



City of Gonzales

Council Member Scott Funk, Council Member Lorraine Worthy, Council Member Maria Orozco

Mayor Jose L. Rios, Mayor Pro Tem Liz Silva, City Manager Carmen Gil

Small town, big heart! ~ ¡Pueblo chico, corazón grande!



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

www.gonzalesca.gov

OFFICE USE ONLY
DATE RECEIVED

P.O. Box 647 * 147 Fourth Street, Gonzales, CA 93926

☎ (831) 675-5000 ☎ (831) 675-2644

EMPLOYMENT APPLICATION

Please print in ink

Date	Social Security Number	Home Phone # () ()	Cell Phone # () ()
Name (First)	(Middle)	(Last)	California Driver's License No.
Mailing Address		City	State Zip
Type of Work or Position Applying for 1.	2.	Full Time ____ Part Time ____	Permanent ____ Temporary ____
Are you between the ages of 18 and 70? Yes__ No__	If hired, can you furnish proof of age? Yes__ No__	If you are not a U.S. Citizen, Do you have the legal right to remain and work permanently in the U.S.? Yes__ No__	Do you have permission to work Temporarily? Yes__ No__
Have you ever been employed by the City? Yes__ No__	Dates employed Department Position	Do you have a relative employed by the City? Yes__ No__	Name Department Position
Referred by	Day Phone #	Evening Phone #	

ANSWER THESE QUESTIONS IF ANY POSITIONS FOR WHICH YOU ARE APPLYING REQUIRE PROFICIENCY IN THE FOLLOWING

Language(s) Written	Other Skills or Special Training You Have or Machines You Operate
Language(s) Read	
Words Per Minute	Computer Programs

EDUCATION

Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12	College 1 2 3 4	Graduate 1 2 3	List below only the schools you have attended at the high school level and beyond. Include technical, military, professional, college, or university.				
Name of School	Location	From Mo/Yr	To Mo/Yr	Units Completed	Degree or Diploma	Major	

EXTRACURRICULAR ACTIVITIES (you may exclude any names of organizations which may reveal your race, religion, national origin or ancestry)	HONORS RECEIVED

If you are applying for a position in a scientific, technical, professional or administrative field, list by descriptive title (not course number) the courses in your major field and all related courses you have taken at the college level. Indicate lower division courses you have taken at the college level. Indicate lower division courses with "I" upper with "U" and graduate with "C" units and final grade.

Subject	Lower, Upper or Graduate	Units	Grade	Are You Attending School Now? Yes__ No__ Where? _____ What Hours? _____ Course of Study? _____ Do You Plan Further Educational Study? Yes__ No__ What Field? _____

Certificates and licenses (give state, number and expiration date) and membership in professional societies.

Community activities, special interests: (you may exclude names of organizations, which may reveal your race, religion, national origin or ancestry)

Other Pertinent Qualifications:

EMPLOYMENT RECORD

List your present or most recent employer FIRST and include U.S. Armed Forces experience and major volunteer experience; account for all time during at least the past ten years, including periods of unemployment. You may exclude names of organizations, which may reveal your race, color, religion, national origin or ancestry. If more space is required, attach a separate sheet to this form.

EMPLOYER Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
From: Month Year	To: Month Year	Total # of Months/Years	Hours worked per week	
Type of Business		Name of your supervisor	Phone Number	May we contact your current employer?
EMPLOYER Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
From: Month Year	To: Month Year	Total # of Months/Years	Hours worked per week	
Type of Business		Name of your supervisor	Phone Number	May we contact your current employer?
EMPLOYER Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
From: Month Year	To: Month Year	Total # of Months/Years	Hours worked per week	
Type of Business		Name of your supervisor	Phone Number	May we contact your current employer?

MILITARY SERVICE

Service Dates	Branch	Highest Grade/Rank	Type of Discharge
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The City is an affirmative action/equal opportunity employer

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