



San Gabriel
CITY WITH A MISSION



Invites you to apply for
Fire Chief



Imagine...

...the opportunity to work in one of the most historic and beloved settings in Southern California, home to the fourth of the 21 California missions, at a time when tremendous growth and diversity combine to make San Gabriel one of Southern California's prime destinations.

The Community

San Gabriel, 10 miles northeast of Los Angeles, is the birthplace of the region, founded by Father Junipero Serra in 1771. Visitors to the historic Mission District enjoy outstanding entertainment, vibrant food culture, and the charm of early California. San Gabriel is a place of unique homes and diverse neighborhoods offering substantial commercial land, solid connections to regional transportation, and outstanding public education. San Gabriel is a great place to live, work, and visit.

The Organization

The City of San Gabriel incorporated in 1913 and is a full-service General Law city operating under a Council/Manager form of government. The City has a long history of political, fiscal, and organizational stability. The members of the City Council are elected at large to four-year overlapping terms, with the Mayor appointed by majority vote of the City Council. Mark Lazzaretto serves as the City Manager. The estimated budget for the City is \$56 million, funding approximately 194 full-time employees. The City is known for having a very positive organizational culture.

The Department

The San Gabriel Fire Department (SGFD) is a full-service all risk fire department, providing fire protection, paramedic ambulance service, paramedic assessment engines, fire prevention inspections, public education, emergency preparedness planning, fire investigation, code enforcement, CERT training, and other services based on community needs. Fire services are provided out of two stations, strategically located to provide efficient response to all areas of the City.

Each Station is staffed 24 hours a day, seven days a week in order to respond to calls for service. The department is staffed with 34 full-time sworn personnel, one non-sworn Deputy Fire Marshal, one full-time Executive Assistant, and an auxiliary program. The Fire Headquarters, Station 51, is home to the Administration, EMS, Fire Prevention and Training Divisions. Resources in place at Station 51 include Battalion 5, Paramedic Engine 51, and Rescue Ambulance RA 51. Fire Station 52 is home to Paramedic Engine 52. Sworn shift personnel work a 48/96 work schedule. The Fire Chief works an 80-hour work period.

The Position

Under general direction of the City Manager, the Fire Chief oversees all fire safety and prevention activities, and responds to emergency medical service (EMS) incidents, fire alarms, rescues, and other types of emergency calls for service. This position requires a service-minded individual with diplomacy, excellent interpersonal skills, and the ability to connect with people at all levels.

The ideal candidate will be a strong and committed leader; be able to exercise judgment, decisiveness, and creativity in situations involving the direction, control, and planning of programs; be able to lead, mentor, and train others; be analytical and approach situations with a positive and solution-oriented

attitude; and have excellent organizational, communication, and presentation skills. The Fire Chief must have the knowledge and experience to perform the following duties:

- Plan and direct all fire operations and activities, while maintaining effective working relationships with the Fire Division Chiefs and subordinate staff, contractors, and other City employees;
- Comply with federal, state, and local fire prevention laws; California Firefighters Bill of Procedural Rights; emergency medical services, equipment, hazardous materials, and risk management practices; Incident Command Services; local joint response agreements and procedures; and the State Mutual Aid System;
- Manage department personnel actions including selection, training, supervision, appraisal, and discipline, in consultation with Human Resources and in accordance with administrative policies and contract provisions;
- Address labor management issues through meetings, analysis of department policies and agreements, communication with Human Resources, and unit representatives;
- Develop and administer the department budget; evaluate revenues and expenditures; make adjustments to the budget as necessary; prepare and present staff reports to the City Council; and direct the preparation of activity reports, special reports, and other communications;
- Oversee the development and implementation of internal fire training programs including CERT, EMS, CE, and specialist training, as well as external trainings and exercises in which the department is a participant;
- Review, maintain, and update the City's Disaster Plan and Emergency Operations Center policies and procedures, and consult with appropriate parties regarding updates and changes as needed;
- Respond to complex inquiries from City staff, community groups, local businesses, and the public regarding fire activities;
- Oversee all fire prevention and safety educational programs; and
- Perform other related duties as assigned.

Lastly, the successful candidate will be a team player with strong people skills and the ability to establish and maintain effective working relationships with other departments, elected officials, the public, and outside agencies.

Education, Experience, and License

Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree from an accredited college or university in fire science, public administration, or a closely related field is preferred. A Master's degree is *desirable*.
- Seven years of experience in fire service, including three years of experience at the level of Fire Battalion Chief or higher.
- Local government experience is desirable.

Licenses and Certifications:

- California State Fire Chief Certification or National Fire Academy Executive Fire Officer Certification is *highly desirable*.
- Possession of a Class C California Driver's License and ability to maintain a satisfactory driving record are required.

Compensation

Current monthly base salary range for the Fire Chief is \$12,781-\$15,536. The City also offers an outstanding benefit package including:

- **Participation in the CalPERS Retirement System:** 2% @ 50 for “classic” CalPERS members and 2.7% @ 57 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- **City contribution (up to \$1,568 per month) towards medical, dental, and vision insurance premiums:** a choice of multiple PPO and HMO medical plans (the City contracts with CalPERS for health insurance), two dental plans, and vision plan.
- **Other Benefits:**
 - City vehicle or vehicle allowance of \$225/biweekly
 - City-paid long term disability and life insurance (2x annual salary)
 - City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employee and eligible household members
 - Payment of retiree (and family) health insurance per established vesting schedule
 - Payment of membership fees in relevant professional organizations
 - Optional enrollment in Deferred Compensation (457) Programs
 - Optional enrollment in Supplemental Insurance Programs
- **Leaves:**
 - 60 hours of administrative leave per year
 - 96 hours of sick leave per calendar year
 - 80 hours of vacation per year
 - 104 hours of holidays per year
- **Cash Outs:**
 - Sick Leave Buy Back Program allows the option to cash out up to 50% of unused sick leave accrued in the established 12-month period.
 - Vacation Buy Back Program allows the option to cash out up to 40 hours of unused vacation per year.
 - Holiday Buy Back Program allows the option to cash out up to 8 hours of unused holiday per year.

We Welcome Your Application

Candidates must submit a completed City of San Gabriel application, résumé, and cover letter directed to City Manager Mark Lazzaretto, online at jobs.sangabrielcity.com. **All application materials must be submitted online by 5:00 p.m. on Thursday, October 18, 2018.** *Faxed, emailed, or hard copies of application materials are not accepted.* Any inquiries should be made directly to the Human Resources Department.

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 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 聖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

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