



The City of Calimesa Fire Department

906 Park Avenue, Calimesa CA92320
(909) 795-9801 www.CityofCalimesa.net

City of Calimesa Fire Department **JOB ANNOUNCEMENT**

The City of Calimesa Fire Department is recruiting for the position of:

FIRE BATTALION CHIEF

The purpose of this recruitment is to obtain an eligibility list for the position of Fire Battalion Chief. There are no positions currently open.

Range F-9 - \$54,394.07– \$69,422.15 Annually
\$18.19 - \$23.22 Hourly

DEPARTMENT: FIRE DEPARTMENT

FLSA STATUS: NON-EXEMPT

POSITION STATUS: REGULAR FULL-TIME

**REPORTS TO: FIRE CHIEF or
DEPUTY FIRE CHIEF**

DEFINITION

Under the administrative direction of the Fire Chief and Deputy Fire Chief assist with management and coordination of the operations and services of the Fire Department which may include, but not limited to, recommendation of policy and procedures, training, EMS communications, records, support services and fire safety technical services functions. Coordinates Department activities within the three Fire Department shifts.

DISTINGUISHING CHARACTERISTICS

The Battalion Chief is a management level class within the fire safety class series and has responsibility for managing, supervising and coordinating all organizational and operational facets of the fire protective service. This classification is distinguished from the next lower classification of Fire Captain in that it has management responsibility for the entire Fire Department in the absence of the Deputy Chief and/or Fire Chief.

ESSENTIAL JOB FUNCTIONS

- Accept management responsibility for activities, operations, and services of an assigned shift including the areas of fire prevention, fire suppression, training, inspection, investigations and emergency medical aid services.
- Oversee and/or participate in the development, implementation and maintenance of the shift goals, objectives, policies and procedures; ensure that divisional goals are achieved.
- Assign materials and equipment in order to achieve maximum efficiency in response time; provide administrative and technical direction to shift personnel.

- Coordinate the selection, orientation, training and evaluation programs for shift personnel; provide or coordinate staff training; identify and resolve staff deficiencies; fulfill discipline procedures.
- Make periodic personnel inspections and general inspections of vehicles, apparatus and fire stations.
- Oversee and participate in the development of the department budget; participate in the forecast of necessary funds for staffing, materials and supplies.
- Propose, present, and justify programs, projects, operations and services.
- Develop a strategy and work plan for the successful achievement of program and project goals.
- Serve as a resource for shift personnel and other Fire Department personnel.
- Coordinate shift and departmental activities with other departments and organizations.
- Provide information and resources to City officials, departments and other organizations as is appropriate.
- Provide staff assistance and technical support to shift personnel, other Fire Department personnel and City departments.
- Conduct financial, organizational and operational service delivery studies; make recommendations to address and resolve identified service delivery issues.
- Coordinate mutual and automatic aid programs with other jurisdictions.
- Attend and participate in organizational and community meetings as necessary.
- Stay current on issues relative to the fire service field.
- Respond to and resolve community and organizational inquiries and complaints.
- Direct the preparation and maintenance of statistical and activity reports regarding emergency incidents, fire prevention, fire investigations and inspection activities.
- Prepare and present staff reports and necessary documents or correspondence to the Fire Chief and Deputy Fire Chief.
- Emergency Management Responsibilities
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Experience

Any combination of education and experience that has provided the knowledge, skills and abilities for a Battalion Chief. A typical way of obtaining the required qualification is to possess the equivalent of ten (10) years of increasingly responsible experience in all phases of fire suppression, prevention and emergency medical services including three (3) years supervisory experience. A high school diploma or equivalent is required.

Certifications

- Driver/ Operator 1A
- Driver/ Operator 1B
- Fire Control 3
- Auto Extrication
- Hazmat FRO
- S-130 Firefighter Training
- S-190 Introduction to Wildland Fire Behavior
- Low Angle Rope Rescue
- National Incident Management System (NIMS) IS-700
- National Incident Management System (NIMS) IS-800

- Fire Fighter I
- AND**
- Fire Command 1A
 - Fire Command 1B
 - Fire Command 1C
 - Training Instructor 1B **or** Fire Instructor 1A
 - Training Instructor 1A **or** Fire Instructor 1B
 - Fire Investigation 1A
 - Fire Management 1
 - Fire Prevention 1A
 - ICS 300

OR

- Company Officer 2A
- Company Officer 2B
- Company Officer 2C
- Company Officer 2D
- Company Officer 2E
- Instructor I

