



# Pioneer Fire Protection District Chief Job Description

## The Pioneer Fire Protection District

The Pioneer Fire Protection District is located in the south central portion of El Dorado County and includes the communities of Somerset, Outingdale, Fair Play, Mt. Aukum, Omo Ranch and Grizzly Flats, encompassing approximately 296 square miles. The organizational structure of the Department consists of the Chief (part-time), three Captains (full-time), three firefighters (full-time) and an administrative assistant (part-time).

## Duties including:

### Personnel

- Directs district operations to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments; reviews progress, directs changes in priorities and schedules as needed to assure services are provided in an efficient and timely manner.
- Provides managerial leadership and directs the selection, supervision and evaluation of district staff. Ensure all personnel are trained and equipped to perform duties.
- Establishes procedures, guidelines, work rules, and performance standards to ensure the efficient and effective operation of the Fire District in compliance with local, state and federal laws.

### Administration

- Directs the preparation and administration of the district budget based on staffing and resource requirements, cost estimates, and objectives and goals. Monitors expenditures to ensure compliance with approved budget levels and standards.
- Reviews local, state and federal legislation to determine impact on district plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.
- Develops and directs inter-governmental and citizen relations efforts to ensure programs meet the needs of the communities.
- Directs the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries of service complaints.
- Works in conjunction with county code enforcement and county building department to ensure enforcement of the California Code of Regulations and other fire safety related ordinances and laws.
- Provides technical support to the fire district board of directors including the interpretation and application of policy guidelines, developing recommendations regarding fire related matters and interpretations of legislated changes as they affect functions.

## **Operations**

- Directs and develops short and long range plans, goals and objectives for assigned operations.
- Ensure adequate response to disasters by developing and maintaining an inter-agency emergency management system.
- Responds to fires and other emergencies and directs fire suppression activities as necessary to protect lives, property and the environment.
- Directs or conducts investigations of fires, explosions and other incidents; interviews witnesses and testifies in court to bring cases to timely resolution.
- Develops and directs fire prevention/safety systems focusing on fire hazard mitigation, fire investigation, criminal prosecution and public education
- Ensure readiness of hazardous material responders and disaster command teams in compliance with local, state and federal regulations.
- Develops, analyzes and maintains systems and records that provide for proper evaluation, control and documentation of assigned operations.
- Reviews local, state and federal legislation to determine impact on district plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.

## **Desired Qualifications:**

Any combination of education and experience that has provided the knowledge, skills, and abilities for a Fire Chief. A typical way of obtaining the required qualifications is to possess the equivalent of ten years of experience in all phases of fire suppression and prevention and possession of an EMT-1/B Certification is strongly desired. Possession of Class C California Driver's License / Class B desired and a current CPR/AED Certification. It is preferred that the Chief lives within the district.

## **Knowledge of:**

- Practices, principles, guidelines, regulations and techniques of fire-fighting, EMS and disaster control.
- Fiscal management, budget preparation, expenditure control and record keeping.
- Management and supervisory principles and practices.
- Current and proposed legislation and laws of the local, state and federal governments that affect the Fire District.

**Ability to:**

- Interact with a variety of local government response and support agencies.
- Analyze situations quickly and objectively, to actual and potential danger, and determine the proper course of action.
- Plan, organize and oversee assigned functions including evaluating the work of subordinates.
- Develop district goals and objectives and direct, conduct and implement planning activities.
- Analyze and evaluate district operations and develop and implement corrective action to resolve problems
- Establish and maintain effective working relationships with senior county management, employees, other agencies and the general public.
- Communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Physically perform the essential job functions.

**Supplemental Questions:**

1. Please describe your experiences in developing and supporting volunteer programs that assist with administration, operations and revenue generation within the District operations.
2. Given the reality of budget limitations, how will you develop additional revenue sources for the district?
3. Community relationships and outreach are an important component to rural fire districts. Please detail some of your community activities over the past 5 years.
4. Given the volume of medical calls, please detail your experiences in implementing or expanding paramedic programs.

**Supplemental Information**

Open until filled. To be considered for this opportunity, a completed Pioneer Fire Protection Application is required, accompanied by a resume. The Pioneer Fire Protection District reserves the right to accelerate or extend the "Closing Date" at any time, dependent upon the number of applications received. A Pioneer Fire Protection District Application may be obtained online at [www.pioneerfire.org](http://www.pioneerfire.org) or at Pioneer Fire Protection District located at 7061 Mount Aukum Rd., Somerset, CA 95684. A resume will not be accepted in lieu of a Department application. Applications will be reviewed for minimum qualifications and only the best qualified will continue in the process. The examination process will consist of one or more oral interviews.

Please submit application, resume, salary requirements and answers to the supplemental questions to PFPD Recruitment, PO Box 111, Mt Aukum, CA 95656.