

# FIRE CHIEF

## SALARY

\$6,449.73 to \$8,229.87 per month  
\$77,396.80 to \$98,758.40 annualized

## ABOUT THE POSITION

Under general direction of the Town Manager, the Fire Chief will lead with high integrity and strength of character and will value the resources of the professional and well-trained fire staff. The Fire Chief will delegate responsibilities and provide the necessary resources to accomplish the tasks while focusing on the global issues of the department and the Town. It is expected that the Fire Chief will possess outstanding communication and listening skills, excellent interpersonal skills and a personality style that is comfortable in both social and professional settings. The Fire Chief will be accessible and visible to both the department and the community. The Fire Chief works with a high degree of independence requiring knowledge of the principles and practices of fire department administration, organization and operation, advanced methods and techniques of fire fighting, fire apparatus, equipment maintenance, first aid, fire inspection and presentation, and the principles of management, supervision and training. A critical aspect of this assignment is to further develop the departmental vision for the short term and future of the Town of Paradise Fire department. Duties within that are as follows: to plan, organize, direct and coordinate, and as necessary, participate in all activities of Fire Department. Drive the development and maintenance of the procedures for fire prevention and firefighting personnel. Direct the enforcement of Federal, State, and local fire codes and regulations. Direct the formulation

and implementation of in-service training and confer with agents of other governmental jurisdictions, Insurance Services Offices, and with the Office of the State Fire Marshal. Must have the ability to supervise, train, evaluate and mentor staff. Give regular and special reports of departmental activities to the Town Manager. Direct the requisition, maintenance, and operation of firefighting equipment. Coordinate activities with other governmental agencies and prepare and administer the department budget. Represent the Town in the community and at professional meetings as required. Direct the maintenance of records of fire calls and fire losses.

## REQUIRED QUALIFICATIONS

### Knowledge of:

- Advanced administrative, financial, communications, political, legal, managerial, analytical and information management.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operation needs.
- Advanced methods, practices and techniques of modern firefighting, fire inspection, fire prevention, fire apparatus, equipment purchasing, hazardous materials mitigation and emergency medical services.
- Laws, ordinances, rules, regulations and codes affecting the work of the Fire Dept.
- Geography, types of building construction, major fire hazards, water supply, fire and building laws, and regulations
- Fire ground tactics and strategy; emergency incident management, specifically the ICS; principles of incident safety; automatic and mutual aid agreements; hazardous materials incident management; confined space and rescue techniques
- Fire science theory, principles and practices and their application to a wide variety of emergency service operations including fire suppression, prevention and investigation.

### Ability to:

- ◆ Plan, formulate and administer sound departmental policies and procedures.

- ◆ Establish and maintain cooperative relationships with subordinates, other Town officials, and the public.
- ◆ Understand and relate fire department issues and priorities, as well as the ability to balance those issues with the overall Town.
- ◆ Prepare & administer departmental budget.
- ◆ Collect, analyze and evaluate data and be able to prepare and deliver clear and concise written and oral management reports.
- ◆ Work extended hours and days to meet operational needs.

## Education/Experience:

- ◆ Eight years of increasingly responsible experience in an agency providing a full range of suburban fire protection services including four years of management and administrative responsibility at the level of Battalion Chief or higher.
- ◆ Bachelor of Arts Degree in public administration or related field or the equivalent education, training, substantial related project experience and/or on-the-job experience.
- ◆ **Licenses/Certificates:** Valid Class B California driver's license, EMT and CPR Certificates. Possession of Hazardous Materials First Responder Incident Command Certificate, Strike Team Leader Certificate (or ability to obtain Strike Team Leader within one year). Possession of Firefighter I & II, Fire Officer & Chief Officer Certificates from State of CA (or ability to obtain Chief Cert within one year). Completed command 2A, 2B, 2C, 2D. Possession of IS 700, 800, ICS 100, 200, 300 & 400.

