DEPUTY FIRE CHIEF

GONZALES FIRE DEPARTMENT:

The Gonzales Fire Department provides risk emergency responses to the City of Gonzales, and the Gonzales Rural Fire Protection District (56 square miles), as well as the Southern portion of the Monterey County Regional Fire District through Automatic Aid Agreements. It is responsible for all Fire Service activities including fire prevention.

DEFINITION OF POSITION:

The Deputy Fire Chief will work with the City Manager and other leadership, to plan, organize, coordinate, and administer Fire Service activities, projects and programs for the City; and conduct related work as required.

This is a responsible administrative position involving overall direction of the fire services and the supporting records and communications services and departmental training activities. The incumbent is responsible for exercising independent judgement and discretion and managing and directing employees.

The City Manager prescribes general policies, plans and objectives for the Fire Department and advises as to procedures in extraordinary situations but the Deputy Fire Chief is responsible for internal controls over departmental functions and exercises wide discretion in the administration of the department and supervision of the Gonzales Fire Department.

The Deputy Fire Chief is an "At Will" Position.

EXAMPLES OF PRINCIPAL DUTIES:

- Is engaged in the development of short and long-range plans for the Department.
- Plans the activities of communications, records maintenance and training activities of the department.
- Conducts performance evaluations and reviews of their subordinates.
- Prepares annual departmental budget requests with cooperation of the Fire Department, and anticipates departmental personnel and equipment needs.

- Helps coordinate the activities of the Fire Department with other departments of the City and with outside fire prevention agencies.
- Advises other department heads on major policy procedures regarding fire services.
- Keeps abreast of professional developments in the field by outside study and reading and attending professional conferences.
- Implements department training and work safety programs.
- Provides training, guidance, and leadership to all members of the Department.
- Attends meetings as the Gonzales Fire Department representative.
- Effectively interacts with the public, fire personnel, and City employees to solve problems, identify solutions, and implement programs and projects.
- Be able to respond to emergency calls and fires.
- Develops, implements and maintains fire programs to comply with federal, state and local fire codes and laws.
- Serves as the Fire Marshal.
- Performs other duties as assigned.

QUALIFICATIONS:

- Broad knowledge of Fire Services activities including fire prevention, suppression and administration.
- Comprehensive knowledge of modern principles and practices in public and fire administration.
- Demonstrated ability to plan and supervise Fire Service activities on a small and medium scale.
- Good professional administrative judgement.
- Good physical condition, ability to complete Department physical agility course annually.
- Maintain good working relationship with volunteer firefighters.
- Basic computer skills (i.e., word processing, excel spreadsheets).

EDUCATION AND EXPERIENCE

Any combination of education and experience in fire services administration.

Advanced education and training in fire science, fire prevention, fire suppression, and public administration.

Minimum of three years of full-time firefighting experience, with a minimum of two years in an administrative capacity at the Captain level or higher; or commensurate with experience that would

CERTIFICATIONS:

Must possess a valid California driver's license with firefighter endorsement and have a satisfactory driving record. Must possess a valid Monterey County EMT-B Certification. California state fire marshal Firefighter 1 and 2. Advanced ICS 300-400-700-800. Company officer certification.

SPECIAL REQUIREMENT:

Must reside within a 20-minute response to the City of Gonzales

SALARY AND BENEFITS

SALARY RANGE: Salary $7,993.66 - $10,878.27/month

HEALTH INSURANCE: The City contributes significantly towards an employee's medical, dental and vision insurance coverage and contributes toward dependent coverage.

RETIREMENT: **Public Safety - Classic** employees will be enrolled in the 2% @ 55 CalPERS formula and will contribute 100% of the employee's contribution on a pre-tax basis. An employee is vested after 5 years of CalPERS participation. The City also participates in Social Security.

Public Safety - PEPRA employees will be enrolled in the 2% @ 57 CalPERS formula and will contribute 100% of the employee's contribution on a pre-tax basis. An employee is vested after 5 years of CalPERS participation. The City also participates in Social Security.

HOLIDAY LEAVE: Thirteen (13) days per year.

VACATION LEAVE: Vacation Leave is accrued as follows:

1. Six and two-thirds (6 2/3) hours per month for less than three (3) years of service.
2. Ten (10) hours per month for three (3) to ten (10) years of service.
3. Eleven and two-thirds (11 2/3) hours per month for ten (10) to fifteen (15) years of service.
4. Thirteen and one-third (13 1/3) hours per month for fifteen (15) or more years of service.

SICK LEAVE: Eight (8) hours per month.

