



Running Springs Fire Department *"Service to the Community"*



The Running Springs Water District is
recruiting for the position of:

Fire Chief

Final Filing Date:

OPEN UNTIL FILLED



31242 Hilltop Blvd. / PO Box 2206 / Running Springs, CA 92382 /
909-403-5387



The Running Springs Fire Department Employment Opportunity

Position: Fire Chief

Open Until Filled

Located in the San Bernardino mountain community of Running Springs in southern California, the Running Springs Fire Department is a combination full time and paid call fire and emergency medical services department that services the community of Running Springs at approximately the 6,500-foot elevation just east of the community of Lake Arrowhead and west of Big Bear Lake. Those that live and work here enjoy a large variety of recreational opportunities such as camping, hiking, skiing, cycling, hunting and fishing. For more details about the District see our website at <http://runningspringsfd.org/> and <http://www.runningspringswaterdistrict.com/>

The Running Springs Fire Department is part of the Running Springs Water District which is an Independent Special District governed by an elected five-member Board of Directors. The Running Springs Fire Department is financed through a combination of property taxes and voter-approved special taxes. The Running Springs Fire Department employs 6 full-time line personnel and three limited term firefighters assigned to a 48/96 hour shift (all licensed paramedics), a Battalion Chief and Fire Chief assigned to 4/10 hour shifts and one full-time administrative assistant. In addition to its full-time career division, the District maintains a roster of professional paid call firefighters who support the career response. The District provides All-Risk emergency services from two fire stations, which house a paramedic fire engine and an Advanced Life Support (ALS) ambulance staffed by career personnel 24/7. The District is the exclusive provider of ambulance services within its jurisdictional boundaries and is committed to serving our communities with the finest fire, rescue and emergency medical services possible.

THE POSITION

The Running Springs Fire Department is seeking a highly energetic, strongly motivated individual for the position of Fire Chief who possesses a unique combination of knowledge, experience, skills and abilities suited for the District's unique operational needs. This is an exempt, at-will position that reports to the District's General Manager.

The primary role of the Fire Chief is to administer, plan, organize and supervise the delivery of fire and emergency medical services within the District. The Fire Chief reports directly to the General Manager and carries out the policies and directives set forth by the Board. It is crucial that the Fire Chief have experience, knowledge and expertise in a wide variety of operational disciplines including ALS engine paramedic and fire based ALS ambulance transport programs.

They must be committed to cultivating and maintaining a positive public image by meeting with citizen groups, promoting good public relations and understand the importance of providing value added services.

As a condition of employment, the Fire Chief must be a full-time resident living within the District. The successful candidate will have six months to fulfill this conditional requirement. Under policies and guidelines established by the General Manager, the Fire Chief has full supervisorial and command authority over all Running Springs Fire Department personnel, equipment, resources, facilities, fire prevention/fire protection planning/public education programs, operations, training, etc., and the adopted budget which appropriates funds for the fiscal year.



Qualifications and Experience

A minimum of seven (7) or more years of fulltime increasingly responsible command level supervisory experience in firefighting and Emergency Medical Services delivery, progressive fire administration experience, and supervisory/managerial experience at the Chief Officer level, or higher, is required.

Graduation from an accredited college or university with a Bachelor's Degree in Fire Science, Fire Protection Engineering, business administration or a related field is highly desired, or an equivalent combination of education, training, and experience.

Examples of Essential Duties and Responsibilities

This list is not intended to encompass all the duties relative to this position.

1. Directs, coordinates and supervises the activities of Fire Department personnel to include: budget preparation and control, public relations, personnel management, training, safety programs, physical fitness, emergency situations, fire prevention, paramedic activities. The position is also responsible for oversight of facility maintenance, vehicle maintenance, EMS operations, and inventory control; analyzes problems and makes independent decisions affecting Departmental operations; implements and oversees operational changes.
2. Administers, plans, organizes, and supervises operations of the Fire Department.
3. Carries out directives issued by the Board of Directors and the General Manager and develops and maintains standard operating procedures.
4. Responds to emergencies as required.
5. Confers with the various committees of the Board of Directors on District policy, long range planning and coordination of District activities with other fire districts and public agencies.

6. Analyzes, prepares and supervises the administration of the Fire Department and Ambulance Division budgets. Monitors and controls the expenditure of funds; orders supplies and equipment.
7. Prepares Board meeting staff reports and materials for General Manager and Board review.
8. Directs the selection, hiring, evaluation and promotion of Fire Department personnel.
9. Provides direct supervision over subordinate fire service personnel; recommends and implements disciplinary actions; helps resolve difficult personnel issues; completes work performance evaluations for subordinate employees.
10. Meets with citizen groups, promotes and fosters good public relations and a positive public image.
11. Attends workshops and seminars to keep abreast of modern practices in the delivery of fire and ambulance services and legislative issues.
12. Develops automatic and mutual aid agreements.
13. Formulates and recommends policies for General Manager and Board review and consideration.
14. Develops and maintains a resource network of fire service professionals and attends meetings of local and state fire service organizations.
15. Ability to develop and present complex reports orally and in writing; prepares and completes other documents, reports and correspondence as required.
16. Coordinates departmental activities with other departments and agencies; represents the Department at District Board meetings and other local community and County meetings; maintains effective public relations through contacts with the public.
17. Oversees various employee programs, such as Paid-call Firefighters and Reserve Firefighter.
18. Supervises and coordinates the tactical methodology used in resolving emergency and other situations; provides oversight and coordination of scheduling, selection and deployment of Fire and Rescue personnel; formulates plans and procedures. The incumbent must have thorough knowledge of geographic, climatic and structural characteristics of the assigned departmental response area; may command fire scene.
19. Responsible for the application and compliance of all applicable laws, codes, policies, procedures, rules, regulations, and standards; may recommend changes to improve efficiency.
20. Oversees drafting of specifications for emergency equipment and apparatus.
21. Assumes the on-call emergency response activities of the Department.
22. May drive emergency equipment if required. Assist in all operations necessary to ensure the confinement and extinguishment of fire or the elimination of other hazardous conditions.
23. Climb extension ladders and work from high places.
24. Work in confined spaces.
25. Lift and drag heavy objects.
26. Performs Fire Prevention Inspections as required.
27. Work in hazardous areas.
28. Participate and/or provide instruction in safety training classes and regularly scheduled drills/classes.



