

## **FULL-TIME JOB VACANCY**

### **Fire Chief/Emergency Services Director:**

**Minimum qualifications:** High School Diploma (or GED). Minimum of five years full-time firefighting experience and medical experience of at least a First Responder level or equivalent. Must have the ability to train, motivate and recruit volunteers. Must pass a medical examination, “Life Scan” and drug test. Must possess a valid CA driver’s license.

Fire Chief shall reside in the Shelter Cove community.

**Compensation:** Salary range \$75,000 to \$100,000

Full-time benefits package includes paid vacation, sick, medical, dental, vision and life insurance. Vacancy open until filled.

Job description and application are available at the District Office or at [www.sheltercove-ca.gov](http://www.sheltercove-ca.gov).

**Address all responses to Justin Robbins, General Manager, 9126 Shelter Cove Road, Whitethorn, CA 95589, phone 707-986-7015, email [gm@sheltercove-ca.gov](mailto:gm@sheltercove-ca.gov)**

Job description follows:

**POLICY TITLE:    Job Description: Fire Chief/Emergency Services Director**

**POLICY NUMBER: 2390**

**Description:** The Fire Chief/Emergency Services Director is the superintendent for the Fire Department and Emergency Service Responders and reports directly to the RID General Manager. Fire Chief is responsible for carrying out training, equipping, coordinating and supervising Fire and Emergency Service Responders in the Shelter Cove Resort Improvement District No. 1 service area. This is a full-time position with 40-hour week inclusive of time spent on drills, training exercises and emergency responses, and may require additional hours for emergency response and other Fire Department matters (meetings, planning sessions & public relations functions).

Normal duty day schedule will be as follows:

On-call twenty-four (24) hour shift Monday through Wednesday. (Duty Officer)

Routine in-station schedule will be from 8:00 a.m. to 6:00 p.m., Monday – Wednesday. Scheduled duty days may be interchanged to maintain minimum or elevated staffing based on holidays, high traffic days and/or red flag warnings as directed by General Manager.

Exempt position. Compensatory time will be accrued at a 1:1 ratio for duty hours performed over the 40-hour work week threshold. Compensatory hours must be used within one-year of earning.

## **Essential Functions and Duties**

1. Supervise and be accountable to all aspects of the Shelter Cove Fire Department (SCFD) operations and vehicle, apparatus, and building maintenance including but not limited to:
  - a. Fire Department volunteer personnel
  - b. Fire apparatus maintenance and replacement
  - c. Fire Station building construction, upkeep and maintenance
  - d. Emergency Medical Service (EMS) Department
  - e. Ocean Rescue Program
  - f. Junior Firefighter Program
  - g. Community Emergency Response Team (CERT)
  - h. Timely budget submission for Fire enterprise
  - i. Community wildfire, disaster preparedness prevention and education
  - j. County Building Permits
  - k. Commercial building inspections
  - l. Greenbelt fuel management.
2. Provide Fire Safety and Emergency Preparedness leadership in the Shelter Cove Community and within Humboldt County's Fire Chief Association.
3. Maintain positive working relations with the RID Board of Directors, RID Staff, County & State Emergency Response Personnel and members of the Shelter Cove community.
4. Prepare and Maintain Fire Department Standard Operating Guidelines (Operations Plans), Shelter Cove Emergency Communications Plan.
5. Assist with the development and maintenance of all other RID operation, emergency, safety plans.
6. Perform lead planning function for greenbelt management (fuel treatment, reduction) plan.
7. Provide and facilitate required and continued training for RID staff, Shelter Cove Fire Department, CERT and other local Fire Departments.
8. Work with County Board of Supervisors, local, state and federal agencies to build and maintain positive relationships.
9. Attend Humboldt County and Southern Humboldt Fire Chief and emergency planning meetings.
10. Attend RID Board and other meetings as required.
11. Recruit, interview and appoint all potential volunteer Firefighters and Duty Officers.
12. Provide continuing education, evaluation, promotion, discipline of Fire Department personnel.
13. Ensure Shelter Cove Fire Department meets or exceeds guidelines established by CA State Fire Marshal, National Fire Protection Agency and Cal OSHA.
14. Manage staffing levels adequately prior to accepting and/or approving Shelter Cove Fire Department mutual aid assignments. GM approves mutual aid assignment for Fire Chief.

### **Required Knowledge, Skills, and Abilities (KSA)**

1. Knowledge of general principles of fire science, emergency management techniques, hazardous materials management, local and state fire ordinances.
2. Skills to include: preparing and making presentations, preparing written incident reports, using a computer and related software applications, supervising and evaluating employees.
3. Strong KSAs to manage (recruitment, training, retention) volunteers.
4. Must possess KSAs of basic and advanced wildland and structure fire protection and firefighting tactics to also include: incident communication & dispatch protocols, water pumping, foam application, Self-Contained Breathing Apparatus procedures.
5. Must possess KSAs of managing Emergency Medical Services (EMS) and Ocean Rescue operations.
6. Must possess KSAs to safely drive and operate all fire/rescue transport including UTV, Ocean Rescue Jet Ski and Boat.
7. Ability to operate chainsaw, pole saw and manual tree trimming tools.

### **Training and Experience**

1. High School Diploma (or GED).
2. Minimum of five years full-time firefighting experience required.

### **Special Requirements**

1. Fire Chief shall reside in the Shelter Cove community.

### **Licenses and Certificates**

1. Acquire and maintain State Fire Marshall (SFM) FF2 certificate, or higher.
2. Acquire and maintain Emergency Medical Technician (EMT)-B certificate, or higher.
3. Register and maintain currency in SFM Company Officer and Fire Instructor.
4. California Driver's License with required endorsements (Fire, restricted class B).

### **Essential Physical Abilities**

1. Maintain good physical condition and be able to perform firefighter duties and tasks.
2. Position requires: heavy lifting (60 pounds), climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, pushing, pulling, lifting, grasping, feeling, talking, hearing and repetitive motions.
3. Incumbent may be subject to mechanical moving parts, electrical currents, vibrations, fumes, odors, dust, gases, smoke, chemicals, oils, extreme temperatures, loud noises, uneven terrain, ocean waves, wild & domestic animals, mountain and beach conditions.
4. Must pass a medical examination, "Life Scan" and drug test.

Policy Adopted 11/21/2019

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