



CAREER DEVELOPMENT GUIDE

UPDATED AND REVISED: JANUARY 2019

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Special thanks to our photographer, Jeff Lemelin

Introduction

The 2019 revision of the **Novato Fire District Career Development Guide** has been updated jointly by management, staff, and represented members from the Novato Professional Firefighters Association, and the Novato Chief Officer's Association. The revision will ensure Novato Fire District personnel are provided appropriate guidelines as they prepare themselves for the Novato Fire District testing and promotional process. It will also serve as a guide to navigate the updated California State Fire Training Certification Tracks. The revision includes all curriculums developed and implemented by State Fire Training starting in 2017.

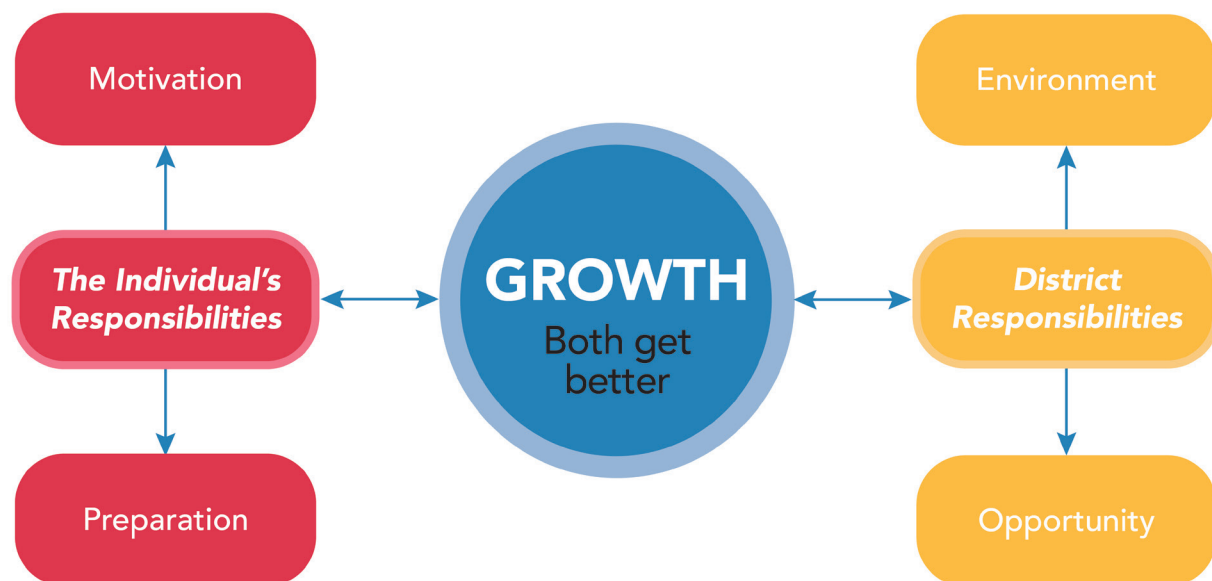
Career development provides employees with opportunities to:

- Increase their responsibility and authority;
- Earn higher salaries; and
- Ultimately grow to their full potential.

It also provides the District with knowledgeable, effective, and productive employees who are working to improve themselves and their jobs.

A well planned career development program obviously benefits both the employee and the District. These benefits are accompanied by certain responsibilities, best described as mutual obligations, which must be recognized and fulfilled by both the employee and the District if career development is to occur.

The primary obligations are motivation and opportunity. The employee wishing to move ahead on the career path must have the motivation to prepare for and accept additional responsibilities and duties as provided by the District. The District, in turn, must contribute to an environment that fosters employee motivation, self-discipline and improvement. When established, this environment encourages participation, recognizes employer contributions and improvement efforts, and provides the opportunity for employees to develop and succeed. Recognizing and fulfilling these mutual obligations results in growth and development for the individual and the District.



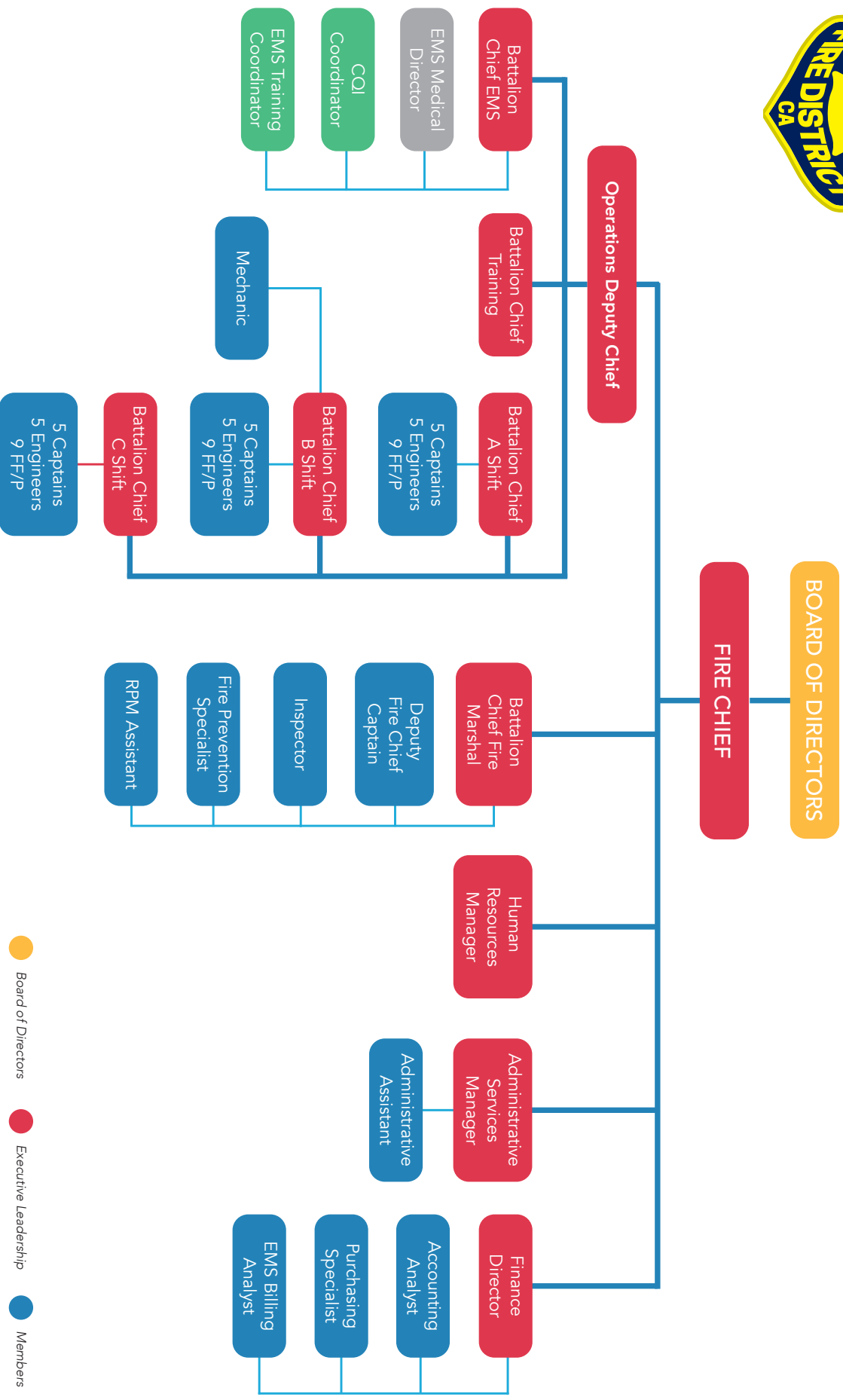
The Employee's Action Plan

A successful career is the result of **careful planning and hard work**. District members who are interested in advancement should begin planning a course of action early in their careers. Developing a personal action plan can save much time and reduce wasted efforts in reaching career goals.

A CAREER DEVELOPMENT PLAN SHOULD INCLUDE THE FOLLOWING STEPS:

- Self-Assessment
- Acquire Mentors
- Set goals
- Prepare
- Contribute
- Compete
- Reflect & Measure your success





- Board of Directors
- Executive Leadership
- Members
- Contract Employees
- Kaiser Partnership



THIS PROCESS IS CONTINUOUS AND REVOLVES AROUND EACH POSITION HELD DURING ONE'S CAREER.

Self-Assessment means to take an inventory of your own knowledge, skills, and abilities and then compare those against a standard or desired state. It also focuses on certain character traits and ways of being that tend to lead to greater success and satisfaction in one's own career development. Common character traits and values that are highly desirable include, but are not limited to:

- Positive Attitude
- Attitude of Gratitude
- Being your Best
- We are Better Together
- Trustworthiness
- Integrity
- Leadership
- Honor
- Teamwork
- Family
- Community
- Pride

Additional desirable and comparable attributes that are both objective and subjective for the position of a Fire Officer include: Operationally sound, create a positive environment in the fire station, manages issues - keeping them small, holds themselves and others accountable, upholds District standards and policies, is a leader in public, actions reflect mission and guiding principles, contributes to project management, and community reinvestment.



Successful members of our organization are often described as being progressive and well-rounded; ideally they display an, “Attitude of Gratitude, are the “best they can be”, and have an attitude that, “we are better together.”

Ideally, one should have a shared focus on **ENGAGEMENT** – Engagement is the work-related state characterized by vigor, absorption, and dedication.

How do you know if an individual is engaged? If you could hear how someone feels when they are engaged it would sound like this...

Engagement Statements:

1. I feel bursting with energy.
2. I feel strong and vigorous.
3. I am proud of the work that I do.
4. I find the work that I do full of meaning and purpose.
5. Time flies when I do this kind of work.
6. I am immersed in my work.



If one is **engaged**, there generally is a higher sense of **Job Satisfaction**: The degree of positivity about work. It is sometimes called *morale*.

How do you know if an individual has job satisfaction? If you could hear how someone feels when they have job satisfaction it would sound like this...

Engagement Statements:

1. I like my job.
2. Morale is high here.
3. Working here is like being part of a family.
4. This department is a good place to work.



When considering promoting into progressively higher levels of **responsibility and leadership** roles within the organization, Self-Assessment looks at the “**whole officer**”, focusing on many

components that cover the span of an officer’s experience. These components include but are not limited to:

- Education
- Experience
- Professional Development (training and certifications)
- Professional Contributions and Recognitions
- Professional Memberships and Affiliations
- Technical Competence across multiple functional areas (See NFPA Standards or professional designation documentation for officers for more details)
- Community Involvement

One of the best series of documents that identifies minimum job performance standards that are preliminarily structural in nature are the National Fire Protection Associations (NFPA) Professional Qualifications:

- NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications
- NFPA 1021 Standard for Fire Officer Professional Qualifications
- NFPA 1026 Standard for Incident Management Personnel Professional Qualifications
- NFPA 1031 Standard for Professional Qualifications for Fire inspector and Plan Examiner
- NFPA 1033 Standard for Professional Qualifications for Fire Investigator
- NFPA 1035 Standard for Fire and Life Safety Educator Professional
- NFPA 1037 Standard for Fire Marshal Professional Qualifications
- NFPA 1041 Standard for Fire Service Instructor Professional Qualifications

Mentoring– The Basics

Mentoring provides an opportunity to develop and support employees in an informal way.

The mentor is not there to be an instructor or to conduct evaluations. **The role of the mentor is to provide guidance, support, and encouragement.** Mentoring provides an important network of inclusion and support.

Almost without fail, those who have succeeded had help from a mentor – a role model who provided encouragement and support and “taught them the ropes.” Now more than ever, the key to success is providing support that extends beyond the training ground and the firehouse.

GOALS OF MENTORING:

- The primary goal for the mentor/protégé relationship is to provide guidance for the protégé to achieve growth.
- Also to help the protégé see the possibilities and rise to the next level, both personally and professionally. Training augmented by mentoring increases a manager’s productivity.

OBJECTIVES OF MENTORING:

- Establishing a relationship of trust
- Modeling of behavioral norms
- Listening to personal and job concerns
- Helping search for alternative solutions
- Sharing own relevant experiences
- Responding to emotional needs without creating dependency on mentor
- Develop long-lasting personal and informal relationships

BENEFITS OF MENTORING

Protégé Benefits:

People relate more readily and positively to peer assistance than to supervisory direction. It provides a non-threatening environment for learning and growth to occur.

