



## **CAMBRIA COMMUNITY SERVICES DISTRICT**

### **POSITION SPECIFICATION**

<b>Position</b>	Fire Chief
<b>Organization</b>	Cambria Community Services District
<b>Location</b>	Cambria, California
<b>Reports to</b>	General Manager
<b>Website</b>	<a href="http://www.cambriacsd.org">www.cambriacsd.org</a>

#### **ABOUT THE DISTRICT**

The Cambria Community Services District, formerly named the Cambria Water District, which was formed in 1967. Cambria Water District provided sewer services to the community. In 1976, the Cambria Community Services District (CCSD) was formed. This facilitated the expansion of CCSD services to include water, wastewater, fire protection, lighting, refuse, and Parks, Recreation, and Open Space. The CCSD is governed by a five-member board of directors elected by Cambria voters for four-year overlapping terms.

A special district is a very basic form of local government, special to the state of California. There are approximately 3,400 independent special districts in California. When residents or landowners want new services or higher levels of existing services, they can form a special district to pay for and administer them.

The CCSD is primarily funded by utility fees augmented by a small amount of property tax revenue. Today, there are three independent special districts in Cambria: The Cambria Community Services District, Cambria Healthcare District, and Cambria Cemetery District.

#### **ABOUT CAMBRIA**

The town of Cambria, California is located halfway between San Francisco and Los Angeles on the Central Coast of California, approximately four miles south of Hearst Castle and fifteen miles north of Morro Bay. Cambria is considered one of the most desirable places to live in California. Within thirty minutes of San Luis Obispo and Paso Robles, Cambria offers a quality of life that provides unlimited outdoor amenities, rugged coastlines, rolling hills, clean air and a Mediterranean climate. Cambria offers excellent schools and a work environment that fosters teamwork, collaborative thinking and a sense of community.

#### **DEFINITION**

Under direction of the General Manager, the Fire Chief shall be responsible for the administration, operations, and functions of all the activities of the fire department, personnel, equipment, properties and assets and liabilities both from an operational and managerial standpoint. This will involve a total program for the protection and preservation of life and property. The position requires broad knowledge and a thorough understanding of modern fire administration, personnel management, fire prevention, fire training, fire suppression, and concepts and methods necessary to facilitate the determination of varied work, challenges and problems. The Fire Chief must be capable of working independently in supervising all technical

and general operations seeing that desired work results are achieved. In addition to administrative responsibilities, the Fire Chief is expected to direct and supervise fire-fighting resources at the scene of emergencies and actively participate in fire control operations as needed.

This is a Management-Exempt Contract Position.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

Include, but not limited to the following:

- Accepts full responsibility for all Fire Department activities, operations and services including the areas of fire prevention, fire suppression, training, inspections, investigations, hazardous materials, disaster preparedness, emergency medical aid, rescue, and code enforcement.
- Develops, implements, and maintains Fire Department goals, objectives, policies, and priorities for appropriate services; ensures that established goals and priorities are achieved; develops a strategy and work plan for the successful achievement of program and project goals.
- Plans, directs, and coordinates the Fire Department work plan through direct supervision of officers and appropriate department staff; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues. Analyzes operational and service demands, and devises plans to satisfy needs. Informs the General Manager of safety services issues and of department activities.
- Administers prevention programs within the District including weed abatement, plan checks and inspections. Works closely with cooperating agencies and various fire safety advisory groups to reduce fire hazards in the District through monitoring and updating the District Strategic Plan.
- Reviews and evaluates service delivery methods and systems including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to standard operating guidelines to enhance services based on new technology or changes in the law. Oversees the selection, training and evaluation programs for Fire personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; executes discipline.
- Acts as District's Fire Marshal.
- Monitors all Department personnel performance, conducts employee performance evaluations, recognizes positive and negative performance, and takes appropriate actions.
- Makes or oversees periodic personnel inspections and general inspections of vehicles, apparatus and facilities.
- Serves as Emergency Operations Manager for the District and manages in all phases of Disaster Preparedness programs including the preparation and execution of emergency response plans for other District departments and the community.
- Cultivates good community relations by appearing before civic, fraternal and other community groups.
- Prepares and administers the Fire Department's budget; monitors, reviews and approves expenditures; advises appropriate department personnel on budget matters; makes adjustments to the budget as is necessary.
- Advises the General Manager on service needs.
- Attends and participates in organizational, professional, and community meetings as necessary.
- Implements and oversees hazardous materials programs.
- Oversees the coordination, monitoring and updating of mutual and automatic aid programs.
- Takes personal command of firefighting activities at major fires and other

emergency situations as necessary.

- Stays current on issues relative to the full ranges of departmental services.
- Responds to and resolves sensitive and complex community and organizational inquiries and complaints.
- Represents the Fire Department and coordinates activities with other departments, divisions and local, regional and state organizations.

### **OTHER DUTIES & RESPONSIBILITIES**

This is a management position which will require working outside of normal hours such as, weekends, holidays, and standby duty as required to discharge the duties of the position and operations of the Department.

### **KNOWLEDGE/SKILLS/ABILITIES**

#### **Knowledge of:**

- Techniques of operating principles and practices used in urban and suburban fire suppression, prevention, investigation, communications, training, emergency medical services, labor relations, disaster preparedness and hazardous materials; emergency medical vehicles, apparatus, tools, equipment, devices, facilities and their proper utilization and maintenance requirements; principles and practices of budget administration; methods and techniques of supervision, training and motivation; applicable federal, state, and local laws, codes and regulations; occupational hazards and standard safety practices; GIS and its application to the Fire Department; methods and techniques for basic report preparation and writing; methods and techniques for record keeping; proper English, spelling and grammar.

#### **Skill to:**

- Operate a computer and use applicable software, i.e. Word, Excel, Publisher
- Operate two-way radio and other communications equipment.

#### **Ability to:**

- Plan, organize, implement, direct and evaluate department operations and the work of subordinate staff; make sound decisions and direct operations at the scene of all incidents; manage a comprehensive fire prevention and investigation program; select and supervise subordinate staff; manage and oversee the operations and activities of the department; supervise and direct the operations and activities of the department; courteously respond to community issues, concerns and needs; analyze a complex issue and develop and implement an appropriate response; prepare clear and concise administrative and financial reports; prepare and administer a municipal budget; analyze and evaluate new and existing methods and standard operating procedures; make adjustments to standard operating procedures as is appropriate; apply applicable laws, codes and regulations; work independently; communicate effectively, both orally and in writing; understand and follow instructions; establish and maintain effective working relationships.

### **EXPERIENCE & EDUCATION**

The ideal candidate will have a well-rounded career that includes experience in fire prevention, training, wildland interface, operations, EMS and marine safety.

- Candidates must possess a minimum of 10 years of increasingly responsible experience, including at least three years at a supervisory level, and two years with a focus on Fire Prevention.
- A Bachelor's Degree from an accredited college or university with a major in fire science, administration, emergency management, or closely related field is highly preferred.

## **LICENSES & CERTIFICATIONS**

- Possession of the California State Chief Officer Certification is required
- A California State Plans Examiner Certification is highly desirable
- A California State Fire Marshal Certification is highly desirable
- Possession of a current Class "B" California Driver's License, or Class "C" with "F" endorsement (must maintain satisfactory DMV record and ability to maintain insurability) is required
- Emergency Medical Technician I (EMT1), and Healthcare Provider CPR and Hazardous Materials Incident Commander are required