



Application period extended to Friday, July 27, 2018.

ARROWBEAR LAKE FIRE DEPARTMENT

ARROWBEAR LAKE FIRE DEPARTMENT BATTALION CHIEF

Arrowbear Lake Volunteer Fire Department is seeking a qualified candidate to fill the position of Battalion Chief.

Arrowbear Lake Fire Department is a small rural Fire Department located in the San Bernardino Mountains and is one of three departments of the Arrowbear Park County Water District which is the governing body as a California Special District. Arrowbear Fire Department is a non-transport, BLS department that responds to approximately 200 calls per year including mutual and automatic aid to its surrounding cooperating agencies. These responses range from Wildland and Structure fires, to Medical aid and traffic collisions. The position is a paid part-time position and has a current salary of \$801.72 per month.

Benefits include a uniform allowance and a shared use Department vehicle. Please email or mail complete resumes to apcw@mail@gmail.com or P.O. Box 4045 Arrowbear Lake, Ca. 92382, no later than Friday, July 27, 2018.

DUTIES:

- THE BATTALION CHIEF ADMINISTERS AND EXECUTES THE POLICIES, REGULATIONS, DIRECTIVES AND RESOLUTIONS OF THE FIRE CHIEF, AND THE FIRE DEPARTMENT.
- THE BATTALION CHIEF PROVIDES MANAGEMENT AND CONTROL OF FIRE DEPARTMENT OPERATIONS.
- THE BATTALION CHIEF HAS GENERAL CHARGE, RESPONSIBILITY, AND CONTROL OVER ALL PROPERTY AND PERSONNEL OF THE FIRE DEPARTMENT IN THE ABSENCE OF THE FIRE CHIEF.
- THE BATTALION CHIEF WILL BE RESPONSIBLE FOR MAKING RECOMMENDATIONS AND ASSISTING THE FIRE CHIEF IN PROMOTIONS AND APPOINTMENTS OF QUALIFIED PERSONNEL.
- THE BATTALION CHIEF SHALL ASSIST THE FIRE CHIEF IN DEVELOPING A DEPARTMENT BUDGET THAT WILL BE APPROVED BY THE BOARD, AND MAKE RECOMMENDATIONS ON EXPENDITURES OF DEPARTMENT MONEYS.
- AS A CHIEF OFFICER OF THE DEPARTMENT, THE BATTALION CHIEF IS EXPECTED TO SET AN EXAMPLE AND ACT IN A PROFESSIONAL MANNER AT ALL TIMES.
- BE ABLE TO MANAGE OTHERS AND ENSURE THAT ALL SAFETY PRACTICES, POLICIES, AND PROCEDURES ARE FOLLOWED AT ALL TIMES.
- BE RESPONSIBLE FOR INITIATING, MANAGING, AND / OR COMPLETING PROJECTS AND PROGRAMS IN THE ADMINISTRATION OF THE FIRE DEPARTMENT.
- FOLLOW DIRECTION, WORK INDEPENDENTLY AND SUPERVISE OTHERS WITH APPARATUS, EQUIPMENT AND STATION MAINTENANCE, FIRE PREVENTION ACTIVITIES AND OTHER REQUIRED WORK.
- UNDERSTAND THE INCIDENT COMMAND SYSTEM AND BE ABLE TO ESTABLISH AND OPERATE AN INCIDENT COMMAND SYSTEM UNTIL RELIEVED BY AN OFFICER OF HIGHER RANK.
- YOU WILL BE REQUIRED TO SPEND ADDITIONAL TIME AND EFFORT NOT REQUIRED OF OTHERS.
- HAVE A THOROUGH KNOWLEDGE AND UNDERSTANDING OF THE USE OF ALL APPARATUS, EQUIPMENT, POLICIES, AND STATION PROCEDURES.
- RESPOND TO AND ASSIST IN EMERGENCY AND NON-EMERGENCY INCIDENTS