Application Process

If you are interested in pursuing this career opportunity, please submit the following required materials (forms available at <http://runningspringsfd.org/employment.htm>):

- A cover letter expressing your interest in the Fire Chief's position.
- Completed and signed Running Springs Fire Department Employment Application.
- A completed Fire Chief Assessment Questionnaire.
- Any documents, certifications, letters, references, etc., which demonstrate support of your answers given on the questionnaire.



SALARY AND BENEFITS

Compensation: The salary range is \$148,470 - \$163,862 negotiable within range based upon experience and skills.

Retirement: Classic CalPERS members have a retirement formula of Safety 3% at 50. All Classic Safety Members pay the nine percent (9%) normal member contributions. New CalPERS members have a retirement formula of Safety 2.7% at 57 with a three-year final compensation period. The new member contribution rate as a percentage of payroll is 13% of reportable compensation.

Medical: Currently the District pays a portion of medical, dental and vision premiums for employee and family. Please contact the District's Administration Supervisor for additional details and the monthly caps.

Life Insurance: Two time's annual salary plus \$25,000 up to a maximum of \$225,000.

Vacation Leave: 80 hours for first five years with accruals increasing with years of service.

Sick Leave: 8 hours per month with no limit on accumulation.

Uniform Allowance: \$500 per year reimbursement.

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GENERAL INFORMATION

Please submit application and materials to:

Running Springs Fire Department

PO Box 2206

Running Springs, CA 92382

Attention: General Manager

rgross@runningspringswd.com

The information contained herein is subject to change and does not constitute either an expressed or implied contract. At the time of appointment, a candidate must be a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship.

The Running Springs Fire Department is an Equal Opportunity Employer.

THE SELECTION PROCESS

The Fire Chief must possess a combination of skills and abilities which demonstrate leadership, supervisory, employee relations, strategic planning, and budgetary skills together with a strong background in an integrated Fire and EMS Service Delivery System. In lieu of specific minimum qualifications, the selection of finalists for the Fire Chief position will be based upon the Selection Committee's assessment and rating of the overall depth, scope and breadth of an applicant's experience, background, knowledge and expertise in the operational areas and disciplines listed below.

- Fire Based ALS paramedic engine company and ALS transport systems/programs.
- Structural Fire Suppression and Fire Protection.
- Wildland Fire Suppression, intermix fire protection, and Fire Protection including knowledge of the California Mutual Aid System.
- Fire Protection Districts: How they are financed, how they operate, how they are different from municipal departments, Board-staff relationships, etc.
- Budget: Development/Management/Public Financing.

- Commitment to Community: Public speaking, public interaction/involvement, etc.
- Personnel Supervision and management; Knowledge of labor laws, relationship/interaction with Unions, enforcement of rules and regulations etc.
- Technical Expertise – computers, communication systems, training programs, pre-fire planning, fire protection water systems, ISO classifications, etc.
- Fire service experience: Time in service paid/volunteer, time served at various ranks, etc.
- Fire Prevention, code enforcement, public fire education, etc.
- Organizational Leadership.

Each of these operational areas/disciplines will have a weighted point value based upon their importance to the needs of the District. As part of the application process, applicants will be asked to fill out a detailed questionnaire describing their background, knowledge, experience and expertise in each of the abovementioned operational areas or organizational disciplines. The questionnaires will be evaluated and rated by a committee selected by the District Board of Directors. Applicants do not necessarily have to possess extensive knowledge or experience in all of the operational areas in order to be considered. Running Springs Water District reserves the right, in its sole discretion, to determine whether or not the combination of education, experience, background, knowledge, and expertise is qualifying.

A limited number of the top rated applicants who most clearly demonstrate they meet the needs of the District will be asked to fill out a Background Packet and participate in an oral interview session with the Selection Committee. Applicants who do not make the final selection will be notified by email. The most qualified candidates will be determined at the District General Manager's and Selection Committee's sole discretion.

Following the completion of oral interviews, a final selection will be made and candidates will be notified of the District's decision. The finalist will be asked to meet with the Selection Committee one more time to discuss terms and conditions of the employment contract and a conditional job offer.

Medical Examination/Background Investigation

As part of a conditional job offer, the selected candidate will be required to pass a detailed background investigation which will minimally include verification of education, employment, military, criminal history, civil litigation, credit history, DMV records and personal history. Personal contacts will be made with relatives, friends, landlords, employers and other associates. In addition, as part of a conditional job offer, the selected candidate will be required to pass a medical evaluation.