Mentors and mentoring relationships have a positive and powerful impact on professional growth, career advancement, and career mobility. Mentoring promotes the six things a person moving into a managerial/ leadership role must learn:

- Politics of the organization
- Norms Standards
- Values
- Ideology
- History of the organization
- Increased job satisfaction

Mentor Benefits:

- Sharing and taking pride in their protégé's accomplishments
- Invigorates and renews their commitment to their job and their profession
- Leaves a legacy of the mentor

Organization Benefits:

- More employees successfully complete their probationary periods
- The enthusiasm, camaraderie, and professionalism that mentoring programs often achieve affect positively the entire culture of the organization
- Promotes organizational values, norms and standards
- Improved employee performance
- Increased commitment to the organization
- Improved flow of organizational information
- Improved leadership/management development



Setting Goals

Setting goals can be an effective way for firefighters to motivate themselves to achieve their long- and short-term aims. **Studies show that specific and challenging goals leads to higher performance** 90 percent of the time. Top-level athletes, successful business people, and high achievers in all fields use goal setting. Setting goals gives you a long-term vision and short-term motivation.

GOALS MUST BE "S.M.A.R.T."

Specific: goals are goals we write down so we know exactly WHAT we aiming towards.

Measurable: goals are either quantitative (number of things), or qualitative (quality of the thing)

Achievable: goals are realistic and attainable.

Rewarding: goals give us encouragement to strive for higher goals.

Timeframe: goals always define a timeframe to be completed - the "what by when."

The first step in setting goals is to create your "big picture" as to what you would like to accomplish in your life/career. Then break the goal down to five-year segments, setting smaller goals that you need to complete to reach your lifetime goals. Then break them into one year increments with a one-year plan, then a six month plan and a one month plan all the way down to a daily "to-do list", starting today.



Prepare

KEEP TRACK OF YOUR ACCOMPLISHMENTS:

You know that feeling: You've been in the same position for a number of years, it's time to apply for a promotion. You pull out your resume and—with a sinking feeling—you realize that you have to recall all of your accomplishments from the last 36 to 60 months, not to mention gather data to put numbers to them. So, make your life easier, and **start a running tally of your achievements**—make this a habit by tracking all accomplishments, committee work, and projects.

Go to training—and keep track of it, too. Along similar lines, keep a list of any trainings you've been to or certifications you've earned—everything from that fire conference you attended to the District management training you went through to courses you've taken outside of work. Implicit in this step is that you're actually going to trainings, conferences, and courses. Even if promotion isn't immediately on the horizon, it's always a good idea to keep gaining new skills.

PAY ATTENTION TO WHO GETS PROMOTED

Try to keep an eye on the people around you. Which of your co-workers are getting promoted? When? You can learn a lot about what it takes to (eventually) move up in our organization by watching the actions, habits, and accomplishments of others who've been successful.

BE AN OPEN BOOK

If your supervisor is like most, they care about your career goals - really. **If moving up in our organization is something you'd like to do someday, don't be shy about sharing that.** At your reviews (formal or informal), mention that your goal is to grow within the District, and ask for your supervisor's advice on what you can be doing now to eventually be ready for the next level. If your supervisor and other managers know that you want to be promoted someday, they can offer you insights and advice that'll help you along the way.

CONTRIBUTE

Look for Ways to Pitch In: There'll be opportunities to join committees or take on responsibilities and projects that aren't necessarily part of your job description. Assuming you've got a good handle on your current job, these can be awesome opportunities. You'll gain new skills, and you'll learn about how things are done across the organization—all things that position you for that someday promotion.

COMPETE

Position yourself to take advancement tests, practice by using assessment centers, mock interviews, or even tests for other agencies. Sit on interview panels for new hires or for interviews at other agencies and learn from those experiences. If at first you do not succeed, **try again and again**, as each test will better position you for the next opening.

REFLECT & MEASURE YOUR SUCCESS

Once you have participated in a promotional process take time immediately afterwards to write down the various elements, and how you responded to the various questions, exercises, and demands of the process. If offered, ask to speak with one or more members of the panel who interviewed you, or ask to speak with those in the Rule of Five process for additional feedback, and really listen to what feedback they provide you. **Most importantly, don't give up.**



Certification

The California certification process identifies the curriculum of the California Fire Academy System that includes the academy program at the State Fire Academy, and the program at the local regional academies. This curriculum is established as the minimum standard that meets State and National (NFPA) Professional Standards. This version of the Career Development Guide represents the certification tracks established by California State Fire Training 2017 Procedures Manual.

For each major fire service topic there are CFSTES and FSTEP courses related to that topic. The Appendix contains a copy of the most current version of the State Fire Training certification tracks. CFSTES (California Fire Service Training and Education System) courses lead to certification. These courses are delivered at Accredited Regional/Local Academies, community colleges, and/or local sponsors. There are 12 categories of certification courses: 1) Driver/Operator, 2) Firefighter, 3) Company Officer, 4) Chief Fire Officer, 5) Executive Chief Officer, 6) Fire Instructor, 7) Fire Investigator, 8) Fire Inspector, 9) Plans Examiner, 10) Hazardous Materials, 11) Fire Mechanic, and 12) Public Education/Community Risk Educator.

FSTEP (Fire Service Training and Education Program) courses that, although not leading to a certification level, are available for regional delivery. Students successfully completing the course may receive a State Fire Marshal certificate of completion. There are 12 categories of non-certification courses: 1) Command, 2) Driver/Operator, 3) Fire Control, 4) Fire Fighting/Rescue, 5) Firefighter Safety and Survival, 6) Fire Investigation, 7) Fire Instructor, 8) Incident Command System (ICS), 9) Management, 10) Fire Mechanic, 11) Fire Prevention, and 12) Wildland Fire Operations. These courses are delivered regionally by registered FSTEP instructors through local fire agencies.

Career Development Training Philosophy

CAREER DEVELOPMENT GUIDE: CLASSES

The District recognizes the positive benefits gained from personnel attending classes for the purposes of promoting within the organization. To this extent the District has developed a “Career Development Guide” and through labor negotiations identified the experience, education and certification requirements for advancement for each position within the organization. **Participation in Career Development classes is voluntary.**

- 1. The District will reimburse the employee for the cost of all books and tuition for classes required by the Career Development Guide for the rank above current position.**
 - a. Successful completion of the class is required for reimbursement.
 - b. Time off and overnight accommodations to attend Career Development Classes are the individual’s responsibility and not compensated by the District except as noted in the Career Development Guide.
 - c. In no case will personnel be given time off to attend these classes.
- 2. On-Duty Attendance to Career Development Classes – In District**

When career development classes are offered within the District, a good faith effort will be made to allow on duty personnel to attend the class. There is no guarantee that a given member will be able to attend a class while on duty. In all cases, District priorities will guide the ability of personnel to attend the class. No disservice to the District or public must arise from exercising this option. On duty members attending these classes will be available in a retrievable status should they be needed for District incidents or coverage.

When possible, these classes will be scheduled on the MBO far enough in advance to allow the opportunity to plan competing events around the class. *Members*

desiring to attend on duty the day of the class should give as much advance warning to their supervisor as possible to allow for scheduling.

Notwithstanding other priorities or staffing issues, seniority will be used when deciding which members may attend when requests for attendance exceed the number that can be accommodated. On duty members who are working a trade or a callback have the lowest priority for attendance.

3. Out of District - Adjacent Agency

When a career development class is offered in an adjacent area, the District may allow on duty members to attend by sending up to one engine. There is no guarantee that a given member will be able to attend a class while on duty.

Members desiring to attend on duty the day of the class should give as much advance warning to their supervisor as possible to allow for scheduling.

In all cases, District priorities will guide the ability of personnel to attend the class along with staffing issues and appropriate levels of coverage for the District. No disservice to the District or public must arise from exercising this option. Distance of the class from the District and return time will be carefully evaluated in each case. On duty members attending these classes will be available in a retrievable status should they be needed for District incidents or coverage.

Notwithstanding other priorities or staffing issues, seniority will be used when deciding which members may attend when requests for attendance exceed the number that can be accommodated. On duty members who are working a trade or a callback have the lowest priority for attendance.

4. Any classes added to the Career Development Guide that are requirements for promotional testing must be negotiated with the labor group.

- a. New classes added to the Career Development Guide will, whenever feasible, be provided in house and generally only on one occasion.

Some classes may be given more than once. However, this will generally be through outside agency that may occasionally sponsor a class within the District.

Educational Incentive Program

Please reference your respective Memorandum of Understanding (MOU) or Employment Agreement regarding educational incentives.



Non - Career Development Guide

Classes, Seminars, And Ride Alongs

The District recognizes the **positive benefits gained from personnel attending classes** for the purposes of continuing their education. The District also recognizes from time to time it will be necessary to request personnel to attend classes and seminars for the purpose of meeting Federal, State, or local mandates, obtain train the trainer status, or research operational programs. Participation in classes not identified in the Career Development Guide is strictly voluntary unless the District requests participation.

1. Participation in classes & seminars not identified in the Career Development Guide are considered voluntary. The District will not cover any costs or time off associated with these classes but may, if available, provide a District vehicle for transportation.
 - a. Vehicles for transportation should be coordinated through the Shift Battalion Chiefs.
2. When the District requests participation in a class the District will cover the cost of all books and tuition, travel expenses, meals, time off as well as paying the employee for participation on their days off for the time spent in class.
 - a. In this situation the employee may be expected to use the skills that they have learned to teach others in the District, develop a program for the District, or produce a report based on what they learned from attending the class or seminar.
 - b. Successful completion of the class is required for reimbursement.
 - c. Lodging is only provided if the employee travels 50 miles or more from the District to attend the seminar.

3. Participation requests must be made through the chain of command typically from a Battalion Chief to the Deputy Chief. The Deputy Chief will make the final decision regarding the request.

RIDE-A-LONGS

Re: Philosophy Statement for “Ride-A-longs” with Outside Fire Agencies

The District recognizes the positive benefits gained from certain personnel riding along with other outside agencies. **Personnel are exposed to different methods of operation and equipment** to do the job. Participation of the employee is voluntary unless requested by the District.

1. The District will not cover any costs or time off associated with voluntary ride-a-longs but may, if available, provide a District vehicle for transportation.
 - a. Vehicles for transportation should be coordinated through the Shift Battalion Chiefs.
 - b. Voluntary ride-a-long requests must be made through the chain of command typically from the employee to a Battalion Chief to the Deputy Chief. The Deputy Chief will make the final decision regarding the request.
 - i. The District must approve the ride-a-long in order for the employee to be covered by workers compensation insurance.
2. When the District requests an employee to ride-a-long the District will cover duty shifts, the cost of all travel expenses, meals, as well as paying the employee for participation on their days off for the time spent on the riding-a-long. The employee may be provided a District vehicle for travel if available. Ride-a-longs requests, if made, will generally be for recently promoted personnel.
 - a. The District will cover two (2) of the employees work shifts for recently appointed Captains who will be allowed to ride-a-long anywhere in the State.
 - b. The District will cover one (1) of the employees work shifts for recently appointed Engineers, assigned to the truck, who will be allowed to ride-a-long anywhere in the Bay Area.
 - i. Due to staffing issues the District must approve all ride-a-long dates.
 - ii. If the employee would like to spend additional time on the ride-a-long work shift coverage will be at the employee’s expense and must be in accordance with District policy.

- c. Upon returning, the employee will be required to provide a report of their experiences. This format may include providing:
 - i. Developing three suggestions for District improvement based on observed operations or equipment.
 - ii. Providing a training session for their shift or for the District based on a newly learned idea or technique.
 - iii. The immediate supervisor can determine the format. The District may contact the participating agency to assure appropriate employee participation and to assess the employee's performance.
 - d. Employee's desiring to participate in a ride-a-long will make the request through their immediate supervisor. The specific shift B/C will check with the Training Division to assure that sufficient callback funds are available to provide shift coverage.
3. The Training Division will contact the proposed agency to assure that the ride-a-long has the potential to provide sufficient and valuable experience.

To limit budgetary impact, the District may limit the number of ride-a-longs to five employees per year.

SEMINARS/TRAINING WORKSHOPS

The District recognizes the positive benefits gained from personnel attending certain seminars and workshops specifically for new officers, new engineers, new captains, and personnel with certain administrative and/or committee assignments.

1. The District may make certain seminars and workshops available to personnel on a voluntary basis.
 - a. Priority may be given to new officers, new engineers, new captains, and personnel with certain administrative and/or committee assignments.
 - b. The District will cover the cost of registration and if available provide a District vehicle for transportation.
2. Lodging is only provided if the employee travels 50 miles or more from the District to attend the seminar.

3. Time off will be the individual's responsibility. The District may occasionally request participation in a seminar or workshop.
 - a. In these cases the District will cover the cost of all books and tuition, travel expenses, meals, time off and will pay the employee for participation on their days off for the time spent in class.
 - ii. In this situation the employee may be expected to use the skills that they have learned to teach others in the organization.
 - b. Successful completion of the seminar or workshop is required for reimbursement.