LIFE INSURANCE: The City pays 100% of the current Life Insurance Policy.

LONG TERM DISABILITY: The current policy provides 60% of pre-disability earnings, reduced by deductible income after a ninety-day waiting period. The City does not provide short-term State Disability Insurance.

APPLICATION/SELECTION PROCEDURE AND DEADLINE

All applicants must complete and file a City of Gonzales application form. A resume may be submitted with the application but cannot take the place of the application. Deadline is open till filled**.** Applications may be mailed to the Personnel Department, City of Gonzales, P.O. Box 647, Gonzales, CA 93926. If delivered in person, applications may be received at Gonzales City Hall, 147 Fourth Street, Gonzales, CA or emailed to **cfirme@ci.gonzales.ca.us**. Written applications will be screened, and the most qualified applicants will be invited for interviews.

If you have a disability which may require an accommodation in the selection procedures outlined above, please notify the City Clerk in writing by the filing deadline date.

The City of Gonzales is an Equal Opportunity Employer.

City of Gonzales
P.O. Box 647
147 4th St, Gonzales, CA 93926
Phone: (831) 675-5000 | Fax: (831) 288-8853
www.gonzalesca.gov

EMPLOYMENT APPLICATION

The City of Gonzales is an affirmative action / equal opportunity employer providing equal employment opportunity to all regardless of race, color, religion, sex, pregnancy, sexual orientation, marital status, national origin, ancestry, disability, medical condition, age, or other non merit factors.

Instructions: The application form must be completed in sufficient detail to allow a comprehensive review and evaluation. An application completed in insufficient detail, without the supplemental questionnaire (if applicable) will constitute a failure of the initial step of the process and the application will be rejected. It is your responsibility to notify the Human Resources Department of any changes of address or phone number.

Date	Position applying for:

Name (Last, First, Middle)			
Address	City	State	Zip
Mailing Address (if different from above)	City	State	Zip
Phone Number	Email		

Do you have a valid California Driver's License? ☐ Yes ☐ No Number: _____	Do you have the legal right to work in the US? ☐ Yes ☐ No
List languages you know other than English: 1. _____ 2._____ ☐ Read ☐ Speak ☐ Write ☐ Read ☐ Speak ☐ Write	Are you at least 18 years old? ☐ Yes ☐ No
Do you have any relative(s) currently employed by the City of Gonzales? ☐ Yes ☐ No Name _____ Relationship _____	Have you ever worked for the City of Gonzales? ☐ Yes ☐ No From: _____ To: _____

EDUCATION

Name of School	Degree / Diploma Received?	Units Completed	Major / Minor
High School	☐ Yes ☐ No		
College / University	☐ Yes ☐ No		
College / University	☐ Yes ☐ No		
College / University	☐ Yes ☐ No		

CERTIFICATES AND LICENSES

(You may omit associations which indicate race, religious creed, color, national origin, ancestry, sex, age)

Name	Date Issued	License Number	Expiration Date	Issuing Agency

WORK EXPERIENCE

List your work experience for the last 10 years, beginning with your current or most recent. List full and part-time jobs, volunteer, including self-employment and unemployment. Please do not exclude any breaches of work history. You may use additional sheets to complete your work history.

Name & address of current/most recent employer:		Name & Title of Supervisor:	Phone Number:
Job Title / Position:	Hours worked/week:	Reason for Leaving:	
Dates of Employment: From (mo/day/yr): _____ To (mo/day/yr): _____		Total # of Mo/Yrs _____	May we contact your employer? ☐ Yes ☐ No
Describe your duties in detail:			

Name & address of employer:		Name & Title of Supervisor:	Phone Number:
Job Title / Position:	Hours worked/week:	Reason for Leaving:	
Dates of Employment: From (mo/day/yr): _____ To (mo/day/yr): _____		Total # of Mo/Yrs _____	May we contact your employer? ☐ Yes ☐ No
Describe your duties in detail:			

Name & address of employer:		Name & Title of Supervisor:	Phone Number:
Job Title / Position:	Hours worked/week:	Reason for Leaving:	
Dates of Employment: From (mo/day/yr): _____ To (mo/day/yr): _____		Total # of Mo/Yrs _____	May we contact your employer? ☐ Yes ☐ No
Describe your duties in detail:			

REFERENCES

Name	Email	Phone Number	☐ Professional ☐ Personal
Name	Email	Phone Number	☐ Professional ☐ Personal
Name	Email	Phone Number	☐ Professional ☐ Personal

I certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that any falsification of this record may be considered cause for termination.

Applicant's Signature

Date