



Fire Chief



Amador Fire Protection District

The District

The District, formed in 1990, is responsible for emergency fire, rescue, and medical aid services in approximately 85% of the unincorporated area of Amador County (approx. 465 sq. miles). In 2008, the voters approved a county-wide ½ cent sales tax for the purpose of hiring paid personnel to support our dedicated volunteers. Today, Amador Fire is a combination department consisting of 36 full time employees and approximately 15 volunteer firefighters. Amador Fire maintains an automatic aid and mutual aid agreements with local fire agencies, fire agencies in Calaveras and El Dorado Counties, Cal Fire and the US Forest Service. Amador Fire provides fire services to the City of Plymouth and the Jackson Rancheria.

Representative Duties

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Prepare District Board agendas and staff reports
- Budget development and fiscal management
- Attend or designate District representative to attend meetings requiring interface with other agencies
- Perform performance evaluations of personnel under his/her direct supervision
- Attend classes and fire related conferences as required, make public presentations, handle public complaints and investigate such complaints
- Oversee and coordinate fire prevention program(s)
- Annual review and update of the District Capital Improvement Plan
- Manage content of District's Personnel Policies Manual
- Subject to emergency call back when off duty
- Perform related duties as required

The Position

The Fire Chief is the highest level of the executive staff at the Amador Fire Protection District (District) and works under the general direction of the District's Board of Directors.

The Fire Chief provides overall management, direction, and leadership for all District functions, operations, and personnel. Responsibilities include: reviewing the general operation of the District to determine efficiency, providing direction on major projects or problem areas, planning for the future, developing policies and procedures and implementing policies under guidance and direction of the District's Board.

A person assigned to the Fire Chief classification is trained in fire suppression and emergency medical care and is engaged in the prevention, control, and extinguishment of fires and response to emergency situations where life, property or the environment is at risk. The Fire Chief also responds and renders aid in non-emergency situations as needed. The Fire Chief is a FLSA exempt position.



Minimum Qualifications

- Ten (10) years of continuous experience in fire suppression, emergency medical response and fire prevention as a paid or volunteer firefighter, should include four years of administrative and supervisory experience at the Battalion Chief level or above;
- A valid Class C (or higher) California Drivers' License with a Firefighter endorsement or a valid California Commercial Drivers' License with proper endorsements for firefighting equipment. (Must attach a DMV printout (within 30 days of application submission) showing class of license and any endorsements to meet the Driver's License requirement);
- Emergency Medical Technician-Basic certificate valid in the State of California;
- CSFM Fire Officer Certification

Desirable Qualifications

- Experience working with volunteer and paid fire personnel
- Specialized training in fire sciences
- Extensive experience in fire, EMS and incident management
- Experience in competent supervision and leadership practices
- AA, BA, or BS from an accredited college or university
- CSFM Chief Officer Certification
- Prevention background or training and working knowledge of California codes

Compensation and Benefits

- \$82,784 to \$93,174 – DOQ
- Paid holidays
- Vacation
- Sick leave
- Medical, dental, and vision care plans
- 457 deferred compensation plan with employer match up to 8.4% of employee compensation
- \$600 annual uniform credit
- \$400 annual training allowance

To Apply

Applicants meeting minimum qualifications may be scheduled for further testing and interviews. An offer of employment is conditional pending the results of employment entrance medical examination, including drug screening, live scan, and a criminal background check. Applicants must provide verification of legal right to work in the United States at the time of job offer.

A completed District employment application, resume, and cover letter are required. Applications will be accepted by mail or in person at Amador Fire Protection District Administrative Office only, between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Faxed applications will not be considered. All applicable certifications and printouts must be attached.

A complete job description and employment application are available at the Amador Fire Protection District – Administration Office, 810 Court Street, Jackson, CA 95642 between the hours of 8:00AM and 5:00PM, Monday – Friday or on our website located at www.amadorfire.org

Supplemental Essay Questions

In order to get a better sense of your writing skills and additional insights into your experience, please answer the following questions. Limit your responses to no more than a single page per question.

1. Please describe your experience working with a combination fire department, as well as your experience managing volunteer firefighters; indicating the numbers and types of employees you directly and indirectly supervised.
2. Please describe your philosophy and approach to working with labor unions.
3. Please describe your most relevant experience in developing and administering a departmental budget. Include dollar amounts.
4. Please describe your personal involvement in the community.
5. Please describe your leadership style; include experience and philosophy.
6. Please indicate why you seek the Fire Chief position for Amador Fire Protection District.