Licenses

- Valid California Class C Driver's License with Firefighter Endorsement **or** California Commercial Class A or B with air brake and tank endorsement
- Valid State of California EMT-1
- Valid American Heart Association CPR Healthcare Professional/ Basic Life Support (BLS)
- Valid Firefighter's Physical Ability Test consisting of a Biddle or CPAT

DESIRED QUALIFICATIONS

- Knowledge of Microsoft Office software applications
- Preparing and maintaining accurate reports and records
- Establish and maintain effective working relationships with city staff, elected officials and the public
- Communicate effectively
- Use standard office equipment including personal computer, fax, copier, calculator
- ICS- 100
- ICS- 200
- Fire Apparatus Driver/ Operator I **or** Fire Apparatus Driver/ Operator Pump
- Fire Apparatus Driver/ Operator Wildland
- Fire Apparatus Driver/ Operator Water Tender
- Fire Fighter II
- Rescue System 1
- Fire Officer **or** Company Officer
- Hazmat Decon
- Water Rescue Awareness
- Knowledge of Emergency Operation Center (EOC)

Special Requirements:

Applicant must have a satisfactory driving record that will allow the individual to be insurable with the Fire Department's insurance company.

Persons seeking appointment to this class must meet the safety health and physical condition standards deemed necessary and proper for performance of the duties established by the Fire Department.

Physical Requirements and Environmental Conditions:

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for this job may include frequent climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, feeling, talking, hearing, the ability to lift, carry, push, pull greater than 50 pounds. Specific vision abilities required by this job include near and far sight acuity, depth perception, color vision, field of vision, peripheral vision, and the ability to adjust focus. Flexibility is important because of the need to enter and exit vehicles quickly, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is important because of the need to make fine distinctions and decisions concerning subtle cues to impending danger. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, the employee must maintain a physical and mental state of fitness and readiness that will enable them to handle recurrent contacts and involvement with dangerous and potentially dangerous situations. While performing the duties of this job, the employee is required to maintain the ability to walk up and down stairs, utilize protective equipment, including eye wear, footwear, respiratory aid, hard hat, gloves, and protective clothing, endure moderate exposure to weather, extreme heat and/or cold, wet and/or humid conditions, high level noise intensity, vibration, darkness/poor lighting, moving mechanical parts/hazards, high, exposed places, toxic/caustic chemicals, dirt/dust, odors, and other environmental conditions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. While performing the duties of this job, the employee will be subjected to electrical hazards, fire hazards and unsafe conditions and may be exposed to wet and/or humid conditions, fumes, hazardous chemicals and materials, intense heat, extreme cold, natural and man-made disasters and hazards associated with working in and near traffic. The noise level in the work environment varies from moderate to extreme.

This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.

Candidate's Selection Process:

Persons meeting the minimum requirements shall submit an employment application with supporting documents. Upon review of the application packets, the most qualified applicants will be invited to participate in an oral interview. The Most successful candidates will advance to a Fire Chief's oral interview.

After accepting employment with the City of Calimesa's Fire Department, the employee will be subjected to an eighteen (18) month employment probation period as an at-will employment term.

Completed Application Packets Can Be Submitted in Person or Via Mail To:

City of Calimesa
Human Resources Department
908 Park Avenue
Calimesa, CA 92320
(909) 795-9801

The City of Calimesa is an Equal Opportunity Employer



City of Calimesa Fire Department

Address: 906 Park Avenue, Calimesa, CA 92320

Mailing Address: 908 Park Avenue, Calimesa, CA 92320

(909) 795-9801 www.cityofcalimesa.net

EMPLOYMENT APPLICATION

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

NOTICE TO APPLICANTS: Please fill every field in this application to best of your ability and knowledge. Failing to provide full, true and accurate information or falsifying any of the information provided will disqualify applicants from eligibility for employment by the City of Calimesa Fire Department.

POSITION APPLIED FOR: _____

NAME OF APPLICANT: _____
(First) (Middle) (Last)

ADDRESS: _____
(Street) (Apt. #) (City) (State) (Zip code)

PHONE NUMBER (H): () _____ PHONE MESSAGE: () _____

EMAIL ADDRESS: _____

ADDITIONAL INFORMATION

Are you now, or have you ever been, employed by the Fire Department?

Yes No If "Yes," Explain under Remarks below.

Have you ever been discharged or forced/asked to resign?

Yes No If "Yes," Explain under Remarks below.

Do you have a valid California Driver's License?

Yes No If "No," Explain under Remarks below.

Are you related to anyone working for the Fire Department?

Yes No If "Yes," Explain under Remarks below.

