



Fire Division Chief

\$9,974 - \$12,124 monthly

****Closed Promotional Opportunity - Internal Candidates Only****

The Opportunity:

The City of San Gabriel is seeking a Fire Division Chief. San Gabriel Fire Division Chiefs are faced with a myriad of challenges and must frequently interact with other Division Chiefs, shift personnel, City Departments, outside agencies, and private citizens. As a result, Fire Division Chiefs should have a collaborative mindset, along with the ability to demonstrate excellent customer service and a passion for the community.

The Ideal Candidate:

The ideal Fire Division Chief is someone who keeps the highest ethical and behavioral standards, has strong management skills, possesses outstanding interpersonal skills, and works effectively with individuals and groups from all organizational levels and community groups. The Fire Division Chief must also have outstanding leadership qualities, technical expertise, superior communication and interpersonal skills, and experience in project management.

Essential Duties:

Fire Division Chief is responsible for: directing, coordinating, developing, and implementing departmental policies, procedures, goals, and objectives; effectively managing, supervising, evaluating, mentoring, and developing subordinate personnel; effectively planning and executing departmental operations; overseeing the operation and maintenance of assigned fire apparatus, stations, facilities, grounds, and equipment during assigned duty shift; responding to all major incidents involving Fire Department resources; completing and submitting various types of administrative reports as required; and performing other related duties as assigned by the Fire Chief.

Minimum Qualifications:

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education

A High School Diploma or equivalent and completion of at least one year of college level studies in Fire Science Technology. A Bachelor's degree in Fire Science, Public Administration, or closely related field is highly desirable.

Work Experience

Must have six years of experience as a full-time salaried fire fighter in the State of California with two of the six years of experience as a salaried full-time Fire Captain with the San Gabriel Fire Department.

License/Certificate Requirements:

Possession of a valid California Driver's Class "B" or Class "C" License with valid firefighter endorsement at time of application. Possession of CA State Fire Marshal Office - Chief Officer Certified or equivalent is desirable.

Benefits:

- City paid contribution of up to \$1,568 toward medical, dental and vision insurance premiums.
- City paid life insurance.
- City paid Employee Assistance Program (EAP).
- Sick, vacation, and holiday leave time.
- Education tuition reimbursement.
- Retiree medical insurance for vested employees and eligible family members at time of retirement, per Government Code 22825.5.
- CalPERS retirement in current tier.
- Compensation of \$100 per month is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

Examination:

Applicants who submit a completed application and possess the minimum qualifications will be invited to the examination process. The examination process will consist of a writing assignment, oral interview panel and a practical assessment. The exam process will be administered in-house and will measure a candidate's ability to perform the essential job functions for Fire Division Chief.

Tentative Exam Schedule

September 25, 2019 @ 2PM – EOC – San Gabriel Fire Department

- Candidate/Applicant Orientation

October 17, 2019 @ 9AM - EOC – San Gabriel Fire Department

- Assessment Exam
 1. Writing Assignment (non-scored/assessment purposes only)
 2. Emergency Operations Simulator Exercise (scored with 70% or greater passing)
 3. Panel Interview (scored with 70% or greater passing)

Exam Scoring & Passing Criteria

Candidates must achieve a passing score of 70% or greater on segment #2 and a score of 70% or greater on segment #3 of the exam to qualify. The passing scores from segment #2 and #3 will be combined and averaged for an overall total score. A combined overall percent score of 70% or greater is required for the eligibility list.

Candidates who obtain a passing score on the examination will be placed on the eligibility list. The eligibility list will be used for current and future vacancies in the Department.

Reading List:

Firescope ICS 420-1 Field Operations Guide (2017)

Firescope ICS 500 Structure Fire Operations (10/2015)

San Gabriel Civil Service Rules & Regs

San Gabriel Fire Department Policy and Operations Manual (Lexipol)

San Gabriel Multi Hazard Disaster Plan

San Gabriel FY 19 – 20 Budget Document

Verdugo Strike Team Policy

Application Instructions:

Candidates must complete a City of San Gabriel online application. Applicants **must** attach a cover letter, résumé and any professional certifications applicable to the position to the online application. Failure to attach a cover letter and résumé along with required certifications shall be disqualifying. No hard copy application materials will be

accepted. To apply, please visit jobs.sangabrielcity.com. **All application materials must be submitted online by 5:00 p.m. on Wednesday, September 18, 2019.** *Faxed, emailed, or hard copies of application materials will not be accepted.*

Tentative Recruitment Schedule:

The following is the tentative schedule for this recruitment. If you are interested in applying for this position, please plan in advance to accommodate the schedule. Also note that the City reserves the right to revise this schedule at any time if it deems it necessary.

- Recruitment Opening..... September 4, 2019
- Application Deadline.....September 18 @ 5pm
- Candidate Orientation.....September 25 @ 2pm
- Assessment Exam.....October 17, 2019 @ 9am
- Selection Interview..... Week of October 21
- Anticipated Start Date..... October 31, 2019

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 圣蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.
La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT

San Gabriel City Hall
425 South Mission Drive
San Gabriel, CA 91776

(626) 308-2802
hr@sgch.org
www.sangabrielcity.com
Job ID #158