County Teams And Incident Command Team Participation, Single Resource

PARTICIPATING ON COUNTY TEAMS

1. The District recognizes the positive benefits gained from certain personnel participating on County Teams. Personnel are exposed to different methods of operation and equipment to do the job. As a result, the Operations Chiefs will select personnel who desire to participate on a County Team. **The District will cover the cost of all books and tuition,** travel expenses, meals, time off as well as paying the employee for participation on their days off for the time spent in classes or training exercises as deemed necessary by I.C. of the Team and the District Deputy Chief.
2. The District will allow participation on County Teams to the following extent:
 - a. USAR - 9 personnel total, 3 per shift
 - b. HAZ Mat - 3 personnel total, 1 per shift
 - c. North Bay Incident management Team - 3 members
 - d. Fire Investigation Team (MCFIT) - As approved by the Deputy Chief
 - e. Peer Support Team - 3 Members, 1 per shift
 - f. In some cases employees will participate on duty.
 - g. The District will pay portal-to-portal overtime for team callouts.

PARTICIPATING ON INCIDENT COMMAND TEAMS

1. The District recognizes the positive benefits gained from personnel participating on Local, State or Federal Incident Command Teams. Personnel are exposed to

different methods of operation and equipment to do the job. Because participation on Incident Command Teams is voluntary the District will not pay personnel for attending meetings or training courses required by the team or travel expenses associated with either activity. The District will however cover two (2) of the employees work shifts, per year, for the purpose of attending Team Meetings or required training.

2. The District will allow no more than two individuals per shift to participate on Incident Command Teams.
 - a. Incident Command Team assignments on Federal Teams are for the sole purpose of the Certification of the individual. Once certified the individual will resign from the team.
 - b. Once Certified, participation on State Teams or the Marin County Emergency Response Directory(ERD) will be supported by the District based on current staffing and operational needs of the District
 - c. Incident Command Team assignments on State Teams will be for the duration specified by the Department of Forestry (CAL FIRE)with annual approval of the Deputy Chief
 - d. The District will pay portal-to-portal overtime for team callouts



Novato Fire Protection District Job Classifications and Qualifications

**Candidates shall meet the qualifications at the time of application
unless otherwise stated.**

Fire Chief

This top management position is responsible for the overall administration and leadership of the District.

EXAMINATION

This position is appointed by the Board of Directors.

PREPARATION

Candidates for Fire Chief should begin to prepare for leadership, management and administration early in their careers.

This might be accomplished by a combination of higher education and Chief Officer management experience.



Deputy Chief

This top management position assumes operational responsibility for directing fire suppression and emergency medical services for the District.

EXAMINATION

This position is selected by the Fire Chief.

The testing process for Deputy Chief may include, but is not limited to:

- Oral interview
- Chief's interview

QUALIFICATIONS

- Qualified as Operations Battalion Chief/ Battalion Chief
- Valid California Class C Driver's License
- CPR/AED Certified

PREPARATION

Candidates for Deputy Chief should begin to prepare for leadership roles early in their careers. This might be accomplished by a combination of higher education and fire service experience at a management level.

Division Chief

Position(s) currently unfilled. If the position(s) were to be filled a job description, classifications and qualifications will be identified and created based on District needs.

Operations Battalion Chief

These positions serve as shift or division supervisors with responsibility for coordinating and directing daily operational calendars, and supervising completion of daily activities.

When assigned as a division specific supervisor such as BC of EMS, or BC of Training members are responsible for planning, scheduling and administration of the division specific goals and objectives.

CORE QUALIFICATIONS (ALL OPERATIONS BATTALION CHIEF POSITIONS)

- Two years' experience at the rank of Captain.
- Certified Acting Battalion Chief
- Possession and maintenance of California Class C driver's license with Firefighter Endorsement, or greater.
- Completion of All Risk Strike Team Leader S 330
- Maintenance of EMT certification, as well as AED/CPR certification

DIVISION SPECIFIC QUALIFICATIONS

Battalion Chiefs appointed to the position of BC of Training shall become a registered State Fire Marshal CFSTES Fire Instructor within two years of appointment.

Battalion Chiefs appointed to the position of BC of EMS shall be licensed or obtain licensure as a state EMT-P and maintain accreditation in Marin County for the duration of their time in the position.

EXAMINATION

A total testing process will be used to competitively evaluate each candidate. A total combined score of 70% or higher on the assessment lab will place the candidate on the eligibility list.

The examination for Battalion Chief may include, but is not limited to:

- Assessment lab
- Chief's oral interview

- Seniority points: 0.5 percent per year will be calculated to a maximum of 10 years or five percent and will be added to the final passing score. To be eligible for seniority points, the member must have already achieved a 70% passing score.

The eligibility list will be in existence for two years.

Suggested courses for candidates applying for Battalion Chief are:

- Instructional Methodology
- Time management
- Personnel management
- Firefighting tactics and strategy
- Technical writing
- Hazardous materials
- Fire prevention techniques
- Fire investigation
- ICS classes
- Firefighter Bill of Rights (FBOR)

APPOINTMENT

Appointment will be made by the Fire Chief or his/her designee using the Rule of Five.

PROBATIONARY PERIOD

- Completion of CFSTES Chief Officer Task Book Assignments
- Administrative assignments, as assigned
- EAP training, Discipline & Harassment Training, Employee Evaluation Training
- 12 month probationary period with monthly personnel evaluations by supervisor
- Goal of completion of a CFSTES Chief Officer Certification Task Book within two years from the time of promotion.

Battalion Chief/Fire Marshal

The position assigned to this management classification is responsible for planning, scheduling, and administering a comprehensive fire prevention program.

QUALIFICATIONS

- Meets qualifications of Captain/Deputy Fire Marshal
- Possession of a minimum of an A. A. or A.S. Degree
- Two years' experience at the rank of Captain
- Possession and maintenance of a valid California Class C Driver's License
- Successful completion of existing Fire Marshal Certification (retiring on 12/31/2019) or completion of the new Fire Marshal certification (2018) courses:
 - Fire Marshal 1A: Administration and Professional Development
 - Fire Marshal 1B: Community Relations & Fire and Life Safety Education
 - Fire Marshal 1C: Fire Investigation Program Management
 - Fire Marshal 1D: Community Risk Reduction Program Management
 - Fire Marshal 1E: Regulatory Program Management
- Certified CFSTES Fire Investigator, desired
- Possession and maintenance of a valid CPR/AED certification

EXAMINATION

A total testing process will be used to competitively evaluate each candidate. A total combined score of 70% or higher will place the candidate on the eligibility list.

The examination for Fire Marshal may include, but is not limited to:

- Assessment lab
- Chief's oral interview
- Seniority points: 0.5 percent per year will be calculated to a maximum of 10 years or five percent and will be added to the final passing score. To be eligible for seniority points, the member must have already achieved a 70% passing score.

Suggested courses for candidates applying for Fire Marshal are:

- Instructional Methodology
- Time management
- Personnel management

- Firefighting tactics and strategy
- Technical writing
- Hazardous materials
- Fire prevention techniques
- Fire investigation
- ICS classes
- Fire Prevention classes
- Firefighter Bill of Rights (FBOR)

APPOINTMENT

Appointment will be made by the Fire Chief or his/her designee using the Rule of Five.

PROBATIONARY PERIOD

- Administrative assignments as assigned.
- EAP training, Discipline & Harassment Training, Employee Evaluation Training.
- 12 month probationary period with monthly personnel evaluations by supervisor.
- Goal of completion of a CFSTES Fire Marshal Certification Task Book within 2 years from the time of promotion.



Acting Battalion Chief

The Acting Battalion Chief process is designed to allow Trainees to gain position specific experience as a shift supervisor, while working toward certification. While in training, the trainee will only work assigned shifts under direct supervision of the Shift Battalion Chief. Acting Battalion Chief Trainees must meet all minimum qualifications and complete the Acting Battalion Chief Certification Examination to be eligible for the Battalion Chief promotional examination.

QUALIFICATIONS

- Two years' of experience at the rank of Captain (Operations) in the Novato Fire Protection District
- Possession and maintenance of California Class C driver's license with Firefighter Endorsement, or greater
- Successful completion of Chief Officer Certification (retired on 12/31/2016) or completion of Chief Fire Officer Curriculum in effect 01/01/2017 courses:
 - Chief Fire Officer 3A
 - Chief Fire Officer 3B
 - Chief Fire Officer 3C
 - Chief Fire Officer 3D
- Completion of CSFTES ICS 400; NIMS 700 & 800

EXAMINATION

- Successful completion of Action Battalion Chief Task book
- Successful completion of practical field exercises and testing simulations coordinated by shift battalion chiefs and the Training Officer

Acting Fire Marshal

The position of Acting Fire Marshal may only be filled by those holding the permanent rank of Deputy Fire Marshal.

Captain (Operations)

This first-line supervisory classification supervises and participates in all the activities of a fire company or functions assigned to it, and participates in fire suppression, prevention, training and related tasks, as required.

QUALIFICATIONS

- Must be certified as an Acting Captain by application deadline
- Three years of full-time fire service experience with the Novato Fire District
- Possession and maintenance of California Class C driver's license with Firefighter Endorsement, or greater.
- Certified CFSTES Fire Officer (retired 12/31/2016) or, completion of CFSTES Company Officer (1/1/2017) Courses:
 - CFSTES Company Officer 2A - HR Management
 - CFSTES Company Officer 2B - General Administration Functions
 - CFSTES Company Officer 2C - Fire Inspections & Investigation
 - CFSTES Company Officer 2D - All Risk Command Operations
 - CFSTES Company Officer 2E - Wildland Incident Operations (No equivalent with S215)
 - CFSTES Instructor 1 - Instructional Methodology
 - CA Specialized Training Institute - Haz Mat IC
- Certified up to ICS 300 level
- Certified California State Board of Fire Services in Rescue Systems I.
- Certified as an Acting Engineer at time of application deadline.
- Successful completion of NWCG courses:
 - S 230, Crew Boss
 - S 231, Engine Boss
 - S 234, Ignition Operations or S 219 Firing Operations
 - S 270, Basic Air Operations
 - S 215 (205), Fire Operations in the Wildland/Urban Interface, OR CFSTES Command 1C
 - S 290, Intermediate Wildland Fire Behavior

EXAMINATIONS

A total testing process will be used to competitively evaluate each candidate. A total combined score of 70% or higher will place the candidate on the eligibility list

The examination process for Fire Captain may include but is not limited to:

- Assessment lab
- Chief's oral interview
- Seniority points: 0.5 percent per year will be calculated to a maximum of 10 years or five percent and will be added to the final passing score. To be eligible for seniority points, the member must have already achieved a 70% passing score

The eligibility list will be in existence for two years.

PREPARATION

Suggested courses for candidates applying for Fire Captain are:

- Instructional Methodology
- Time management
- Personnel management
- Firefighting tactics and strategy
- Technical writing
- Hazardous materials
- Fire prevention techniques
- Fire investigation
- ICS classes
- Firefighter Bill of Rights (FBOR)

These courses provide the base of technical knowledge that is required of a Fire Captain.

APPOINTMENT

Appointment will be made by the Fire Chief or his/her designee using the Rule of Five, and confirmed by the Board of Directors.

PROBATIONARY PERIOD

- Completion of CFSTES Company Officer taskbook
- Completion of Captain's Training Assignments, as provided: EAP training, Discipline & Harassment Training, Employee Evaluation Training, FBOR training.
- 12 months with monthly personnel evaluations by supervisor.
- Maintain EMT-B and CPR/AED Certification

Captain - Deputy Fire Marshal

This supervisory classification is responsible for fire inspection, investigation, education, and other related fire prevention tasks.

QUALIFICATIONS

- Possession and maintenance of a valid California Class C driver's license
 - Certified CFSTES Fire Officer (retired 12/31/2016) or, completion of CFSTES Company Officer (1/1/2017)
Courses: CFSTES Company Officer 2A - HR Management
 - CFSTES Company Officer 2B - General Administration Functions
 - CFSTES Company Officer 2C - Fire Inspections & Investigation
 - CFSTES Company Officer 2D - All Risk Command Operations
 - CFSTES Company Officer 2E - Wildland Incident Operations (No equivalent with S215)
 - CFSTES Instructor 1 - Instructional Methodology
 - CA Specialized Training Institute - Haz Mat IC
- Certified up to ICS 300 level
- Completion of the following California State Board of Fire Service courses (retiring on 12/31/2018)
- Fire Prevention 2A, 2B, and Fire Investigation 2A

OR completion of the following CFSTES 2017 courses:

- Fire Inspector 2A, 2B, 2C, 2D
- Fire Investigator 1A, 1B, 1C
- Plans Examiner 1A, 1B, 1C
- Maintain a valid CPR/AED certification

Note: other combination of training and experience prior to employment can substitute on a case by case basis for the above listed classes. Once appointed, a plan will be developed with supervisor to obtain the classes within the probationary period.

