

MONTECITO FIRE PROTECTION DISTRICT FIRE CHIEF

DEFINITION:

The Fire Chief carries out the policies and plans of the Fire District Board. The Fire Chief directs the activities of District employees and manages District financial operations in conformity with board established policies.

COMPENSATION & BENEFITS:

A salaried, management position not covered by the Montecito Firemen's Association Memorandum of Understanding. Terms and conditions of employment are negotiated independent of all others. The Fire Chief serves at the pleasure of the Board of Directors. This is an exempt position.

Work schedule: Due to the position's job duties and responsibilities, the employee normally will maintain 8 a.m. to 5 p.m. work hours, 40 hours per week; dispatch will be notified of status when not in office during normal business hours. Responsibilities may from time to time require additional hours of work which are considered to be part of the normal work schedule. May be called upon to respond to emergencies or conduct fire District business outside of normal business hours.

Vacation: 25 days per year. Effective January 1, 1995, no additional vacation benefits may accrue until the employee's accrued and unused vacation benefits are used sufficiently so the total is less than twice the employee's current annual vacation benefit.

Holidays: New Year's Day, Martin Luther King's Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Christmas, and two floating holidays per year. Holiday time shall be taken each year, it is not accumulative past the end of the calendar year.

The longevity schedule, sick leave, and health, dental, vision and life insurance payments, uniform allowance, and retirement are the same as for all other District safety personnel.

The District will provide a vehicle or vehicle allowance as approved by the board for fulfilling District duties and for use off duty to assure availability for emergency response.

JOB DESCRIPTIONS - FIRE CHIEF
MONTECITO FIRE PROTECTION DISTRICT

DUTIES & RESPONSIBILITIES:

Duties regularly include, but are not limited to the following:

Responsible for planning, organizing, and directing the District's functions as defined by the board of directors. The Fire Chief administers, plans, and organizes the fire prevention and suppression activities and emergency medical services of the District; responds to emergencies as required; confers with the board on District policy, long-range programs, and coordination of District activities with that of other districts and public agencies; manages District financial operations, proposes annual budget, expends funds in conformity with and informs board when revenues or expenditures materially vary from approved budget; informs board of changes in funding sources including changes in laws that may affect funding; attends board meetings; directs the selection, hiring, and promotions of District personnel; serves as final personnel officer of the District; supervises the purchase of materials and equipment; meets with citizens groups; promotes and maintains cooperative working relationships with the community; does special research and reading to keep abreast of modern practices in the profession; directs and participates in conducting studies and reports; develops mutual aid and disaster plans; performs related duties as required.

Reviews all training requests and personnel evaluations; participates in all staff evaluations.

Must maintain physical fitness.

QUALIFICATIONS:

Knowledge of modern firefighting techniques and laws and ordinances pertaining to fire operation. Knowledge of capabilities and limitations of a variety of firefighting equipment. Ability to: Review the operating effectiveness of a fire District and institute improvements, establish and maintain clear, consistent practices and policies, supervise the work of others and effectively maintain morale and discipline, communicate effectively orally and prepare written reports, establish and maintain effective relationships with the board of directors, other agencies, county officials, employees, and the public.

Must reside within 30 minute travel time of the headquarters fire station to facilitate direction of major emergencies.

Job performance may be reviewed annually by the Board..

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Possession of an appropriate California Driver's License, and a satisfactory driving record; AED and CPR certifications.

Must meet insurability requirements of District's insurer(s).

Selection criteria will be established by the fire District board to meet the needs of the District.

If applicant is not already a full time employee of the Montecito Fire Protection District, prior to appointment, applicant must pass an extensive background investigation and medical exam, including drug testing.