



# **Pioneer Fire Protection District**

## **Fire Chief Recruitment Announcement**

### **(Open Until Filled)**

#### **DISTRICT INFORMATION/RESPONSIBILITIES**

The Fire Chief reports to the 5-member Board of Directors. The Chief supervises; company officers, paid firefighters, volunteer firefighters and administrative support staff. Plans, organizes and directs all functions of the fire district to protect life, property and the environment through efficient fire suppression, prevention, and emergency medical care. The Fire Chief is responsible to support and enforce district policies, procedures, rules and regulations and acts as Incident Commander at emergency incidents.

The Pioneer Fire Protection District is located in the south-central portion of El Dorado County and includes the communities of Mt. Aukum, Cayoteville, Fair Play, Grizzly Flat, Happy Valley, Leoni Meadows, Outingdale, Omo Ranch, Sandridge, Somerset and encompassing 296 square miles. The organizational structure of the Department consists of the Fire Chief, three Captains (full time), three firefighters (full time), administrative assistant (part time), office assistant (part time), approximately nine shift volunteer firefighters, and twelve to twenty volunteers (QRTs). The district consists of 6-stations, 5-(type one or three) engines, 5-type six engines/rescues, 1-water tender, 3- type seven engine/utilities, 1-UTV, 4-support vehicles.

#### **EXAMPLES OF DUTIES**

- Attend meetings that are pertinent to the district and community.
- 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.
- Conducts or oversees performance evaluations, and initiates and implements disciplinary actions as warranted to ensure timely feedback to employees.
- Administers labor contracts at the district level and participates in contract negotiations to ensure effective labor/management relations.
- Responds to and resolves grievances and other sensitive personnel matters.
- Assures all personnel are trained and equipped to perform duties.
- Establishes policies, guidelines, work rules, and performance standards to assure the efficient and effective operation of the Fire District in compliance with local, state and federal laws.
- Directs the preparation and administration of the district budget based on staffing and resource requirements, cost estimates, and objectives and goals. Monitors expenditures to assure compliance with approved budget levels and standards.
- Directs and develops short- and long-range plans, goals and objectives for assigned operations. Assures 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
- Assures readiness of hazardous material responders and disaster command teams in compliance with local, state and federal regulations.
- 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.
- Analyzes and recommends improvements to existing operating systems of the district. Develops 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.
- 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.

## **DESIRABLE QUALIFICATIONS**

### Knowledge of:

- Provide external or internal customer service and communicating positively with a wide spectrum of socially, economically and diverse community members. A non-bias professional leader who is transparent.
- Seeks out various grants that benefit and enhance the operation efficiency of the districts and its members. Additionally, the ability to implement those programs.
- Fiscally accountable to the organization and district within the parameters of local, state and federal laws. Innovative thinker who can balance new and old fiscal challenges.
- Available; to personnel, staff, volunteers, BOD, outside agencies and community members; including, but not limited to calls for non-exigent and emergency services.
- Supports and enhances all established district programs and the team members behind them.
- Works diligently to improve the efficient operations; under current fiscal funding.
- 100% loyal to the district, the organization and the team.
- Constantly working in the best interest of the district, supporting the majority not the brashest or a personal agenda. Refraining from forcing or implementing larger agency programs that are challenging for rural agencies.
- Encourage staff to bring all practical, reasonable and plausible ideas to the table.
- Represents the district openly, diligently and professionally with cooperators; is not afraid to ask the difficult questions, seeking out the best solutions without compromising the district.
- Response efficiently to calls for service (readily available) and commands dynamic/and or complex district incidents. Not resistive to getting hands dirty!
- Directs, supports and in the absence of administration staff can manage their task (Payroll, Accounts payable/receivable and much more).
- Accountability of staff, personnel, BOD, community and self.

- Constantly striving to improve relationships, communications and needs of cooperators, organizations, local, state and federal agencies, private organizations, PVFA, fire safe councils and more.
- Recruit, retain personnel and facilitate training/education of staff, career, volunteers and QRTs
- Works and communicates seamlessly with BOD. In addition, with the Local.
- 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.
- Associates degree in related field or an equivalent combination of education, training, and experience.

#### 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.

### **MINIMUM QUALIFICATIONS for Application**

#### Education and Certifications:

- Graduation from High School or equivalent GED
- Ten years of progressively responsible firefighting experience in an all-risk agency responsible for fire prevention, suppression, medical emergencies, and hazardous materials incidents, including at least five years of supervisory responsibility; or an equivalent combination of education and experience that would provide the required knowledge and abilities of the essential functions of the position.
- Valid California State Driver's License or ability to obtain within 30 days
- California State Fire Officer Certificate or Equivalent
- California State Fire Instructor-1 Certificate or Equivalent
- Haz-Mat First Responder "Operational Level" Certificate upon appointment
- Current California EMS-EMT or NREMT
- Current CPR/AED Health Care Provider
- ICS 100, 200, 300, 400, 700, & 800.
- S130 and 190
- Must live (within 9-12 months of hire; negotiable); within ten (10) minutes of the district's jurisdictional boundary (preferred to live within district)
- Ability to operate emergency apparatus and equipment

- Speak, read, and write the English language
- Meet PFPD physical performance standards
- Meet insurability requirements of the district's insurance carrier
- Knowledgeable in the use of computers and district software applications.
- Able to submit to and pass physical, psychological and medical testing, including drug and alcohol testing, as requested

**How to apply: (Position Open until filled)**

Application, job announcement and job description can be found on the Pioneer Fire Protection Web Site: [Pioneerfire.org](http://Pioneerfire.org) under Job Announcements

Submit a completed district application, cover letter, resume and response to district questions via email or US mail.

Email: [Admin@pioneerfire.org](mailto:Admin@pioneerfire.org)

Mail: PFPD Attention Fire Chief Application  
PO Box 128  
Somerset, CA 95684

**WAGES & BENEFITS (Negotiable/DOQ)**

Pay	\$88,000.00 to \$105,000.00 DOQ
Cell Phone	District provided
Vehicle	District provided
Insurance	\$1400 towards district sponsored medical insurance
Executive Time	48 hours per year (July/June) no roll over
Vacation	80 hours per year (3.07 per pay period) (Max 160)
Sick leave	40 hours per year (1.54 per pay period) (Max 120)
457 Plan	Pioneer Fire Protection District is <b>not</b> in P.E.R.S. retirement system.

Contact PFPD: PH 530 620-4444 Email [Admin@pioneerfire.org](mailto:Admin@pioneerfire.org)

Pioneer Fire Protection District is not affiliated with the community of Pioneer in Amador County.