EXAMINATIONS

A total testing process will be used to competitively evaluate each candidate. A total combined score of 70% or higher will place the candidate on the eligibility list.

The examination process for Deputy Fire Marshal may include, but is not limited to:

- Assessment lab
- Chief's oral interview.

- Seniority points: 0.5 percent per year will be calculated to a maximum of 10 years or five percent and will be added to the final passing score. To be eligible for seniority points, the member must have already achieved a 70% passing score.

The eligibility list will be in existence for two years.

PREPARATION

Candidates for Deputy Fire Marshal should begin to prepare for a supervisory position early in their careers. Active participation in all department programs as a Firefighter and/or Paramedic provides firsthand knowledge of the duties for which a Deputy Fire Marshal is responsible. Suggested courses for candidates applying for Deputy Fire Marshal are:

- Instructional Methodology
- Time management
- Personnel management
- Firefighting tactics and strategy
- Technical writing
- Hazardous materials
- Fire prevention techniques
- Fire investigation
- Firefighter Bill of Rights (FBOR)

These courses provide the base of technical knowledge that is required of a Deputy Fire Marshal.

APPOINTMENT

Appointment will be made by the Fire Chief or his/her designee using the Rule of Five

PROBATIONARY PERIOD

- 12 months with monthly personnel evaluations by supervisor
- Successful completion of ICC Certified Fire Inspector, or other NFD approved certification granting authority within one year of appointment date



Acting Captain

In an effort to allow prospective members to gain position-specific experience, the “acting” designation is created to provide mutual benefit to the members and the District. The District fosters the interest and development of its personnel and the membership gains an opportunity to gain experience in another classification. A certified acting captain is qualified to act in the company officer role of District Type I and III engines, and the water tender. Members acting in this role are not entitled to staff the captain’s position on an out-of-county assignment (unless initial attack precludes staffing alterations).

QUALIFICATIONS

- Completed a minimum of three years full time fire service experience in the Novato Fire Protection District
- Must be an Acting Engineer
- Possession and maintenance of California Class C driver’s license with Firefighter Endorsement
- Successful completion of course and certification requirements outlined in the Qualifications section of the Captain (Operations) job description
- Successful completion of acting captain training program (i.e., use of and following the requirements of the most current edition of the Acting Captain’s Training Manual)
- Completion of a minimum of three shifts of on the job training including the evaluation and successful completion of 10 emergency incident responses performing in the role of a captain

EXAMINATION

Will included but is not limited to successful completion of simulation problems, and practical field tests coordinated by shift battalion chiefs and the Training Officer.

Fire Engineer

This classification has responsibility for the operation and maintenance of fire suppression equipment, rescue equipment, and fire apparatus, but also has responsibility for firefighting, lifesaving, fire prevention, and other fire service activities.

QUALIFICATIONS

- Must be certified as an Acting Engineer prior to application deadline
- Minimum two years employment with the District
- Possession and maintenance of a Class C driver's license with Firefighter Endorsement

EXAMINATION

A total testing process will be used to competitively evaluate each candidate. A total combined score of 70% or higher will place the candidate on the eligibility list.

The evaluation of the engineer may include but is not limited to the following:

- Written examination
- Manipulative/Driving exam
- Oral interview
- Seniority points: 0.5 percent per year will be calculated to a maximum of 10 years or five percent and will be added to the final passing score. To be eligible for seniority points, the member must have already achieved a 70% passing score.

The eligibility list will be in existence for two years.

PREPARATION

Candidates for Fire Engineer are encouraged to enroll and complete courses that relate to the position of Engineer.

Candidates for Fire Engineer should prepare for the position by operating apparatus under non-emergency conditions as frequently as possible.



APPOINTMENT

Appointment will be made by the Fire Chief or his/her designee using the Rule of Five.

PROBATIONARY PERIOD

- 12 months with monthly personnel evaluations by supervisor
- Successful completion of internal Truck certification
- Maintain EMT-B, and CPR/AED Certification

Acting Engineer

This acting classification has responsibility for the operation and maintenance of fire suppression equipment, rescue equipment, and fire apparatus, under direct supervision of a Fire Captain.

An Acting Engineer candidate must fully complete all components of the Acting Engineer Process including completion of Acting Engineer Task Book, Type 1, Type III, and Water Tender manipulative examinations before being allowed to work in an out of class assignment. Once all components are complete the certified Acting Engineer may function in the role.

QUALIFICATIONS

- Successful completion of entry-level probationary period as firefighter-paramedic with the District.
- Minimum two years employment with NFD.
- Successful completion of CFSTES Driver/Operator 1A and 1B
- Possession and maintenance of a Class C driver's license with Firefighter Endorsement.

PREPARATION

- Candidates for Acting Engineer should work through their assigned company officer to request an Acting Engineer Task book from the training division.
- Candidates for Acting Engineer are encouraged to operate apparatus under non-emergency conditions as frequently as possible during the training process.

EXAMINATION

- Type 1 Engine Manipulative Driving and Pumping Examination with Training Division
- Type 3 Engine Manipulative Driving and Pumping Examination with Training Division

- Water Tender Manipulative Driving and Pumping Examination with Training Division

CERTIFICATION

Certification as an Acting Engineer will be awarded by the Training Officer or designee and logged in Target Solutions and TeleStaff records management systems.



Firefighter/Paramedic

The classification has responsibility for emergency medical technician paramedic (EMT-P) services providing pre-hospital emergency medical care, transportation and has responsibility for the provision of firefighting, fire prevention, and related activities.

QUALIFICATIONS

- Possession of a High School Diploma or GED certificate
- Valid CPAT completed within 12 months prior to application
- Possession and maintenance of current EMT-Paramedic license from the State of California at the time of employment
- Certificate of Completion from an accredited Firefighter 1 academy
- Must be accredited as an EMT-P by the County of Marin by completion of academy.
- Possession and maintenance of a valid State of California Class C driver's license with Firefighter Endorsement prior to completion of probation.
- Completion of CFSTES Firefighter II taskbook by completion of probation.

EXAMINATION

The evaluation for the position of Firefighter/Paramedic may include, but is not limited to the following:

- Skills Test (optional)
- Written examination (optional)
- Oral interview - 70% passing
- Comprehensive background check including psychological screening, investigative consumer report, polygraph, and Live Scan - Pass/Fail
- Chief Officer interview (optional)
- Pre-employment medical evaluation, including drug screen - Pass/Fail

ELIGIBILITY LIST

Applicants who have successfully completed the examination process will be placed on an "Eligibility List." The department uses the Firefighter/Paramedic eligibility list to schedule applicants for pre-employment interviews. Psychological screening and a

pre-employment physical examination will be conducted when a conditional job offer is made. A complete background check will be completed by a third party investigator for the District.

PREPARATION

Applicants for the position of Firefighter/Paramedic need to be certified to the State EMT-P standards and be able to obtain accreditation through Marin County at the time of employment. Possession and maintenance of current certifications required by the County of Marin EMS Agency is a condition of employment with the District.

APPOINTMENT

Appointment will be made by the Fire Chief or his/her designee.

PROBATIONARY PERIOD

- 12 months with monthly personnel evaluations by supervisor
- Six month and 12 month suppression and paramedic examination, which will cover manipulative skills and technical knowledge specific to the job classification
- Completion of State of California Firefighter II task book with a passing score on the qualifying examinations before probationary period is completed (to be determined by the Battalion Chief – Training based on manipulative testing availability at an accredited site)
- Acquisition of Firefighter Endorsement for California Class C driver's license by end of 12 month probationary period



Fire Inspector

This classification is responsible for fire inspection, investigation, education, and other related fire prevention tasks.

QUALIFICATIONS

- Possession of a High School Diploma or GED certificate
- Possession and maintenance of a valid State of California Class C driver's license
- Two years full time paid experience in the fire service
- Successful completion of CFSTES Fire Prevention 1A and 1B (retired on 12/31/2016) or completion of Fire Inspector 1A, 1B, 1C, 1D or, the equivalent combination or training and experience prior to employment
- Successful completion of CFSTES Fire Investigation 1A (retired 12/31/2018) or Fire Investigator (2017)
 - Fire Investigation 1A
 - Fire Investigation 1B
 - Fire Investigation 1C
- Plans Examiner (2015)
 - Plans Examiner 1A
 - Plans Examiner 1B
 - Plans Examiner 1C
- Possession and maintenance of a valid CPR/AED card

EXAMINATIONS

A total personnel assessment technique will be used to competitively evaluate each candidate. A total combined score of 70% or higher will place the candidate on the eligibility list.

The examination process for Fire Inspector may include, but is not limited to:

- Assessment lab
- Chief's oral interview
- Seniority points: 0.5 percent per year will be calculated to a maximum of 10 years or five percent and will be added to the final passing score. To be eligible for seniority points, the member must have already achieved a 70% passing score.

The eligibility list will be in existence for two years.

PREPARATION

Candidates for Fire Inspector are encouraged to enroll and complete courses that relate to the position of Fire Inspector.

Additionally, interested personnel should prepare for the position by participating in company level fire inspections, public education and other fire prevention tasks.

APPOINTMENT

Appointment will be made by the Fire Chief or his/her designee using the Rule of Five.

PROBATIONARY PERIOD

- 12 months with monthly personnel evaluations by supervisor
- Successful completion of PC 832



Fire Prevention Specialist

This classification is responsible for developing, organizing, and coordinating specific fire and life safety programs and services, providing responsible administrative and technical assistance in support of fire prevention programs; assisting with fire inspection and code enforcement. This individual performs presentations to community, school, professional groups, and performs related work as assigned. This position may also act as the District's Public Information Officer (PIO).

QUALIFICATIONS

- Possession of a High School Diploma or GED Certificate.
- Possession and maintenance of a valid State of California Class C driver's license (or equivalent)
- Successful CFSTES Fire Prevention 1A and 1B (retired 12/31/2016) or, Community Risk Educator (2018) or, the equivalent combination of training and experience prior to employment.
- Possession and maintenance of a valid CPR/AED card

EXAMINATIONS

A total personnel assessment technique will be used to competitively evaluate each candidate. A total combined score of 70% or higher will place the candidate on the eligibility list.

The examination process for Fire Prevention Specialist may include, but is not limited to:

- Assessment lab - 70% passing
- Chief's oral interview
- Seniority points: 0.5 points per year will be calculated to a maximum of 10 years or five points and will be added to the final passing score. To be eligible for seniority points, the member must have already achieved a 70% passing score.

The eligibility list will be in existence for two years.

PREPARATION

Candidates for Fire Prevention Specialist are encouraged to enroll and complete courses that relate to the position of Fire Prevention Specialist, Public educator, Instructor-Educator, and Customer Service.

Additionally, interested personnel should prepare for the position by participating in company level fire inspections, public education and other fire prevention tasks.

APPOINTMENT

Appointment will be made by the Fire Chief or his/her designee using the Rule of Five, and confirmed by the Board of Directors.

PROBATIONARY PERIOD

- 12 months with monthly personnel evaluations by supervisor.
- Successful completion of NWCG S 203, Incident Information Officer, and California Fire Code inspector Certification as administered by ICC or other NFD approved certification granting authority, within one year of appointment date.



Novato Fire Protection District Job Descriptions

Changes may be made to the job descriptions to reflect the actual duties and responsibilities of each position. Changes must be approved by the Fire Chief.

The following tasks listed for each position are typical. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed here.

Fire Chief

- » Serves as the head of the Fire District
- » Assumes total management responsibility for functions related to fire prevention, fire suppression, and emergency medical services.
- » Direct supervision of the Deputy Chief, Fire Marshal, Administrative Services Manager, Finance Manager, and other positions as required.