DL# _____ Class: _____ State Issued: _____ Exp. Date: _____

REMARKS (IF ADDITIONAL SPACE IS NEEDED, USE SEPARATE SHEET)

EDUCATION

Circle the highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 High School Diploma: G.E.D. Certificate:

Name of College or University Major Completed Units Degree

Other educational course work: _____

Vocational Training: _____

Special Trades or Skills: _____

EXPERIENCE

List all positions you have held in the last 10 years. If you feel volunteer, part-time or military positions are applicable, list those. List each title or promotion separately. Resumes may be attached but WILL NOT be acceptable in lieu of COMPLETE ANSWERS. Start with your present or most recent position and work backwards. Attach additional sheets as necessary.

WORK HISTORY

Organization/Company Name: _____
Address: _____ Phone Number: (____) _____
Position Title: _____ Salary: \$ _____ per, Month Week Hour
Dates of Employment: (Month, Year) Full-time Part-Time From: _____ To: _____ Length of service _____ Yrs. _____ Mo
Name of Supervisor: _____ Reason for leaving: _____
Duties: _____

Organization/Company Name: _____
Address: _____ Phone Number: (____) _____
Position Title: _____ Salary: \$ _____ per, Month Week Hour
Dates of Employment: (Month, Year) Full-time Part-Time From: _____ To: _____ Length of service _____ Yrs. _____ Mo
Name of Supervisor: _____ Reason for leaving: _____
Duties: _____

Organization/Company Name: _____
Address: _____ Phone Number: (____) _____
Position Title: _____ Salary: \$ _____ per, Month Week Hour
Dates of Employment: (Month, Year) Full-time Part-Time From: _____ To: _____ Length of service _____ Yrs. _____ Mo
Name of Supervisor: _____ Reason for leaving: _____
Duties: _____

Organization/Company Name: _____
Address: _____ Phone Number: (____) _____
Position Title: _____ Salary: \$ _____ per, Month Week Hour
Dates of Employment: (Month, Year) Full-time Part-Time From: _____ To: _____ Length of service _____ Yrs. _____ Mo
Name of Supervisor: _____ Reason for leaving: _____
Duties: _____

REFERENCES

Do you object to our contacting your past employers? Yes No

If "Yes", please briefly explain: _____

AGREEMENT (READ CAREFULLY BEFORE SIGNING)

I certify that all statements in this Application are true and complete, and I authorize investigation of all matters contained. I agree and understand that any misrepresentation or omission of a matter of fact may be justification for rejection of my Application, refusal of employment, removal of my name from an Eligibility List, and/or dismissal from employment with The City of Calimesa Fire Dept. I agree to undergo a physical examination by a City of Calimesa Physician and fully understand that employment is contingent upon meeting The City of Calimesa physical requirements, background investigation, including criminal history and employment history drug test and verification of educational qualifications, certifications and licenses. I further agree to be fingerprinted and to furnish proof of age and citizenship as may be directed. I authorize the employers, schools and persons named above to provide any additional information regarding my qualifications and character.

APPLICANT SIGNATURE: _____ DATE: _____

CITY OF CALIMESA FIRE DEPARTMENT

908 Park Avenue, Calimesa, CA 92320, (909) 795-9801

The City of Calimesa Fire Department is committed to a program of Affirmative Action to address Women, minority groups and the handicapped in obtaining equal employment opportunities. We request the following information to assist us in complying with State and Federal laws to report statistics regarding our applicants.

Completion of the following questionnaire is voluntary and will not affect your chances of employment.

This portion of the application will be detached when you file your application and be used for recording purposes only. Thank you for your cooperation.

ETHNIC IDENTIFICATION

Check this group to which you commonly identify yourself:

- African American
- Hispanic (Mexican, Spanish, Puerto Rican, South American)
- White or Caucasian
- Asian American/Pacific Islander
- Native American – Name of Tribal Affiliation: _____
- Other: _____

SEX:

- Female
- Male

AGE:

(Please circle age range)

- 18-25 46-50
- 26-30 51-55
- 31-35 56-60
- 36-40 61-65
- 41-45 66+

DATE: _____

I RESIDE IN: _____
(City) (State) (Zip Code)

I HEARD ABOUT THIS JOB: (Please circle number)

1. A friend
2. A relative
3. A website If, "Yes" Which one? _____
4. A Newspaper ad. If, "Yes" Which one? _____
5. A Professional magazine, journal or newsletter. If, "Yes" Which one? _____
6. An Educational placement center. If, "Yes" Which one? _____
7. An Employment agency or special employment office. Which one? _____
8. Other: _____

**Please send a complete copy of your resume, application and a copy of all certifications to:
City of Calimesa, Attention Human Resources, 908 Park Avenue, Calimesa, CA 92320 - (909) 795-9801
The City of Calimesa Fire Department is an Equal Opportunity Employer**