## APPLICATION PROCEDURES

Interested persons who meet the minimum qualifications are invited to submit a completed Town of Paradise Application, proof of licenses and certificates along with a current DMV printout to the following address:  
Town of Paradise HR Manager, ATTN: **Fire Chief Testing**, 5555 Skyway, Paradise, CA 95969

## **FINAL FILING DATE**

5:00 p.m. Tuesday May 3, 2011. Postmarks will not be accepted as proof of filing date. We can not accept faxes as the Town requires an original signature on the application.

## **SELECTION PROCEDURE**

Following a review of the applications, the most qualified candidates will be invited to participate in an extensive interview and testing process. Appointment will also be contingent upon passing our background investigation and pre-employment physical.

## **BENEFITS**

Benefits provided by the Town of Paradise will be pursuant to the Management Group MOU (July 1, 2010 – June 30, 2011) for this position, outlined below is a summary as at the time of recruitment.

- ♦ PERS Safety retirement plan (3%@55)\*  
\*In current MOU, Town pays 9% of EE Contribution
- ♦ Admin. Leave Up to 120 hrs/yr.
- ♦ Sick Leave 8 hrs/mo.
- ♦ Vacation Leave 0-4 yrs. - 120 hrs  
5-9 yrs. - 135 hrs  
10-14 yrs. - 176 hrs  
15 & over yrs. -200 hrs
- ♦ Bereavement Leave up to 3 days each leave
- ♦ Holiday Pay 13 days/yr.
- ♦ Floating Holidays 2 days/yr.
- ♦ Longevity Pay 5% of salary – 10 yrs.  
7.5% of salary – 15 yrs.
- ♦ Medical Plan PERS medical plan\*\*
- ♦ Dental Plan Delta Dental Plan
- ♦ Vision Plan Superior Vision Plan  
\*\*Deferred Comp in lieu of medical is an option
- ♦ Uniform allowance \$500 per yr.
- ♦ Long/Short Term 2/3 of base salary
- ♦ Disability Plan
- ♦ Life Insurance \$150,000
- ♦ Vehicle Usage Reasonable usage w/in  
75 mile radius of Town

The information contained in this announcement is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

*The Town of Paradise is an Equal  
Opportunity/Affirmative Action Employer*

**About the Town of Paradise.** The Town of Paradise, incorporated in 1979, is a beautiful community with a population of nearly 27,000 and another 25,000 people living in the adjacent unincorporated area. It is located 97 miles north of Sacramento and 12 miles northeast of Chico and situated in the western foothills of the Sierra Nevada Mountains. The community forms a sanctuary for wild game since there is no hunting allowed within the perimeter.

Paradise offers its residents a rare combination of advantages. With its great natural beauty and charm, it offers excellent homesites, a wide choice of recreational activities and facilities for shopping and personal services.

Recreational pursuits are plentiful as this beautiful countryside offers a variety of activities for the outdoor enthusiast. Golf, biking and hiking opportunities are abundant. Lake Oroville is within ten minutes of Paradise for water sports, houseboating and fishing. Lassen National Park and the Plumas National Forest are easily accessed from Town.

Paradise offers a delightful climate which is superior to that of much of the rest of Northern California. We boast four distinct seasons. Our foothill location and prevailing wind direction eliminate smog conditions completely. Its 18 square miles range in altitude of 1,200 feet to 2,400 feet. This altitude keeps it cooler in the summer with less winter fog than is found on the valley floor below. Our winters offer an occasional light and beautiful snowfall which enhances Paradise's natural beauty.

Paradise has public, private and charter school systems that provide excellent curriculum for our young residents. For those adults wanting to further their education, Butte College and California State University at Chico are within close proximity.

# **TOWN OF PARADISE**



**INVITES  
APPLICATIONS  
FOR**

## **FIRE CHIEF**

**APPLICATIONS MUST BE RECEIVED BY:  
5PM ON TUESDAY MAY 3, 2011**