Supervisor: Board of Directors

Typical Tasks:

- a. Documents and regularly updates the District's fire protection, emergency medical, and disaster preparedness needs; formulates and monitors goals, objectives, plans, and policies for adequately meeting these needs based on acceptable risk levels and current and future costs; communicates goals, objectives, plans, and policies to the Board of Directors, District personnel, and the public
- b. Evaluates current and future fire protection programs, emergency medical programs, and other emergency services to ensure they are effective and their benefits exceed their costs
- c. Organizes and directs the personnel, equipment, facilities, and other resources of the District to ensure their economical and productive utilization, and the protection of life and property
- d. Maintains a competent and motivated work force through effective training, performance evaluation, and disciplinary procedures. Promotes and stimulates the development of the managerial skills of the Fire Marshal and the Deputy Chief
- e. Stimulates and mobilizes the residents of the District to be aware of fire dangers and takes action to reduce these risks, including built-in fire prevention and suppression technologies and methods
- f. Keeps the Board of Directors adequately informed of District performance and problems, and proposes changes to improve fire protection and disaster preparedness, including revision of fire safety codes and ordinances, disaster plans, water supply systems, station locations, and firefighting technologies
- g. Prepares the District budget and keeps actual expenditures within the limits set
- h. Keeps abreast of and utilizes, where appropriate, new fire prevention and suppression programs, tactics, technologies and emergency medical systems

- i. Directs the effective and timely provision of fire inspection services for residential, commercial, and industrial structures, and assures the enforcement of fire prevention ordinances and State laws as applicable and as required by law
- j. Assures the provision of adequate fire flow requirements through timely testing of the pressure in the water distribution system, effective maintenance of fire suppression equipment, and the prompt response to calls for service of fire suppression personnel
- k. Assures the effective and timely review of development plans submitted to the District to minimize fire risks
- l. Fosters a decision making environment in the District in which the Fire Chief, Deputy Chief, Fire Marshal, and Battalion Chiefs can function effectively as a management team. Utilizes this time to program planning, fire suppression, prevention, and community involvement's to develop effective fire service programs
- m. Assures a sense of service is developed and maintained by each District employee to the end that each employee supports the concept of the District as a community resource
- n. Project a positive image to the public as a fire service professional. Develop and maintain public support for EMS, fire suppression, and fire prevention activities

Knowledge:

- Fire protection, emergency medical systems and disaster preparedness problems, issues, philosophies, principles and tactics
- Modern planning, management, budgeting, and organizational techniques
- Relevant laws, ordinances, codes and court decisions which impact fire protection
- Governmental operations at the local, State, and Federal level and the insurance industry
- Incident Command System

Skills:

- Program evaluation, productivity improvement and cost-benefit analysis, identifying, evaluating, motivating, and developing supervisors and managers
- Communicating clearly and concisely verbally and in writing
- Labor and inter-personal relations
- Planning, directing, and organizing fire prevention, suppression, and support activities

- Establishing and maintaining cooperative working relationships with those contacted in the course of work
- Deal tactfully with the public
- Analyze, interpret, and check complex plans and specifications and assure their compliance with building codes and fire safety requirements.

Licenses and Certificates:

Reference the Classifications and Qualifications section for specific requirements.

Training and Experience:

Reference the Classifications and Qualifications section for specific requirements.

Deputy Fire Chief

The Deputy Fire Chief is the second in command of the Fire District, and has significant responsibilities including serving as Acting Fire Chief in the Fire Chiefs' absence, and in providing high-level organizational executive and strategic leadership.

The Deputy Fire Chief manages the work product of the Battalion Chiefs reporting to them in the areas of fire suppression, emergency medical services, special operations response and disaster preparedness, as well as managing the EOC and training as needed.

The Deputy Fire Chief has numerous administrative responsibilities including assisting the Fire Chief in setting strategic goals and objectives for the District, establishing policies and procedures, managing grievances, disciplining subordinates covered by FBOR, fostering positive labor/management relationships, and preparing the budget. The job has a defined public presence, and speaking at schools, community events, board meetings, to the press, and other duties is expected.

Supervisor: Fire Chief

Typical Tasks:

- a. Provide strategic organizational leadership in support of the Fire Chief's vision and direction
- b. Effectively lead, manage, coach, and mentor subordinates
- c. Analyze community needs related to emergency medical services, fire suppression, training, communications, special operations, equipment and facility maintenance
- d. Develop objectives, plans, policies and procedures that ensure the District is meeting its obligations to provide effective emergency response conforming to industry best practices
- e. Lead and manage the selection, assignment, scheduling, productivity, work quality, performance evaluation, development and discipline of personnel under his/her management
- f. Ensures Division heads and managers are effectively communicating with each other as a team
- g. Consistently evaluates the effectiveness of programs and operations for which he/she is responsible, as well as identifying alternative means of meeting existing and future service demands
- h. Coordinate the work of his/her functions and information exchanges with organizations external to the District. This includes an annual review of the District's auto and mutual aid agreements. Other liaison responsibilities may include but not be limited to Local Agency Formation Committee (LAFCO), North Marin Water District (NMWD), Novato Sanitary District (NSD), Novato Unified School District (NUSD), City of Novato, Novato Police Department (NPD), etc.
- i. Ensures the delivery of high quality operational response to complex, multi-company, high priority or emergency fire suppression tasks, and remains on-call as directed by the Fire Chief
- j. Ensure District representation in the Marin County Fire Chiefs Association Operations Section
- k. Prepare the budget for his/her areas of responsibility; ensure his/her expenditures, and those of his/her subordinates, conform with established budgeting strategic goals and approved expenditures, and ensures resources are economically utilized
- l. Propose changes to resolutions, MOUs, policies, rules, plans and operational methods that enhance the delivery of internal and external customer service
- m. Represent the Fire Chief and the District to various individuals and groups, as required, and maintains effective communications and labor relations vertically and horizontally within the department

- n. Lead and manage complex projects ensuring that all stakeholders are represented and that the project is accomplished in accordance with the Strategic Plan and the adopted budget
- o. Function as the District's Personnel Officer, assuring the District is provided with adequate staffing to meet its current and projected needs; serve as the District liaison to the Personnel Commission; give direction to the HR Manager in the application of employee investigations and discipline
- p. Develop plans, programs, and techniques for determining the major needs of the District which can be met through training, including the use of performance appraisal techniques, inventorying of individuals abilities, identification of current and projected District needs, and the construction of training programs to meet these need
- q. Give direction to the HR Manager and BC of EMS to Liaison with Worker's Compensation parties
- r. Shall be able to perform arduous physical firefighting tasks such as, but not limited to, climbing hills, climbing ladders, lifting equipment, donning and using an SCBA in hazardous environments
- s. Is expected to respond to emergency incidents as determined by the Fire Chief. Shall only perform those skills and ICS positions for which he/she has been trained and/or certified and qualified to perform
- t. Project a positive image to the employees and the public as a fire service professional and as a representative of the Fire Chief and the District
- u. Abide by the District's rules, regulations, policies, and procedures, in accordance with the District's vision, mission, and guiding principles
- v. Support career development and succession training for subordinates

Knowledge:

- Fire suppression operations, prevention, disaster preparedness, equipment maintenance and water supply problems, issues, philosophies, principles, tactics, and procedures
- Modern strategic planning, strategic organizational management, budgeting, organizational structure , reporting relationships, motivation and communication techniques
- Relevant laws, ordinances, codes and court decisions which impact the organization
- Local government operations and special district leadership
- Geography of the Fire District
- Target hazards and community risk analysis
- Incident Command System and SEMS

- Understand and practice the principles of the District’s vision, mission, and guiding principles
- EOC structure and functionality

Skills and Abilities:

- Effectively lead, supervise, and manage personnel
- Successfully communicate orally, in writing, and via electronic media.
- Actively listen to and acknowledge the opinions and concerns of all levels of employees
- Selection of proper mediums for communicating thoughts, actions, and decisions to each level of the organization
- Demonstrate empathy for employees, their families, members of the community and members of other agencies
- Analyze and support emergency operations in accordance with the members training, certification, and qualification
- Maintain clarity of thought in tense, emergent and/or stressful situations
- Be open minded
- Resolve conflicts quickly and effectively; limit the escalation of the issue; and identify the issues root cause
- Capacity to take a “step back” from issues at hand and not take issues personally
- Capability of taking responsibility for the actions of oneself, employees, or the organization
- Exhibit flexibility
- Provide effective feedback to Fire Chief, BOD, employees and members of neighboring agencies
- Remain positive in the face of adversity
- Delegate projects or duties as needed to qualified employees, or those employees in need of career development opportunities
- Program planning and development
- Effective use of technology in the application of job duties
- Objective setting and organizational performance evaluation
- Functioning as part of an executive management team; planning, organizing and coordinating the work of staff in the delivery of emergency medical services
- Analyzing complex organizational and operational problems, developing effective and responsive solutions, and preparing accurate reports and recommendations regarding these solutions

- Budget development and best practices in fiscal management
- Interpreting and making decisions in accordance with laws, policies, protocols, and industry best practices
- Maintain effective relations and communication between labor and management
- Support and enhance an environment of teamwork
- Program evaluation, productivity improvement, and cost benefit analysis
- Employee development and motivation, particularly supervisory personnel

Licenses and Certificates:

- Currently serving as an Operations Battalion Chief
- Valid California Class C driver's license
- CPR/AED Certified

Division Chief

Position(s) currently unfilled. If the position(s) were to be filled a job description, classifications and qualifications will be identified and created based on District needs.

Battalion Chief - Operations

» *Management classification, manages member performance*

» *Fire shift supervisor with responsibility for coordinating or directing the fire scene work of a group of fire stations and engine, and truck companies, including coordination of emergency medical services, purchasing, equipment maintenance, budgeting, personnel management, program administration*

Supervisor: Deputy Chief

Typical Tasks:

- a. Plan and quality control the operations of fire stations and response companies, including the monitoring of response standards to ensure personnel are productively utilized and acceptable work quality and service level standards are maintained
- b. Conduct inspections, reviews reports, and investigates complaints to ensure compliance with District policies, rules and procedures as well as firefighting, prevention, and equipment maintenance techniques
- c. Maintain clear, timely, and accurate communications between fire suppression companies, as well as among suppression, inspection, and other organizational units ensuring fire protection and support activities are coordinated and achieve fire control objectives
- d. Provide technical assistance to Fire Captains and other staff in the completion of their work, and personally handles or directs complex tasks or multi-company firefighting and fire prevention responses
- e. Maintain a competent and motivated work force, with emphasis on first-line supervisors, through work assignments, performance evaluation, counseling, training, and disciplinary action
- f. Keep the Deputy Chief adequately informed of problems or issues which need to be addressed, and propose alternative solutions for consideration
- g. Identify ways to improve and streamline fire suppression, company inspection, training, and equipment maintenance tactics and programs, including the cost and benefit of possible improvements
- h. Assist the Deputy Chief in preparing the annual budget anticipating the resources required for the District to provide satisfactory and responsive protection to the residents of the District
- i. Identify and assess the nature of problems impacting the effectiveness of fire service delivery, such as the status and conditions of equipment, effect of train-

- ing activities and training needs, utilization of staffing in response to work load, and takes corrective action in consultation with the Deputy Chief
- j. Establish objectives for the operation of the District in conformance with the goals set by the Deputy Chief. Communicates these objectives to all personnel under their supervision. Monitors the implementation of these objectives for their work programs and takes corrective action as necessary
 - k. Coordinate the delivery of services by company inspection, arson investigation, and fire prevention functions to ensure these functions do not work at cross-purposes
 - l. Plan, direct, supervise and coordinate the work of a fire shift; organizes and assigns personnel; reviews shift activities through reports prepared by subordinate fire suppression personnel and through conferences with Fire Captains, instructs personnel in operating procedures
 - m. Project a positive image to individuals and groups as a professional, competent and helpful manager. Communicates effectively and openly with different individuals and groups
 - n. Keep abreast of fire suppression and prevention problems and hazards within the District; exercise initiative in finding workable solutions to these problems
 - o. Assure that all personnel under their supervision are adequately trained and appropriately informed regarding their duties and responsibilities
 - p. Work as a team member within all divisions: OPS, EMS, Training, and Prevention
 - q. Maintain an adequate level of physical fitness to meet job requirements. Stays up-to-date on new tactics, procedures, programs, and technologies in the fire suppression and prevention
 - r. Project a positive image to the public as a fire service professional. Develops and maintains public support for fire suppression and fire prevention activities
 - s. Abide by the District's rules, regulations, policies, procedures, mission, guiding principles and firefighter empowerment
 - t. Respond back to District for greater alarms; off-duty meeting participation; EOC participation; mutual aid; and OCC assignments
 - u. Generate a monthly report, when requested, for the Fire Chief regarding the work activities and workload of the Operations division, and maintain various work records related to development of such a report

Knowledge:

- Problems, issues, philosophies, principles, and tactics associated with firefighting, fire prevention, inspection and equipment maintenance, training, emergency medical service, management, planning, organization, motivation, budgeting and communication techniques
- District policies and regulations, and labor relation agreements
- District government operations; relevant laws, ordinances, codes and court decisions that affect fire protection
- District geography
- Major target hazards
- Water supply systems
- Incident Command System
- Understand and utilizes procedure set forth in the Firefighter Procedural Bill of Rights Act

Abilities:

- Manage the technical aspects of various fire suppression, prevention, emergency medical services, haz mat operations, and training activities
- Quickly analyze emergency situations and direct the proper course of action

Skills:

- Evaluating, planning, and managing the technical as well as the management aspects of paramedic and emergency medical services
- Training staff in paramedic and emergency medical protocol, procedures, and treatment approaches
- Performance evaluation and employee development
- Program planning and development; written and oral communication
- Objective setting and organizational performance evaluation
- Functioning as part of a management team; planning, organizing, and coordinating the work of staff in the delivery of paramedic and emergency medical services
- Analyzing complex operational problems, developing effective and responsive solutions, and preparing accurate reports and recommendations regarding these solutions
- Budgeting
- Establishing and maintaining effective working relationships
- Commanding the respect of District personnel through shift ranks

- Interpreting and making decisions in accordance with laws, policies, and protocol

Licenses and Certificates:

Reference the Classifications and Qualifications section for specific requirements.

