention, Administration, etc.; and performs related duties as required.

Examples of Essential Duties:

Essential duties include, but are not limited to, the following:

- ◆ Provides management assistance in areas of emergency medical services, training, operations, fire prevention, administration or other responsibilities within the District.
- ◆ Performs research and prepares written policies, procedures and manuals of operation. May perform work to assist other District Managers.
- ◆ Performs a management role and assumes command of field operations as well as directs assigned personnel at the scene of emergencies involving fire, all types of accidents, gas leaks, flooded structures, hazardous materials and lifesaving and rescue work.
- ◆ Assures District health and safety guidelines are followed, and exercises discretion to ensure a safe working environment is maintained.
- ◆ Assists in supervising subordinate personnel and evaluates their performance as assigned.
- ◆ Effectuates policies, orders, rules and regulations. Enforces District rules and regulations and recommends and takes disciplinary action when necessary.
- ◆ Makes decisions on the utilization and practical application of District resources to ensure proper emergency coverage is maintained.
- ◆ Instructs subordinates in specific procedures and protocols as assigned.
- ◆ Works as directed by superiors to evaluate and update District policies and procedures on an ongoing basis.
- ◆ Assists in the recruitment of personnel.
- ◆ Makes recommendations for hiring and release of employees from District employment.
- ◆ Assists in compiling data for the annual budget.
- ◆ Presents programs to civic groups and participates in the Fire District and public relations programs.
- ◆ Prepares and maintains accurate reports, letters, proposals and records.
- ◆ Cooperates with other agencies on a variety of District related matters.
- ◆ Assists in the District's Disaster Preparedness program; may serve in a management capacity in an Emergency Operations Center during a disaster.
- ◆ May assume the duties of a superior Chief Officer in his/her absence.
- ◆ Attends conferences and meetings related to all Fire District functions and matters.
- ◆ Regularly operates the following: Fire District staff and command vehicles; radio-telephone equipment; computers; personal protective equipment; flashlights and miscellaneous hand tools related to the command and management of Fire District activities.
- ◆ Performs other administrative duties as directed.

Examples of Non-Essential, Ancillary Duties (constituting less than 20% of incumbents work week):

- ◆ Carries, lifts and uses heavy fire equipment such as hoses, ladders and related rescue equipment.

- ◆ Participates in fire watches.
- ◆ Drives fire apparatus.
- ◆ Performs other duties as directed.

Supervision:

Supervision is received from a superior Chief Officer. Supervision is exercised over subordinate Fire District employees as assigned.

Physical, Environmental and Communication Demands:

Essential functions are performed in and affected by the following physical, environmental and communication factors:

- ◆ Performs in a management and supervisory role in areas where the surface may be slippery, such as stairwells and roofs.
- ◆ Spends limited time outside exposed to the elements, including heat, humidity, cold, noise, fumes and odors.
- ◆ Makes rapid transition from an office environment to a command and management role at emergency incidents.
- ◆ Faces exposure through inhalation or skin contact to carcinogenic dusts (such as asbestos) and toxic substances (such as hydrocarbons, carbon monoxide or organic solvents). Faces potential exposure to infectious agents such as hepatitis B, tuberculosis or HIV.
- ◆ Performs in a management and supervisory role while wearing self-contained breathing apparatus.
- ◆ Makes complex emergency calculations and life or death decisions during life threatening emergencies.
- ◆ Relies on speech as well as sense of sight, hearing, smell and touch to help determine the management decisions necessary to handle an emergency.
- ◆ Maintains personal safety, and makes critical decisions in a confused, chaotic, and potentially life-threatening environment.
- ◆ Works for long periods of time, requiring sustained concentration and decision-making ability.
- ◆ Exposed to grotesque sights and smells associated with major trauma and burn victims.
- ◆ Operates in environments of high noise, poor visibility and limited mobility at heights and in confined spaces.

Testing Requirements:

- ◆ Must meet minimum qualification standards.
- ◆ Pass a comprehensive fire service assessment center.
- ◆ Pass a structured panel interview; and a management team interview.
- ◆ Will be required to pass a POST background investigation.
- ◆ Medical – Will be required to pass a NFPA 1582 compliant medical examination and a pre-employment psychological examination.
- ◆ Verbal – Must be able to communicate effectively in a clear and concise manner with the public, supervisors, subordinates and co-workers in a variety of situations, including emergency responses;
- ◆ Writing – Must be sufficient to compose a variety of complex correspondences and other departmental documents as required; complete logical, well-organized and factual staff reports and other related paperwork in accordance with District and applicable regulatory standards;
- ◆ Reading – Must be satisfactory to understand and evaluate blueprints; comprehend Material Safety Data Sheets of toxic materials and chemicals, work orders and written directions.

Performance Test – Test of Strength and Endurance Ability: This position is classified as an arduous physical fitness level. Incumbent is at times required to walk long distances and work for long, continuous hours. If incumbent is not in good physical condition, he/she may endanger himself/herself as well as others. Incumbent shall be required to maintain good physical condition

and demonstrate endurance commensurate with the essential job functions to continue his/her employment status with the District.

Required Knowledge:

- ◆ Modern methods of fire department administration, supervision and management; data collection and analysis; fire prevention, rescue and hazardous materials suppression methods.
- ◆ Modern methods of EMS programs, QA/QI programs, continuing education training Programs, and laws and regulations pertaining to emergency medical services.
- ◆ Laws and regulations pertaining to fire operations and equipment, training methodology, communications, and group instruction, Local and State EMS procedures and EMS equipment, California vehicular laws; Fire District rules and regulations.

Required Abilities :

- ◆ Perform empirical research, evaluate data and prepare written policies, procedures and manuals of operation.
- ◆ Perform competently and maintain a calm manner under extreme pressure in stressful situations.
- ◆ Maintain appropriate time management to meet strict work project deadlines.
- ◆ Supervise the work of subordinates and develop a positive work place.
- ◆ Plan and direct the work of assigned employees in accordance with District policies and procedures.
- ◆ Investigate, analyze and prepare clear and concise reports and recommendations to upper management on a variety of subjects.
- ◆ Speak effectively and knowledgeably before public gatherings.
- ◆ Establish and maintain effective relationships with other officials, employees, community organizations and the public.
- ◆ Lift and carry at least 100 pounds, and maintain physical endurance and ability.
- ◆ Make accurate observations and exercise judgment and discretion in situations requiring immediate action.
- ◆ Keep accurate records and prepare reports.

Licenses and Certificates:

The following licenses and certificates must be maintained throughout employment and are not subject to waiver

- *Valid California Driver's License with a minimum Class C rating
- *Hazardous Materials Incident Commander Certificate
- *Strike Team Leader Certification.
- *EMT I and CPR card