

# RECRUITMENT ANNOUNCEMENT

## FIRE BATTALION CHIEF

### (INTERNAL / EXTERNAL PROMOTIONAL)

**Filing Deadline:** January 21, 2022, at 4:30 p.m.

**Salary Range:** Battalion Chief \$124,737 to \$159,097

**Position:** Battalion Chief 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.

**Education and Experience:** At time of application submittal or filing deadline, candidates for the position must have:

1. Three (3) years of supervisory or administrative experience at the level of a Fire Captain or higher.
2. Meet the current RSFFPD Captain requirements.

**Education -**

Completed Associates Degree in Fire Science

or

Completed Bachelor's Degree with the addition of the Fire Science core classes  
Building Construction and Fire Behavior and Combustion.

Completed OSFM Fire Officer Certificate (OLD Retired 12/31/2016)

or

Completed State Fire Training Company Officer Classes (New 1/1/2017)

*OSFM requires a completed OSFM Captain's PTB to be submitted to receive the final OSFM Company Officer Certificate.*

**Experience -**

5 years FULL time paid Firefighter

3. State Certification as a Chief Officer or Fire Chief Officer Certification.
4. Hazardous Materials Incident Commander Certification. (CSFM Command 2B – Old Track meets / exceeds CSTI Haz Mat IC curriculum and is acceptable)

**Duties:**

Essential job duties include but are not limited to those outlined on the attached Battalion Chief Job Description.

**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
- CPR Certification
- Hazardous Materials Incident Commander Certificate
- Candidates who completed the new 1/1/2018 State Fire Training (SFT) can submit the Chief Fire Officer certificate or submit all class certificates but will need to complete the SFT Task Book by end of probationary period.
- Must maintain a minimum of a State of California EMT-1, certified with San Diego County.

**Residency Requirement:**

Residency must be maintained to achieve a 45-minute emergency call back time.

**Work Schedule:**

Successful applicants may be assigned to a 56-hour work week, (24 hour shifts) to direct the activities of one of the three suppression shifts, or may be assigned to work a 9/80 or other 40-hour per week schedule to carry out training, various administrative or fire prevention functions. At the discretion of the Fire Chief, Battalion Chiefs will be afforded time for training, seminars, conferences, or other related opportunities. Battalion Chiefs may be assigned overhead/management positions in response to a reimbursable mutual aid incident, the Battalion Chiefs will be compensated according to the current Management Salary and Benefit Resolution Emergency Response Compensation, Battalion Chief Extended Overhead Assignment. See Resolution 2021.07 (available by request)

As a "Mid-management, FLSA Exempt", at will, safety position, Training/ Administrative Battalion Chiefs are not eligible for overtime unless approved by the Fire Chief.

**Vehicle:**

Battalion Chiefs will be provided the use of an emergency vehicle to assist in the performance of their duties while on shift. The Training/Administrative Battalion Chief will be assigned an emergency vehicle to assist in the performance/requirements of their duties and secondary duty coverage.

**Process:**

All applicants are **required** to fully complete a District application form, available on the Fire Districts web site [www.rsf-fire.org](http://www.rsf-fire.org)

Applications, Supplemental Questions, and Resumes are to be submitted to Alicea Caccavo, Manager, Finance, & Administration **no later than 4:30 PM, January 21, 2022.**

(Resumes without application will not be accepted.)

**\* FAXED or EMAILED copies NOT accepted**

**IN PERSON**

RSF Fire Administration Office  
18027 Calle Ambiente, Ste 101  
RSF, CA 92067

**VIA MAIL**

PO Box 410  
RSF, CA 92067

The assessment process is tentatively scheduled for February 21-23, 2022.

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.

The examination process for the position may include any or all of the following components: Administrative Examination, Written Examination, Practical Examination(s), Technical Oral Interview, and Management Interview.

***“As a condition of employment with the Rancho Santa Fe Fire Protection District, all employees are required to be in compliance with the terms and requirements of the District’s Grooming Policy A200.3, which includes restrictions regarding tattoos and piercings”. To obtain a copy of the policy—contact Human Resources at (858)756-5971.***



## BATTALION CHIEF 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.
- ◆ 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 a District Operations Center (D.O.C.) during a disaster.
- ◆ May assume the duties of a superior Chief Officer in their 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 successful candidates 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.
- ◆ Exposures through inhalation or skin contact to carcinogenic dusts (such as asbestos) and toxic substances (such as hydrocarbons, carbon monoxide or organic solvents). 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 (SCBA).
- ◆ Makes complex emergency calculations and life or death decisions during life threatening emergency incidents.
- ◆ Relies on clear communication and a keen sense of sight, hearing, smell, and touch to help determine the management decisions during 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.
- ◆ Exposure to incident environments associated with major trauma.
- ◆ Operates in environments of high noise, poor visibility, and limited mobility at heights and in confined spaces.

**Testing Requirements:**

- ◆ Hearing – Battalion Chief must pass a hearing examination and test as prescribed in NFPA 1582.
- ◆ Vision (may be correctable) – Battalion Chief must pass an eye examination and test as prescribed in NFPA 1582.
- ◆ 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 able 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 able 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. The successful candidate is at times required to walk long distances and work for long, continuous hours. If the successful candidate is not in good physical condition, they may endanger themselves as well as others. The successful candidate shall be required to maintain good physical condition and demonstrate endurance commensurate with the essential job functions to continue their employment status with the District.

- ◆ Under Administrative Policy and Procedures, A600.02 USAR, Single Resource & Overhead Assignments Section III, D, 1 and 2 states:

D. Single Resource or Overhead positions must complete one of the following annually to meet the “**arduous**” criteria for CICC and remain current for deployment.

1. Complete the “Pack Test” – 3 miles, carrying a 45 lb. vest and complete the exercise in 45 minutes or less. Upload your results from your Exercise App on To Target Solutions Annually.

2. Complete the San Diego Wellness Program (Treadmill or bike) and achieve 10 METS or greater. Without violating HIPPA, upload this documented information from your San Diego Wellness fitness result showing you achieved the required 10 METS on to Target Solutions annually.

**Required Knowledge:**

- ◆ Modern methods of fire district 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 workplace.
- ◆ 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:

- 1) Valid California Driver's License with a minimum Class C rating



- 2) CPR Certification
- 3) Hazardous Materials Incident Commander Certificate
- 4) Candidates who completed the new 1/1/2018 State Fire Training (SFT) can submit the Chief Fire Officer certificate or submit all class certificates but will need to complete the SFT
- 5) Must maintain a minimum of a State of California EMT-1, certified with San Diego County.