Training and Experience:

Reference the Classifications and Qualifications section for specific requirements.

Battalion Chief - Emergency Medical Services

» *Assures effective planning, delivery, and evaluation of the emergency medical services.*

Supervisor: Deputy Chief

Typical Tasks:

- a. Responds to emergency incidents as requested. Performs skills and ICS positions for which he/she has been trained and/or certified and qualified to perform
- b. Prepare the annual EMS division budget, anticipating the resources required to provide satisfactory and responsive emergency medical services. This includes assisting in presentation of the budget to the Board
- c. Assure emergency medical services meet the standards established in the Marin County Emergency Medical Service Agency Policies and Procedures, as well as emergency medical protocol. Quickly identify problems in the quality and quantity of emergency medical services, and take prompt and effective corrective action
- d. Serve as the District's representative to the County of Marin EMS Agency and committees, providing timely and effective input regarding emergency medical service policies and procedures and effectively representing the interests of the District
- e. Serve as liaison between the District and area hospitals
- f. Establish annual objectives for the delivery of emergency medical services; communicate these objectives to staff of the District

- g. Stay up-to-date on the paramedic/emergency medical service knowledge and practices essential to providing efficient and effective services to the residents of the District
- h. Oversee the training and development of firefighter/paramedics and other fire suppression staff to assure their capacity to deliver effective and timely emergency medical service. Trains staff of the District in the correct techniques and practices for performing emergency medical service tasks
- i. Serve as the District's Designated Health Care Information Privacy Officer for HIPAA, and is responsible for HIPAA Plan revision, annually or as needed; ensure HIPAA training is conducted annually or as needed
- j. Conduct inspections in the field; investigates complaints, problems with equipment and supplies, or violations of paramedic/emergency medical service protocol or policies and procedures. Will initiate changes in a timely and constructive manner to improve service
- k. Assist in handling difficult, high priority, or sensitive emergency medical situations
- l. Maintains California state licensure and Marin County Accreditation as an EMT-P
- m. Keep superiors informed of problems concerning the delivery of emergency medical services. Proposes changes to protocol, policies and procedures, plans, and operational methods to improve these services
- n. Coordinate the work of Fire Captains and Firefighters/Paramedics pertaining to the delivery of emergency medical services, to maintain effective and efficient operations; ensure proper implementation of new policies and protocol; ensure staff receives the proper amounts and types of training
- o. Develop programs for public speaking and education
- p. Project a positive image to individuals and groups as a professional, competent, and helpful manager
- q. Oversee the EMS Educator, Medical Director of the District, and Continuous Quality Improvement (CQI) program
- r. Assist the Human Resources Division in recruiting new personnel
- s. Maintain an adequate level of physical fitness to meet the physical requirements required to perform firefighting tasks
- t. Project a positive image to the public as a fire service professional. Develops and maintains public support for fire suppression and fire prevention activities
- u. Attend Marin County OPS Chief meeting

- v. Generate a monthly report, when requested, for the Fire Chief regarding the work activities and workload of the EMS division, and maintain various work records related to development of such a report
- w. Abide by the District's rules, regulations, policies, procedures, mission, guiding principles and firefighter empowerment

Knowledge:

- Paramedic and emergency medical service problems, issues, philosophies, and principles; planning, management, budgeting, organization, motivation, and communication techniques
- Relevant laws, court decisions, and ordinances that affect paramedic/emergency medical service
- Emergency medical protocol, procedures, and treatment approaches; basic operation and mechanics of emergency medical response equipment
- Incident Command System

Abilities:

- Manage the technical aspects of various fire suppression, prevention, emergency medical services, haz mat operations, and training activities
- Quickly analyze emergency situations and direct the proper course of action

Skills:

- Evaluating, planning, and managing the technical as well as the management aspects of paramedic and emergency medical services
- Training staff in paramedic and emergency medical protocol, procedures, and treatment approaches
- Performance evaluation and employee development
- Program planning and development; written and oral communication
- Objective setting and organizational performance evaluation
- Functioning as part of a management team; planning, organizing, and coordinating the work of staff in the delivery of paramedic/emergency medical services
- Analyzing complex operational problems, developing effective and responsive solutions, preparing accurate reports and recommendations regarding these solutions
- Budgeting
- Establishing and maintaining effective working relationships
- Interpreting and making decisions in accordance with laws, policies and protocol

Licenses and Certificates:

Reference the Classifications and Qualifications section for specific requirements.

Training and Experience:

Reference the Classifications and Qualifications section for specific requirements.

Battalion Chief - Fire Marshal

» *Supervisor of the District's Risk Reduction, Prevention, and Mitigation (RPM) Division to ensure the effective enforcement of all applicable State and local codes, ordinances, and regulations governing the prevention of fires and elimination of fire hazards*

» *Checking of development plans to assure proper and adequate fire protection and conformance with fire codes, regulations, and standards*

» *Investigation of fires of suspicious nature, or those which involve loss of life, injury to persons, or substantial damage to property to thoroughly and accurately determine their cause, origin, and circumstances.*

» *This position may exercise fire suppression command responsibilities for major fires or emergencies.*

Supervisor: Fire Chief**Typical Tasks:**

- a. Perform the more complex inspections of commercial and industrial buildings to ensure construction practices conform to all applicable State and local ordinances, codes, and regulations
- b. Responds to emergency incidents as requested. Performs skills and ICS positions for which he/she has been trained and/or certified and qualified to perform
- c. Develop a monthly work schedule for the staff of the RPM Division. Effectively set priorities in meeting unit workload service requirements. Make daily assignments to RPM staff in accordance with the schedule and the priorities
- d. Assure the attainment of annual performance objectives set by the Fire Chief for the inspection of commercial and industrial buildings, for the provision of public education services, and for other fire prevention activities
- e. Maintain a competent and motivated work force by selecting, training, evaluating, and disciplining subordinates. Objectively and constructively evaluates

the performance of subordinates, promptly letting subordinates know how well they're doing

- f. Evaluate the quality and efficiency of RPM staff by making regular and frequent review of their work in the field, and by reviewing their reports. Advise and direct subordinate personnel in the improvement of work production and work methods
- g. Respond to public inquiries and complaints promptly and courteously, including investigating to determine responsibility and methods of resolving the problem
- h. Generate a monthly report, when requested, for the Fire Chief regarding the work activities and workload of the RPM division, and maintain various work records related to development of such a report
- i. Establish standard operating procedures for the work of the RPM Division to include safety guidelines, and quality and performance standards
- j. Evaluate the effectiveness of the fire prevention program. Ensure a continuing process of adjusting the fire prevention program to maintain its effectiveness in light of the results of the evaluation or to take into account changed circumstances
- k. Prepare the annual budget for the Division ensuring the budget adequately documents the amount and level of services to be provided. Exercise control over the authorized budget to keep expenses within the limits set
- l. Keep the Fire Chief regularly informed on issues requiring the Fire Chief's input or consent, and on service needs or problems. Propose changes to improve the quality and efficiency of service delivery
- m. Maintain knowledge and skills essential for delivering effective and efficient fire inspection and prevention services
- n. Assure the prompt and comprehensive review of plans for proposed building construction or alteration, and the timely inspection of all structures being built as well as all commercial and industrial buildings to obtain compliance with applicable State and local laws, codes, and ordinances. Assure sprinkler systems within these plans conform to applicable fire regulations, codes, and standards, and that the sprinkler system is inspected to assure proper operation
- o. Review and suggest revisions of District codes and ordinances to the Fire Chief in order to maintain codes and ordinances that are up-to-date and conform with to federal, State, and local requirements
- p. Provide informed and skilled technical assistance and advice to architects, engineers, contractors, and homeowners on material pertaining to building plans, construction methods, and local codes and ordinances

- q. Assist with emergency response as required, which may include wildland duty coverage, staffing the emergency operations center (EOC), and filling incident command system roles as qualified.
- r. Respond back to District for greater alarms; off-duty meeting participation; and mutual aid
- s. Maintain an adequate level of physical fitness to meet the physical requirements required to perform firefighting/fire prevention tasks
- t. Project a positive image to the public as a fire service professional. Develop and maintain public support for fire suppression and fire prevention activities
- u. Abide by the District's rules, regulations, policies, procedures, mission, guiding principles, and firefighter empowerment

Knowledge:

- Federal, State, and local fire regulations, codes, and standards
- Building construction practices
- Principles and practices of fire inspection and prevention
- Principles and techniques of fire cause and arson investigation
- Hazardous chemicals and materials
- Modern fire suppression and emergency operation methods and equipment
- Fire suppression training principles and techniques
- Fire hydrant and sprinkler systems
- Principles and practices of development review and processing including plan checking to assure conformance with fire regulations, codes, and standards.
- Incident Command System

Abilities:

- Manage the technical aspects of various fire suppression, prevention, emergency medical services, haz mat operations, and training activities
- Quickly analyze emergency situations and direct the proper course of action
- Make decisions in accordance with laws, policies and protocol
- Maintain a level of physical fitness appropriate to the position
- Perform mathematical calculations

Skills in:

- Checking plans to ensure conformity with pertinent regulations; detecting violation of fire codes and regulations; obtaining compliance with fire codes; interpreting and enforcing fire codes and regulations
- Answering technical questions involving code interpretations
- Making field inspections, preparing technical reports
- Establishing and maintaining effective working relationships with architects, engineers, supervisors, fellow employees and the public
- Reading and interpreting building plans, and specifications
- Supervising the work of others
- Verbal and written communication, planning, scheduling, and reviewing the work and performance of subordinates, in a manner conducive to full performance and high morale
- Making sound judgments under emergency situations; providing effective leadership
- Maintaining a service orientation in the provision of fire services
- Determining the cause and origin of fires, taking photographs, preserving evidence, making sketches of fire scenes, and preparing court cases

Licenses and Certificates:

Reference the Classifications and Qualifications section for specific requirements.

Training and Experience:

Reference the Classifications and Qualifications section for specific requirements.

Battalion Chief - Training

- » *Plans, schedules, and administers a comprehensive fire training program*
- » *Manages member performance*

Supervisor: Deputy Chief

Typical Tasks:

- In conjunction with other operations personnel, develop fire and emergency medical training program goals and objectives
- Design specific fire training and emergency medical exercises in accordance with District needs as well as local, state, and federal mandates
- Administer, coordinate, and monitor the performance of all training by safety personnel
- Conduct actual training and instructional exercises on selected specialized subjects; observes company fire training drills, Acting Engineer, Acting Captain, Acting B/C testing and fire academies
- Develop individual and company based performance standards and evaluates companies based on these standards
- Develop fire academy programs; instructs and monitors the progress of probationary fire personnel; confers with supervisors on the progress made by probationary firefighters, and conducts probationary testing
- Maintain all records, files, and logs related to training received by fire personnel
- Consult with other fire professionals and experts as well as fire services organizations to keep abreast of developments and innovations related to fire suppression, and emergency medical care
- Read extensively in all areas of fire suppression and emergency medical care; compile and disseminate information to District personnel
- Obtain fire related printed and viewing materials for use by fire personnel
- Is responsible for maintaining training facilities and all training materials and equipment including tapes, films, viewing equipment and printed materials and records
- Provide technical assistance to Fire Captains and other staff in the completion of their work
- Keep the Deputy Chief adequately informed of problems, issues and performance in fire service operations; prepares clear and concise reports to the Deputy Chief

- n. Prepare and administers budgets for Training division
- o. Evaluate future fire service program and equipment needs for the District
- p. Coordinate Research and Development (R & D) and Safety/Risk Management programs
- q. Assist with recruitment and promotional exams
- r. Maintain an adequate level of physical fitness to meet the physical requirements required to perform firefighting tasks
- s. Respond back to District for greater alarms; off-duty meeting participation; EOC participation; mutual aid and OCC assignments
- t. Project a positive image to the public as a fire service professional. Develops and maintains public support for fire suppression and fire prevention activities
- u. Abide by the District's rules, regulations, policies, procedures, mission, guiding principles and firefighter empowerment
- v. Generate a monthly report, when requested, for the Fire Chief regarding the work activities and workload of the Training division, and maintain various work records related to development of such a report

Knowledge:

- Firefighting methods and equipment
- Principles and tactics associated with firefighting, fire prevention, and emergency medical care
- Department policies and procedures
- Municipal government and Fire District operations
- Modern management; budgeting and communications techniques
- Relevant laws, ordinances, codes, and court decisions that affect fire protection
- Current developments and innovations in fire protection and medical care, and emergency apparatus and equipment
- Performance appraisal goals and methods.
- Incident Command System

Abilities:

- Manage the technical aspects of various fire suppression, prevention, emergency medical services, haz mat operations, and training activities
- Quickly analyze emergency situations and direct the proper course of action

Skills:

- Evaluating, planning, and managing the technical as well as the management aspects of paramedic and emergency medical services

- Training staff in paramedic and emergency medical protocol, procedures, and treatment approaches
- Quickly analyzing emergency situations and directing the proper course of action
- Performance evaluation and employee development
- Program planning and development; written and oral communication
- Objective setting and organizational performance evaluation
- Functioning as part of a management team; planning, organizing, and coordinating the work of staff in the delivery of emergency medical services
- Analyzing complex operational problems, developing effective and responsive solutions, and preparing accurate reports and recommendations regarding these solutions
- Budgeting
- Establish and maintain effective working relationships
- Command respect of Firefighter/Paramedics, Fire Captains, and other staff
- Interpret and make decisions in accordance with laws, policies and protocol

Licenses and Certificates:

Reference the Classifications and Qualifications section for specific requirements.

