



FELTON FIRE PROTECTION DISTRICT

Fire Chief Recruitment

The Board of Directors for the Felton Fire District is currently accepting application packets for the position of Fire Chief.

Application Packet Deadline: 5 p.m. on February 1st, 2019

The Fire Chief, under administrative direction, plans, directs and manages the activities, staffing, resources and operations of the Felton Fire Protection District; provides and oversees fire suppression and prevention, emergency medical services, disaster responses, community problem-solving, general community support services, coordinates assigned activities with other fire districts and outside agencies.

The Position

A full time, paid position with PERS Safety Retirement including Health, a district Vision & Dental Plan. The Fire Chief serves as an "At Will" employee of the fire district. Hours will vary depending on weekly duties. Hours may exceed a 40 hour work week as required.

Salary Range \$96,000 – \$130,000 annually. Negotiable based on background & experience.

Application Process

Submit a completed fire district application and supplemental questionnaire to the fire district board of directors by the deadline. Applications may be submitted in person or by mail. Resumes are not accepted in lieu of the application process.

Applications will be reviewed by a screening committee and those applicants who appear to be most qualified will be invited to continue with a initial interview process and a fire simulator assessment. Selected final interview candidates will then be interviewed by the Board of Directors prior to appointment. All employment offers are subject to a district paid physical examination and a through reference and background check.

Minimum Experience and Education Qualifications;

- A minimum of five (5) years with a fire department.
- Progressive responsibility level within the fire service.
- Three (3) years of experience as a fire department officer.
- CSFM Fire Officer Certification
- CSFM Driver/Operator Pump Certification or other approved course.
- CSFM Firefighter 1 Certification

Additional Requirements;

- Reside within 15 minutes of the Felton Fire Protection District (or within 6 months of appointment).
- California Class C Driver License with firefighter endorsement
- Acceptable background and DOJ live scan report.
- Must meet medical physical standards as determined by the Districts occupational health provider.
- Proven successful background and experience record within the fire service.
- EMT-1 Certification (or within 6 months of appointment)

The Ideal Candidate

Ideally the new Fire Chief will possess a track record that reveals good judgement, sound decision-making with a look to the future and a willingness to take on difficult issues. He/she must have a strong administrative, financial and operational background, and demonstrate analytical and critical thinking abilities as well as excellent interpersonal skills.

The ideal Fire Chief will have a highly visible presence in the FFPD as well as throughout the community and will work proactively and collaboratively in fire prevention and safety, both in the community and with local leaders and governmental agencies. Fire Chief and/or Fire Prevention Officer certification and/or education is highly desirable.

The Fire Chief will have any combination of education and experience that would likely provide the required knowledge and skills. A typical way to obtain the knowledge and skills would be ten (10) years of broad extensive experience in municipal fire work with increasing levels of responsibility in management and supervisory positions, including five (5) years in an administrative/leadership capacity. Equivalency to an Associate Degree from an accredited college or university with major course work in fire science, public or business administration, or related field is highly desirable.

The ideal candidate will have an inclusive and progressive management style along with exceptional administrative, budget and personnel management skills, in addition to excellent written and verbal communication skills.

Applications

Applications are available at the district office during normal business hours of 8:30 am – 4:30 pm, Monday – Friday. Closed on Holidays. They may also be downloaded online at our website. Interested applicants may submit a cover letter, resume, references in addition to the completed application and supplemental questionnaire to:

Felton Fire Protection District
ATTN: Jim Anderson
131 Kirby St.
Felton, CA. 95018