



BROOKTRAILS TOWNSHIP

COMMUNITY SERVICES DISTRICT
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EMPLOYMENT ANNOUNCEMENT

FIRE PREVENTION OFFICER/BATTALION CHIEF

The Brooktrails Township Community Services District is currently accepting applications from qualified individuals for the position of Fire Prevention Officer – Battalion Chief.

The Fire Prevention Officer – Battalion Chief works under the general direction of the Fire Chief who reviews work for effectiveness in conformance to established standards. At emergency incidents, the position works under the direction of the duty officer. All Township employees work under the direction of the General Manager.

Typical Duties include:

- ✓ Supervises volunteer firefighters; serves as duty officer during their scheduled period; if available, acts as officer-in-charge in the absence of the Fire Chief.
- ✓ Operation and maintenance of fire apparatus, firefighting and rescue equipment, and fire station; the prevention of fires and other life hazards through inspections and public education; the prevention of fires and provision of emergency medical services; and, train volunteers in suppression of fires and other emergencies.

The Township is a member of CalPERS and offers health insurance and wellness benefits to all full-time employees. Compensation for the position is Range 35 of the adopted classification plan, starting at \$47,417 annually.

FILING DEADLINE: Applications must be received by BTCSD no later than January 22, 2019 at 5:00 p.m. Interested candidates may forward their letter of interest and/or resume to General Manager at 24860 Birch Street, Willits, CA 95490, or by email to btcsd@btcsd.org.

FIRE PREVENTION OFFICER/BATTALION CHIEF

Definition

Performs a variety of duties related to the operation and maintenance of fire apparatus, firefighting and rescue equipment, and fire station; the prevention of fires and other life hazards through inspections and public education; the prevention of fires and provision of emergency medical services; and, train volunteers in suppression of fires and other emergencies.

Supervision Received and Exercised

Works under the general direction of the Fire Chief who reviews work for effectiveness in conformance to established standards; at emergency incidents works under the direction of the duty officer. All Township employees work under the direction of the General Manager.

Supervises volunteer firefighters; serves as duty officer during their scheduled period; if available, acts as officer-in-charge in the absence of chief officers.

Examples of Important Responsibilities and Duties

- Maintains Fire Department vehicles and equipment; cleans inspects and maintains equipment and apparatus; performs lubrication and oil changes; makes minor adjustments and repairs; maintains fuel and oil supply and maintains records; cleans and tests fire hose and maintains hose records; works with the Utility Department to inspect and test fire hydrants; cleans and maintains fire stations.

- Implements the training program for fire personnel; conducts fire drills or has qualified instructors do so; becomes familiar with and keeps current on departmental, state, and national fire suppression and emergency medical services practices and all related district and county ordinances and state law; instructs fire personnel on Fire Department operations and procedures.

- Performs fire prevention inspections, including enforcement of code standards related to wildfire hazards and building hazards; prepares related reports and documents necessary to accomplish hazard abatement; performs follow-up inspections to insure compliance; issues citations where appropriate.

- Operates fire apparatus and other emergency vehicles in response to emergency incidents in conformance to established standards; performs firefighting duties, including salvage and overhaul; performs emergency rescue duties, provides emergency medical treatment; and, operates firefighting, emergency medical, rescue, and communication equipment.

- Inputs data and information into the Information Management System.

- Serves as duty officer as assigned.

- Makes purchases of materials, supplies, tools and equipment in accordance with District policies with the approval of the Chief.
- Performs related duties as required.

Typical Physical Activities

- Operates District emergency vehicles (fire apparatus, etc.) and other District vehicles.
- Must be able to carry, push, pull, reach and lift equipment and parts weighing up to 100 lbs.
- Stoops, kneels, crouches, crawls and climbs during emergency work; stands and walks for extended time periods; works in an environment with exposure to smoke, dust, dirt and significant temperature changes between cold and heat; hearing and vision within normal ranges.
- Communicates orally with District staff, co-workers, volunteers and the public in face-to-face, one-on-one settings; regularly uses a telephone or radio for communication; uses office equipment such as computer terminals, copiers and FAX machines.

Qualifications

Knowledge of: Thorough knowledge of standard firefighting methods and techniques; thorough knowledge of operating and mechanical principles involved in the operation and maintenance of fire apparatus and equipment; knowledge of fire hydraulics; familiarity with the Uniform Fire Code and state fire laws; experience with county and District ordinances related to fire and life safety and construction, district streets and water system, departmental policies and procedures, and location of neighboring departments helpful.

Ability to: Use tact and judgment in dealing with the public; make decisions independently in accordance with established policy; work harmoniously with other employees and volunteers. Plan, assign, direct, review and evaluate the work of others. Train others in work procedures. Make appropriate plans and tactical decisions in response situations. Assess emergency incidents and develop, implement, and direct appropriate response strategies. Develop and conduct classroom and practical training courses and programs. Render emergency medical care at the first responder level. Maintain accurate records and prepare clear and concise reports and other written materials. Operate a variety of tools, equipment and apparatus used in fire, medical and other emergency response.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One year of experience as a paid fire fighter or three years of experience as a volunteer firefighter, officer experience helpful; typing skills and computer experience helpful.

Training: Possession of Fire Fighter 1 Certificate, Driver/Operator 1 Certificate, and a Basic Incident Command 200 Certificate or equivalent completion of college or other courses in fire technology; certificates in Fire Service Supervision, Command, Management, Instructor Training, Fire Investigation, Fire Prevention and Hazardous Materials are desirable.

Special Requirements: Possession of an Emergency Medical Technician D Certificate or the ability to obtain one within one (1) year of employment; possession of a valid Class B California driver's license or a valid California Special Driver's Certificate – Firefighter Endorsement, or ability to obtain it within six (6) months of employment; certification as a CPR instructor helpful.