Training and Experience:

Reference the Classifications and Qualifications section for specific requirements.

Fire Captain - Operations

- » *Supervises and participates in all activities and functions assigned to a fire company*
- » *Participates in fire suppression, prevention, training and related tasks.*
- » *Supervises firefighters, firefighter/paramedics, and fire engineers*

Supervisor: Battalion Chief

Typical Tasks:

- a. Lead and participate in the response of a fire company to reported emergencies, such as fires, accidents, medical assistance, and other hazardous conditions, as well as other assigned calls, assessing and taking action on the conditions found
- b. Assure calls for service are responded to in a safe and timely manner, including the prompt and correct size-up, assessment, and type of the response, and that the scene is set up appropriately to provide proper traffic flow, and prevents the occurrence of injuries to fire suppression personnel
- c. Supervise a fire company in the performance of the technical aspects of their work and takes charge of complex and difficult tasks, as appropriate.
- d. Determine work procedures, assigns work to Firefighter/Paramedics and Engineers; trains Firefighter/Paramedics and Engineers
- e. Keep subordinates and superiors adequately informed of significant matters which affect their work, attitudes, and morale. Advises and consults with their immediate supervisor on a regular and ongoing basis
- f. Identify ways to streamline operational methods and tactics and proposes changes to management staff
- g. Prepare timely and accurate reports and maintains company files in an up-to-date status, as required
- h. Maintain adequate contact with other fire companies in the District to ensure work is properly coordinated
- i. Maintain an adequate level of physical fitness to meet job requirements
- j. Keep abreast of new tactics, procedures, programs, and technologies in the fire suppression and prevention
- k. Ensure the performance of their fire company in accordance with the objectives and priorities established by the Fire Chief, as well as the District's Rules and Regulations, mission, guiding principles, and firefighter empowerment

- l. Plan, organize, direct, and control a company fire prevention and inspection program. Conducts fire prevention inspections on a timely and frequent basis to eliminate fire hazards, enforce fire codes, and provide fire safety education
- m. Assign and supervise the work of maintaining fire apparatus, the fire station, and related grounds, facilities, equipment, and supplies during a work shift to ensure that all apparatus, equipment, facilities, and supplies are in a readily available, safe, and useful condition. Maintains control over equipment, supplies, and materials utilized by their fire company
- n. Have an adequate knowledge of their immediate response area
- o. Conduct orientation, training, and practice drills in coordination with the Battalion Chief in all phases of firefighting and related emergency rescue/medical services response to develop and maintain the capabilities and readiness of subordinate firefighting personnel. Conducts timely and frequent training related to fire inspection, physical fitness, and accident prevention, monitors get out and response times of their company
- p. Monitor the quality and quantity of the work performed by subordinate fire suppression personnel by frequently reviewing the work methods utilized and the timeliness of those work methods; identifies problems in quantity and quality of work and takes prompt and effective corrective action
- q. Monitor the quality and quantity of EMS calls for service to ensure proper standards of care are maintained
- r. Objectively and constructively evaluate the performance of subordinate fire suppression personnel, promptly letting the employee know how well they're doing, and recommending discipline and sanctions when necessary
- s. Develop responsibility and teamwork among the members of their fire company in the accomplishment of work tasks by assuring each employee understands their work responsibilities, delegating responsibility, and authority to Firefighter/Paramedics and Engineers who can effectively fulfill them, while encouraging communication with, and among, employees
- t. Motivate their fire company by providing recognition and a sense of achievement when a job is well done, and helping Firefighter/Paramedics and Engineers learn new skills to enable personal growth and advancement
- u. Develop a work schedule for their fire company, establishing the priorities of the work, and reviewing and adjusting the schedule to fit climatic conditions and workload. Establish daily assignments for their fire company in accordance with the District schedule
- v. Perform as an EMT-B when necessary
- w. Maintain an adequate level of physical fitness to meet the physical requirements required to perform firefighting tasks

- x. Project a positive image to the public as a fire service professional, while developing and maintaining public support for fire suppression and fire prevention activities
- y. Abide by the District's rules, regulations, policies, procedures, mission, guiding principles and firefighter empowerment

Knowledge:

- Issues, problems, principles and practices of firefighting, fire prevention, code enforcement, emergency medical services, and fire apparatus operation and maintenance
- Relevant laws, ordinances, codes, and court decisions that affect fire protection
- Fire hazards and firefighting resources
- Functions, characteristics, and proper use and maintenance of firefighting equipment and supplies
- Departmental policies, procedures, and regulations
- District geography
- Basic English and arithmetic
- Current laws and regulations pertaining to fire prevention and safety
- First aid, emergency medical care and rescue methods.
- Modern supervisory practices, employee development and work simplification techniques
- Understands and utilizes procedures set forth in the Firefighter Bill of Rights Act, while using the proper level of discipline and authority.
- Incident Command Systems

Abilities:

- Establish and maintain effective working relationships
- Follow verbal and written instructions
- Think and act quickly and competently in emergencies and under stress
- Motivate and direct personnel as well as utilize other basic supervisory techniques
- Work and live as a member of a team and give and follow directions in an emergency setting
- Supervise the technical aspects of fire suppression, prevention, emergency medical services, and rescue
- Ability to use continuous and/or short bursts of muscle force to jump, sprint, climb ladders, pull victims out of hazardous areas

- Ability to move up and down stairs carrying equipment as required, lifting, pushing, pulling, or carrying objects using his/her hands, arms, back, abdominal muscles, shoulders, or legs
- Exert his/herself physically over a period of time without giving out
- Work effectively and safely during unavoidable exposure to an unpleasant environment with exposure to potentially heavy and somewhat unpredictable hazards
- Safely wear a self-contained breathing apparatus without medical or physical restriction
- Move his/her body quickly while keeping his/her balance on surfaces offering narrow footing. Clearly see objects with vision meeting District requirements
- Effectively apply firefighting, rescue, and emergency medical techniques

Skills:

- Motivating, directing, evaluating, and maximizing the abilities of personnel under their command
- Analyzing and solving fire protection and emergency control problems
- Oral and written communications and interpersonal relations.
- Quickly analyzing emergency situations and directing the proper course of action

Licenses and Certificates:

Reference the Classifications and Qualifications section for specific requirements.

Training and Experience:

Reference the Classifications and Qualifications section for specific requirements.

Fire Captain - Deputy Fire Marshal

» Responsible for fire inspection, investigation, education, and other related fire prevention tasks.

» May supervise Fire Inspector(s), Fire Prevention Specialist

» Acts for the Fire Marshal in his/her absence when approved by the Fire Chief

Supervisor: Battalion Chief - Fire Marshal

Typical Tasks:

- a. Inspect residential, commercial, and industrial buildings in a thorough manner and accurately detects fire hazards and deviations from Federal, State, and local codes and standards. Records accurately the findings of the inspection, the corrections needed, and issues orders to comply to achieve compliance with the codes. Conducts annual license inspections of hospitals, rest homes, day care homes, pre-schools, and mental care institutions, assuring compliance of these buildings with their intended use and with Title 19 of the State Administrative Code
- b. Assure corrections are made to violations of the Federal, State, and local codes and standards in a timely manner, and minimum fire safety practices are put into effect. Issues code violations, confers with and recommends action to the Fire Marshal if corrections are not made, and prepares case records for presentation when prosecution becomes necessary
- c. Prepare and keep accurate logs, reports, and records regarding fire inspections, violation notices, fire investigations, and other related data which are legible, complete, up-to-date, and descriptive of problems encountered and how resolved
- d. Establish a meaningful and effective rapport with the community by providing useful and helpful information to building owners and others regarding Federal, State, and local codes and standards so that questions and concerns are effectively resolved as soon as possible
- e. Maintain a current and thorough working knowledge of Federal, State, and local codes and standards, and is able to correctly interpret and apply them. Studies new materials and methods of building construction to keep abreast of modern development and fire hazards

- f. Check and analyze building construction plans as related to fire protection and safety requirements in a timely manner to assure compliance with applicable Federal, State, and local codes and policies, and identifies needed corrections. Assures that deficiencies identified in plans are promptly followed up and corrected. Maintains accurate commentary of errors, omissions, and violations in plans which are up to date, legible, complete, and descriptive of problems encountered and how resolved
- g. Thoroughly investigate fires determining the point of origin, the cause of the fire, why the fire spread, whether the cause of the fire was accidental, natural, or whether the source of the fire was arson. Assures the scene of the fire is preserved, preventing the obliteration or deterioration of tangible clues. Thoroughly searches the scene of the fire and systematically collects evidence including information from witnesses and gathering the building and its contents. Records observations of the fire scene in a comprehensive and accurate fashion, assuring such records are relevant and material. Develops accurate investigative leads for arson caused fires leading to the identity of the perpetrator as well as the motive and opportunity of the perpetrator through the effective use of criminal laboratories, use of informants, interviews of victims and witnesses, and the gathering of physical evidence
- h. Understand fire education goals and service objectives and is consistently able to translate them into a meaningful education program. Maintains a current knowledge of the fire problems within the community and tailors the education program to these problems. Clearly and in an understandable and positive manner delivers lectures and demonstrations, on fire safety, prevention, and inspection. Makes citizens and the business community aware of their fire prevention responsibilities. Continually develops, knows, and actively utilizes resources in the community to help in fire prevention
- i. Assure the timely and complete abatement of weeds by property owners, enforcing compliance with the weed abatement provisions of the State Health and Safety Code. Evaluates compliance by property owners with these weed abatement provisions by making regular and frequent inspections of property within the District, and promptly and courteously responding to complaints. Records accurately the findings of those inspections, and issues orders to comply to obtain compliance with the weed abatement provisions of the Health and Safety Code
- j. Provide training of fire suppression staff of the District on a regular and frequent basis to enable maintenance of their skill levels in fire inspection. Instructs staff on the right methods to conduct fire inspections using training techniques which effectively convey the skills to be learned as well as maintain the interest of fire suppression staff

- k. Assure the proper operation of newly installed sprinkler systems by closely monitoring pressure tests and flushing of the system, and inspecting the system to assure conformance with the applicable NFPA Standard and approved plans. Inspects the system as needed, including all valves and appurtenances as well as testing flow alarms
- l. Issue burn permits, conducting on-site inspections to assure the safety of such a burn and accurately completes the forms required by the Bay Area Air Quality Management District
- m. Assure the safe installation and utilization of tanks for flammable liquids, closely inspecting and testing the installation of new tanks and inspecting existing tanks, equipment, and uses to assure compliance with code requirements. Abates fuel leaks in a prompt and complete manner
- n. Prepare credible and relevant material, arson evidence for courtroom presentations; testifies in court on the findings of arson investigations; makes a credible presentation in court regarding the evidence and elements of the offense
- o. Project a positive image to the public as a fire service professional. Develop and maintain public support for EMS, fire suppression and fire prevention activities

Knowledge:

- Relevant laws, ordinances and codes related to fire prevention and protection
- Relevant court decisions; rules and regulations related to criminal investigation, arrest and prosecution
- Chemistry and physics of fire and firefighting, prevention and protection
- Basic building structural construction
- Hazardous materials such as flammable liquids and exotic combustibles
- Burning characteristics of combustibles

Abilities:

- Analyze events and make sound judgments
- Interpret and enforce regulations objectively and fairly
- Read blueprints
- Work effectively with the public
- Demonstrate tact and diplomacy

- Write clear and concise reports and letters
 - Operate effectively without constant supervision
 - Follow oral and written directions
 - Make decisions and judgments quickly and logically
 - Independently determine the cause of fires
 - Advise on fire prevention systems and plans
 - Recognize, appraise, and correct fire hazards
 - Recognize potential life-safety hazards
 - Maintain a level of physical fitness appropriate to the position

Skills

- Inspection and investigation techniques
- Communication and interpersonal relations

Licenses and Certificates:

Reference the Classifications and Qualifications section for specific requirements.