PROBATION

AT THE END OF ONE YEAR THE EMPLOYEE WILL BE EVALUATED ON THEIR COMPETENCE OF THE EXECUTION OF THEIR DUTIES. THE EMPLOYEE WILL BE NOTIFIED IN WRITING THAT THEY HAVE SATISFIED THE REQUIREMENTS OF PROBATION AND WILL BE PROMOTED TO BATTALION CHIEF. IF THEY HAVE NOT SATISFIED THE REQUIREMENTS OF PROBATION, PROBATION WILL BE EXTENDED OR THE EMPLOYEE WILL BE DEMOTED TO THEIR PREVIOUS RANK. AT ANY TIME THE EMPLOYEE MAY REQUEST THIS EVALUATION SOONER.

MINIMUM REQUIREMENTS

- THE INDIVIDUAL MUST BE IN GOOD MENTAL AND PHYSICAL CONDITION. THIS POSITION REQUIRES AN INDIVIDUAL, WHILE WEARING TURNOUTS AND A BREATHING APPARATUS (approx. 50 lbs.) TO REPETITIVELY CLIMB, PUSH, PULL, CARRY AND LIFT HEAVY OBJECTS.
- THE INDIVIDUAL MUST BE ABLE TO WORK IN A VARIETY OF ENVIRONMENTAL CONDITIONS, INCLUDING HEAT OR COLD, CONFINED SPACES, ON LADDERS / SCAFFOLDS, ON SLIPPERY / UNEVEN SURFACES, EXPOSURE TO TOXIC CHEMICALS, FUMES, SMOKE, GASSES, OR SOLVENTS.
- 18 YEARS OF AGE, A VALID DRIVERS LICENSE, AND A DRIVING RECORD ACCEPTABLE TO THE DISTRICT INSURANCE CARRIER.
- E.M.T. / FIRST RESPONDER
- CLASS B DRIVERS LICENSE OR CLASS C WITH A FIREFIGHTER ENDORSEMENT
- HAZARDOUS MATERIALS: FIRST RESPONDER OPERATIONAL (FRO)
- STATE CERTIFIED FIREFIGHTER I
- STATE CERTIFIED DRIVER / OPERATOR I
- I.C.S. 200
- 5 YEARS AS AN ACTIVE MEMBER OF A FIRE DEPARTMENT
- 3 YEARS AS A CAPTAIN OR HIGHER RANK OF A FIRE DEPARTMENT

DESIRED REQUIREMENTS

- PREVIOUS EXPERIENCE AS A CHIEF OFFICER
- C.S.F.M. FIRE OFFICER COURSES
- SPECIALIZED CERTIFICATIONS

PERFORMANCE EVALUATION

EVERY EMPLOYEE SHALL RECEIVE A PERFORMANCE EVALUATION ANNUALLY. ALL EMPLOYEES WITH A SUBSTANDARD EVALUATION OR ITEMS THAT NEED IMPROVEMENT WILL BE GIVEN WRITTEN DIRECTION ON HOW TO IMPROVE AND A TIME FRAME FOR IMPROVEMENT.

PROMOTION

THE PROMOTION OF AN EMPLOYEE IS CONTINGENT ON THE NEEDS OF THE DEPARTMENT AND / OR THE AVAILABILITY OF AN OPEN POSITION. UPON COMPLETING THE REQUIREMENTS OF THE POSITION, THE EMPLOYEE WILL BE ELIGIBLE FOR PROMOTION. UPON APPROVAL OF THE FIRE CHIEF THE EMPLOYEE WILL BE PROMOTED OR PLACED ON AN ELIGIBILITY LIST FOR THE NEXT PROMOTION. WHEN TWO OR MORE EMPLOYEES OF EQUAL QUALIFICATIONS ARE ELIGIBLE FOR ONE POSITION, THE EMPLOYEE WITH THE MOST SENIORITY ON THE ELIGIBILITY LIST WILL BE GIVEN PREFERENCE OVER THE OTHER COMPETING EMPLOYEE(S).

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