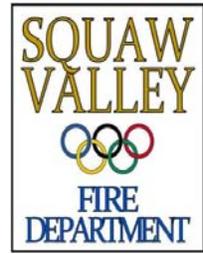




SQUAW VALLEY PUBLIC SERVICE DISTRICT



Job Description - Fire Chief

JOB SUMMARY

Reporting to the General Manager, the Fire Chief is the chief executive officer of Squaw Valley Fire Department and is responsible for effective and fiscally responsible operation of that Department.

DESCRIPTION

This position requires leadership and organizational management skills in addition to knowledge of fire service standards and practices for fire suppression, emergency medical service, technical rescue and application and enforcement of building and life safety codes and standards.

The Fire Chief is responsible for all aspects of the Fire Department's operations, including personnel scheduling, collaborating with the Finance and Administration Manager on development of the annual budget, overseeing expenditures, specifying and acquiring apparatus and equipment and maintaining and repairing apparatus, equipment and facilities. In addition, the Fire Chief is the Department's primary representative with community members and organizations, local businesses, federal, state, county and local government entities, allied agencies and mutual aid providers.

The Fire Chief is the Incident Commander for all emergency calls requiring the involvement of a Chief Officer and is responsible for the safe, effective, cooperative utilization of resources to resolve the incident.

The Fire Chief serves as the local building official for elements of the construction approval and inspection process delegated to the Fire Department by Placer County: reviewing, approving and commenting on building plans and conducting and documenting inspections.

The Fire Chief is responsible for reviewing and approving permits for special events, fireworks displays, film production and other public and private endeavors within the District's service area. As the sole public safety official specifically responsible for the community of Olympic Valley and the Squaw Valley Public Service District's service area for fire protection, the Fire Chief is called upon to act or comment upon a wide variety of issues perceived by community members to be 'public safety' in nature, as well as to be a resource in situations in which there is no other governmental entity with clear responsibility or jurisdiction.

The Fire Chief is responsible for administering the Fire Department's fire suppression, fire prevention, emergency medical service, training and other programs by selecting qualified staff members to manage them, delegating appropriate authority and responsibility to them and providing support, advice and assistance in the successful execution of those endeavors.

Examples of Financial Responsibilities

- Collaborate with the Finance and Administration Manager in the preparation of the annual budget for the Fire Department
- Review monthly financial reports, attend Finance Committee meetings, support Administration Department staff in presenting revenue and expenditure figures and provide input for the Directors on that committee
- Oversee expenditures, review and assign billing documentation to correct budget categories, review and approve CalOES invoices for strike team assignments, prepare a summary of revenues and costs

- for strike team activity as well as monitoring the status of invoicing and payment for each request
- Review and approve time cards
- Prepare a monthly capital project expenditure report for the Board Meeting

Examples of Administrative Responsibilities

- Act as Incident Commander for emergencies utilizing the Incident Command System, act as Department Public Information Officer or Safety Officer for situations requiring those roles.
- Make shift assignments, prepare Department schedule, provide input and approval on special staffing patterns
- Conduct periodic staff meetings, Captain's meetings, participate in the District staff planning meetings, attend Board meetings, represent the Department at Eastern Placer Fire Chiefs Joint Powers Authority meetings, attend Lake Tahoe Regional Fire Chiefs' Association meetings, attend Squaw Valley MAC meetings as necessary, attend Squaw Valley Property Owners Association meetings, participate in meetings with Placer County Office of Emergency Services and other county, state and federal partners as needed
- Advocate for the District, community business interests and individual community members when needed with legislators, insurance entities or other business interests
- Prepare a monthly report to inform the SVPSD Board of Directors about Fire Department operations
- Interact and collaborate with Administration Department and Utility Operations staff members on proposed construction projects, proposed development and other matters of mutual interest, concern or need
- Review and approve building plans, fire suppression system plans and calculations, conduct inspections and testing of new projects, remodels and additions, commercial and residential fire sprinkler systems, commercial kitchen hood and duct systems, fire alarm systems
- Coordinate with ski patrol for effective delivery of Advanced Life Support to resort guests
- Interact and collaborate with the Board Secretary to develop documentation and Board package exhibits when needed and to provide mutual support for other projects
- Oversee documentation of the Fire Department's activities to make sure that legal and operational requirements are met for incident reports, patient care records, DMV pull notices and other confidential and routine records - serve as the Department's 'agent for service of process' for document requests and respond to all requests in a timely and accurate manner
- Oversee and assure that training mandates are met and documented and that all staff members receive the training necessary for the safe and effective execution of their work and their ability to advance in their profession to meet personal goals and advance Departmental objectives
- Advocate for the District safety program and serve on the Safety Committee
- Write letters and email, create and write a newsletter page twice a year, be a capable and comfortable public speaker and good communicator on behalf of the Fire Department and District
- Provide informal IT support for Fire Department staff
- Determine staffing needs; collaborate with shop steward, General Manager and H.R. Specialist on creating and revising job descriptions; collaborate on development and execution of hiring processes for all positions; write offer of employment letters; write evaluations for Captains; review and approve evaluations for other ranks.
- Negotiate MOU's between the District and represented staff.

KEY PERFORMANCE INDICATORS

- Fulfill commitments to constituents, Fire Department and District staff on time and in full
- Respond to inquiries and issues in an informed, fair, consistent and professional manner
- Keep the interests and safety of Fire Department staff as highest priority
- Monitor Department radio traffic, respond to alarms and take command as appropriate
- Confident, direct and honest communication - 'open door' policy for all staff
- Develop and assure compliance with Department mission, vision and value statements
- Assure development of - and support for - a Department training program aligned with industry

- standards and meeting the needs of Department personnel at all stages of their careers
- Look for ways to improve the level of service provided to the community within fiscal limitations
 - Utilize technology and innovation to improve firefighter safety, service delivery and job satisfaction
 - Respectful of the work of Department and District staff at all levels
 - Maintain positive, mutually respectful relationships with partner agencies
 - Model principled, professional, compassionate values with a strong work ethic
 - Encourage staff development; advocating promotion from within as a best practice
 - Clearly and frequently communicate performance and accountability expectations to staff
 - Communicate effectively and proactively with the community using all available channels
 - Utilize and update web and social media opportunities that inform the community and build support for the Department and District
 - Pursue grant opportunities for improvements in the level of service and economic benefit
 - Develop, update and assure compliance with standard operating procedures and guidelines
 - Willingly accept tasks and assignments outside of normal duties; perform capably within time allotted

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

Leadership skills and training, computer literacy with experience using Microsoft Word, Excel, Publisher, Powerpoint, basic knowledge of standard building construction assemblies and terminology, ability to read a plan set, basic understanding of electrical circuits, basic mechanical abilities.

EDUCATION AND EXPERIENCE

To qualify, candidates must have:

1. A Bachelor's degree from an accredited college or university with significant course work in a relevant discipline **or** the California State Fire Marshal "Chief Officer" certification
and
2. A minimum of two years of command level experience or ten years fire service experience with three or more years of management experience.

LICENSES AND CERTIFICATES

California EMT-B certification with requirement to maintain, driver's license appropriate for operating fire apparatus.

PHYSICAL WORKING CONDITIONS

Per District's physical job description. Reside within 20 minutes driving time of District boundaries to assure timely response to major incidents.