

City of Marina

Invites applications for

Division Chief

(Open/Competitive)



Final Filing Date

January 10th, 2017 at 5:00 PM

An Equal Opportunity Employer

The City of Marina values diversity in its workforce and is committed to actively pursuing a program of equal employment and nondiscrimination.



Marina Fire Department



The City

Marina is located on the beautiful Monterey Bay, off California State Highway 1, six miles north of Monterey, 108 miles south of San Francisco. Marina offers a high quality of life while surrounded by open spaces and beautiful beaches. Marina provides an ideal future for both single and family lifestyles.

The City encompasses 4,000 acres and extends for 5 miles along the Pacific Ocean, north from the former Fort Ord boundary to the Salinas River and inland for 4 miles along the river to the city's municipal airfield.

The Department

The City of Marina was incorporated in 1975 and the police and fire services were integrated in 1978 to form the Public Safety Department. The department was broken down into Police and Fire Divisions and both operate out of the Public Safety building as the City continued to grow and mature over the years.

As the City planned for its future growth and expansion, which is largely driven by the major development projects and its increasing public safety responsibilities, City leaders and department staff acknowledged that it had outgrown its consolidated public safety approach to delivery of public safety services. As part of the August 1, 2005 City reorganization, the department initiated steps through City Council approved actions, to allow for a process of separation of police and fire services into discrete operations. The police and fire services were formally separated on July 1, 2007.

The Fire Chief and the Division Chief will be responsible for maintaining the high level of service citizens have come to expect, while successfully directing the department's growth. The goal in this rapidly expanding community is to ultimately staff engine companies with three-persons and meet a four to five-minute response 90 percent of the time. Currently, the Department is authorized fifteen sworn personnel and one non-sworn support person.

The Position

Under the direction of the Fire Chief, the Division Chief plans, supervises and coordinates training activities, assists with prevention responsibilities and assumes administrative duties as required. He/she will also oversee the daily operations of engine company personnel. The Division Chief provides highly responsible and complex staff assistance to the Fire Chief. The Division Chief serves as a Duty Chief on a rotating basis and is subject to emergency call while on and off duty.

This is an FLSA exempt position.



Marina Fire Department



Typical Duties

Supervises and coordinates station duties and assignments. Plans, organizes, schedules, conducts and evaluates the Fire Department's training program. Attends and participates in professional group meetings; stays current of new trends and innovations in the field of fire suppression, fire prevention, rescue operations and fire investigation. Coordinates drills with outside agencies and other outside events as assigned. Coordinates fire department's fire communications radio system including policies and procedures. Commands fire department resources on all types of emergencies including the most complex fire, rescue and hazardous materials incidents. Assist with labor/management relations. Review plans for new construction and installation of fire protection equipment for adherence to fire and life safety regulations. Inspect and test fire alarm systems, fire sprinkler systems, heat and smoke detection devices and other fire protection and control mechanisms. Directs and conducts fire investigations to determine cause and origin and works cooperatively with law enforcement agencies in arson cases. May serve as Strike Team Leader or other certified and qualified overhead position. Serves as acting Fire Chief when assigned. Performs related duties and responsibilities as required.

Skills and Abilities

Knowledge of:

Principles, practices, methods and techniques of fire suppression, prevention and investigation.
Labor laws and the ability to manage both career and reserve personnel.
Laws, ordinances and regulations regarding fire prevention and inspection including pertinent Federal, State, and local laws, codes and regulations.
Management skills to analyze programs, policies and operational needs.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Must possess good judgment and strong decision making skills.

Ability to:

Function as an Incident Commander on a wide variety of emergency incidents.
Respond to emergency situations on an on-call basis.
Plan, organize, direct and coordinate the work of staff personnel.
Prepare and administer large and complex budgets.
Communicate clearly and concisely, orally and in writing.
Establish and maintain effective working relationships with those in contact in the course of work.
Identify life safety and fire hazard; gather, analyze and evaluate facts and draw logical conclusions relative to the interpretation and enforcement of laws, ordinances and regulations regarding life safety and prevention of fires, and implement corrective measures necessary to abate hazards.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Serve as acting Fire Chief when assigned.



Marina Fire Department



Qualifications

Education: Equivalency of a Bachelor's Degree from an accredited college or university with formal course work in fire technology, public administration, or a related field.

State Fire Training: California State Fire Officer Certification. California State Chief Officers Certificate.

Experience: Five (5) years of increasingly responsible experience in firefighting or fire prevention including two years in a supervisory role over support fire personnel.

License and Certificate: 1) Possession of a valid California Firefighter exempt driver's license. 2) Possession of a valid Hazardous Materials On Scene Commander Certificate. 3) Possession of a valid Emergency Medical Technician Certificate. 5) Possession of a valid American Heart Association CPR card. 6) Possession of ICS 100, 200, 300 and 400 Certificates.

Special Requirement: Subject to a 20-minute response time to the City when assigned as the Duty Chief.

Compensation

Salary: \$8,662 – \$10,529 per month

Retirement: Classic members: 3% at 50 PERS retirement
PEPRA members: 2.7% @ 57.

Insurance: The City offers a Cafeteria Health Benefits Plan. Employees receive a lump sum to distribute among a choice of PERS PPO plans, and/or dental coverage and/or vision coverage. Funds can also be directed to a pre-tax Health or Dependent Care Spending account. The City provides \$30,000 worth life insurance and employee has the option to purchase additional life insurance.

Vacation: Ten to twenty working days of annual vacation, based on length of service.

Leave: Twelve days' sick leave per year and 100 hours of administrative leave annually with a 40-hour cash-out provision in December.

Holidays: Fifteen paid holidays per year.

Incentive: 2.5% of base pay for Fire Certificate, Chief Officer Certificate, Administration of Justice Certificate, Intermediate and Advanced POST Certificate or A.S. in Fire Science, or Bachelor's or Master's degree in a fire-related field.



Marina Fire Department



Selection Procedure

A job-related comprehensive application evaluation will first consist of a review of applications. A resume does not substitute for a completed application. A screening committee will be convened to review the application materials of the most suitably qualified applicants.

The committee will select the best qualified applicants to continue on in the selection process which may include a written and/or performance exam and/or an oral interview panel. Faxes or resumes alone will not be accepted in lieu of an original and official City of Marina application.

Possession of the minimum qualifications does not guarantee advancement in the selection process or placement on the eligible list. Prior to an employment offer being made, a thorough reference check will be done. At the time employment is offered, applicants are required to successfully pass a medical examination and must be able to furnish proof of legal right to work within the United States.

For more information or to request an application, please contact:

City of Marina

Catrina Scharf, Human Resource Analyst
cscharf@ci.marina.ca.us
211 Hillcrest Avenue
Marina, CA 93933
(831) 884-1283

Veterans, please provide a copy of your DD214 when the application is submitted for consideration of Veteran's Preference Points.

Persons with disabilities, who require special assistance or accommodations during the application and selection process should contact Human Resources at (831) 884-1283 within 7 days after the final filing date listed on this announcement.

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