Training and Experience:

Reference the Classifications and Qualifications section for specific requirements.

Fire Engineer

- » *Specialized responsibility for the operation and maintenance of fire suppression equipment, rescue equipment, and fire apparatus*
- » *Responsibility for firefighting, lifesaving, fire prevention, and other fire service activities*
- » *Work as a team member of a fire response company*
- » *May function as an “acting” fire captain when qualified through the District’s acting captain certification process.*

Supervisor: Fire Captain

Typical Tasks:

- a. Respond to fires with their company driving fire apparatus, including aerial ladders, quickly and safely to the emergency. Properly operates fire apparatus, makes hydrant, pump, and suction hose connections, and operates the fire apparatus to supply water in proper quantities and pressures to gain effective control of the fire
- b. Initiate and assure that fire apparatus are safe and ready for service and apparatus equipment is secure through regular and preventive maintenance of the fire apparatus and by testing the apparatus on a routine basis. Makes and keeps accurate logs and records regarding the maintenance of fire apparatus. Promptly notifies their immediate supervisor of needed repairs
- c. Maintain a current and thorough working knowledge of the operation of all fire apparatus, and is able to properly and skillfully operate all fire apparatus
- d. Maintain familiarity with District practices and procedures relative to water supply, hose streams, operation of fire apparatus, and other essentials which will enable them to completely perform the duties of a Fire Engineer
- e. Maintain a working knowledge of the District geographical layout, street names, and locations enabling a prompt response to fire calls for service
- f. Rescue victims endangered by fires or other hazards and administer first aid to injured parties. Quickly analyzes situations where life safety is threatened and applies the correct treatment approach
- g. Conduct inspections and other fire prevention tasks on a frequent and timely basis, including fire safety education, to eliminate or reduce fire hazards, and enforce fire codes. Correctly applies fire codes in inspections. Conducts thorough inspections and accurately identifies violations. Effectively utilizes appropriate educational approaches to fire prevention where needed

- h. Remain skilled in modern fire suppression tactics, methods, and procedures as well as emergency lifesaving procedures through training drills, and other frequent and timely skill maintenance programs. Maintains knowledge about specific fire hazards in the District and effective approaches for attacking them
- i. Keep the fire station and related grounds, facilities, and supplies in a clean, orderly, and usable condition
- j. Perform routine non-firefighting work tasks willingly and adequately such as working on District records, compiling and analyzing fire responses, maintaining maps and other documented information about the types and locations of buildings and facilities, and in planning fire suppression activities
- k. Has an extensive knowledge of District streets and fire roads
- l. Function well as a team member of a fire company at any emergency or non-emergency scene, and willingly accepts their share of the work required
- m. Maintain an adequate level of physical fitness to meet the physical requirements required to perform firefighting tasks
- n. Project a positive image to the public as a fire service professional. Develop and maintain public support for fire suppression and fire prevention activities
- o. Abide by the District's rules, regulations, policies, procedures, mission, guiding principles, and firefighter empowerment
- p. Respond to emergency rescue calls driving an ambulance or fire apparatus quickly and safely to the site of the emergency, and in conformance with District rules and regulations. Interviews and thoroughly and accurately examines patients for signs and symptoms related to the cause of the illness or injury. Quickly and competently analyzes the medical emergency and applies the correct medical treatment approach as an EMT-B

Knowledge:

- Issues, problems, principles and practices of firefighting, fire prevention, code enforcement, emergency medical services, and fire apparatus operation and maintenance
- Relevant laws, ordinances, codes, and court decisions that affect fire protection
- Fire hazards and firefighting resources
- Functions, characteristics, and proper use and maintenance of firefighting equipment and supplies
- Departmental policies and regulations
- District geography
- DMV regulations

- Basic English and arithmetic
- Current laws and regulations pertaining to fire prevention and safety
- First aid, emergency medical care, and rescue methods
- Incident Command System

Abilities:

- Work and live as a member of a team and give and follow directions in an emergency setting
- Ability to use continuous and/or short bursts of muscle force to jump, sprint, climb ladders, pull victims out of hazardous areas
- Up and downstairs carrying equipment as required, lifting, pushing, pulling, or carrying objects using his/her hands, arms, back, abdominal muscles, shoulders, or legs
- Exert his/herself physically over a period of time without giving out
- Work effectively and safely during unavoidable exposure to an unpleasant environment with exposure to potentially heavy and somewhat unpredictable hazards
- Safely wear a self-contained breathing apparatus without medical or physical restriction
- Move his/her body quickly while keeping his/her balance on surfaces offering narrow footing. Clearly see objects with vision meeting District requirements
- Follow verbal and written instructions
- Effectively apply firefighting, rescue, and emergency medical techniques
- Establish and maintain effective working relationships
- Think and act quickly and competently in emergencies and under stress

Skills:

- All aspects of firefighting, rescue, fire apparatus operation and maintenance, and other relevant techniques
- Dealing and communicating with others.

Licenses and Certificates:

Reference the Classifications and Qualifications section for specific requirements.

Training and Experience:

Reference the Classifications and Qualifications section for specific requirements.

Firefighter/Paramedic

- » Provide pre-hospital emergency medical care, and transportation
- » Responsibility for the provision of firefighting, fire prevention, and related activities
- » Work as a member of a fire response company
- » May guide fire suppression personnel in the provision of emergency medical services

Supervisor: Fire Captain

Typical Tasks:

- a. Respond to emergency medical calls for services in a timely, safe and skilled manner, and gains effective control of the situation. Interview thoroughly and accurately; examine injury. Quickly and competently analyze the medical emergency and apply the correct medical treatment approach including rescue, first aid, resuscitation, cardiopulmonary resuscitation, defibrillation, controlling bleeding, applying splints, assisting in childbirth, and the administration of drugs, fluids, narcotics, and medications
- b. Meet the continuing educational and continuing service requirements for emergency medical technician paramedics, and stays skilled in the operation of appropriate emergency medical equipment, and application of guidelines. Will meet the Marin County EMS Agency requirements for continuing education, continuous service and accreditation
- c. Assure that emergency medical equipment, tools, and apparatus are regularly maintained, inspected, and kept in good operating condition. Exercises close control over emergency medical supplies, particularly narcotics, through the utilization of proper inventory procedures, a daily inventory of the drug box and a weekly inventory of all medical supplies, and thorough monitoring of the shelf life of all medical supplies
- d. Exercise close control over fire suppression personnel in the application of emergency medical procedures and treatment approaches, and assure patients receive proper treatment
- e. Train fire suppression personnel in EMT skills and techniques
- f. Prepare thorough and concise reports including Patient Care Reports and Incident Reports. Enter data into a computer terminal in an accurate fashion to prepare reports and amend stored data
- g. Maintain consistent and reliable radio communications with designated hospital to relay information on signs and symptoms of the patient. Receives and promptly and correctly carries out the appropriate orders of the emergency

medical room staff in the calculation and administration of medications, intravenous solutions, and related emergency therapy techniques

- h. Respond to fires with his/her company in a timely, safe, and skilled manner, and participates in their control through hose laying, ladder operation, ventilation, extinguishment, salvage, and overhaul activities. Quickly follows established departmental procedures when responding to emergency calls as well as instructions given at the fire scene. Correctly and promptly uses all relevant apparatus, tools, and equipment
- i. Abide by the District's rules, regulations, policies, procedures, mission, guiding principles and firefighter empowerment
- j. Conduct inspections and other fire prevention tasks on a frequent and timely basis including fire safety education to eliminate or reduce fire hazards and enforce fire codes. Correctly applies fire codes in inspections and accurately identifies violations
- k. Remain skilled in modern fire suppression tactics, methods, and procedures as well as emergency lifesaving procedures through training drills, and other maintenance programs. Maintains knowledge about specific fire hazards in the District, and effective approaches for attacking them, including knowing District street layout
- l. Keep the fire station and related grounds, facilities, and supplies in a clean, orderly and useable condition
- m. Has extensive knowledge of District streets to respond quickly to fire/ems emergencies
- n. Willingly and adequately perform routine non-firefighting work tasks such as working on departmental records, compiling and analyzing emergency reports, maintaining maps and other documented information about the types and locations of buildings and facilities, and in planning fire prevention and suppression activities
- o. Function well as a team member of a fire company at any emergency or non-emergency scene, and willingly accepts his/her share of the work required
- p. Maintain an adequate level of physical fitness to meet the physical requirements required to perform firefighting tasks
- q. Project a positive image to the public as a fire service professional. Develop and maintain public support for EMS, fire suppression and fire prevention activities

Knowledge:

- Issues, problems, principles and practices of firefighting, fire prevention, code enforcement, emergency medical services, and fire apparatus operation and maintenance
- Relevant laws, ordinances, codes and court decisions that affect fire protection
- Fire hazards and firefighting resources
- Functions, characteristics, and proper use and maintenance of firefighting equipment and supplies
- District policies and regulations
- District geography
- Basic English and arithmetic
- Current laws and regulations pertaining to fire prevention and safety
- First aid, emergency medical care and rescue methods.
- State, local and Fire District emergency medical technician paramedic procedures and treatment approaches, including but not limited to rescue, first aid, resuscitation, cardiopulmonary resuscitation, defibrillation, and the administration of various drugs and agents
- Medical technology; basic operation and mechanics of emergency medical response equipment
- Sections of the State Health and Safety Code relevant to emergency medical services.
- Marin County EMS guidelines
- Incident Command System

Skills:

- Interpreting current laws, rules, and regulations pertaining to emergency medical services, fire prevention and safety
- Identifying hazardous conditions and obtaining code compliance with minimal technical support
- Maintaining firefighting and EMS equipment and fire station facilities
- Providing emergency medical services at the EMT-P level
- Suppressing fires
- Communicating effectively with the general public.

Abilities:

- Work and live as a member of a team and give and follow directions in an emergency setting
- Motivate and direct personnel as well as utilize other basic supervisory techniques
- Ability to use continuous and/or short bursts of muscle force to jump, sprint, climb ladders, pull victims out of hazardous areas
- Up and downstairs carrying equipment as required, lifting, pushing, pulling, or carrying objects using his/her hands, arms, back, abdominal muscles, shoulders, or legs
- Exert his/herself physically over a period of time without giving out
- Work effectively and safely during unavoidable exposure to an unpleasant environment with exposure to potentially heavy and somewhat unpredictable hazards
- Safely wear a self-contained breathing apparatus without medical or physical restriction
- Move his/her body quickly while keeping his/her balance on surfaces offering narrow footing. Clearly see objects with vision meeting District requirements
- Follow verbal and written instructions
- Effectively apply firefighting, rescue, and emergency medical techniques
- Establish and maintain effective working relationships
- Think and act quickly and competently in emergencies and under stress.
- Provide emergency medical technician paramedic procedures and utilize emergency medical equipment in a proficient manner
- Analyze correctly and quickly identify medical problems
- Develop logical and effective medical responses.

Licenses and Certificates:

Reference the Classifications and Qualifications section for specific requirements.

Training and Experience:

Reference the Classifications and Qualifications section for specific requirements.

Fire Inspector

» Responsible for fire inspections, fire cause and origin investigations, public education, and other related fire prevention tasks.

Division Supervisor: Battalion Chief – Fire Marshal

Immediate Supervisor: Captain – Deputy Fire Marshal

Typical Tasks:

- a. Inspect residential, commercial, and industrial buildings in a thorough manner and accurately detect fire hazards and deviations from Federal, State, and local codes and standards. Record accurately the findings of the inspection; corrections needed; and issue orders to comply to achieve compliance with the codes. Conduct annual license inspections of hospitals, residential and commercial care facilities, day care homes, pre-schools, and mental care institutions, assuring compliance of these buildings with their intended use and with Title 19 of the California Code of Regulations
- b. Assure corrections are made to violations of the Federal, State, and local codes and standards in a timely manner, and minimum fire safety practices are put into effect. Issues code violations, confers with and recommends action to the Fire Marshal if corrections are not made, and prepares case records for presentation when prosecution becomes necessary
- c. Prepare and keep accurate logs, reports, and records regarding fire inspections, violation notices, fire investigations, and other related data which are legible, complete, up-to-date, and descriptive of problems encountered and how resolved
- d. Establish a meaningful and effective rapport with the community by providing useful and helpful information to building owners and others regarding Federal, State, and local codes and standards, to ensure that questions and concerns are effectively resolved as soon as possible
- e. Maintain a current and thorough working knowledge of fire codes and standards, and is able to correctly interpret and apply them. Study new materials and methods of building construction to keep abreast of modern development and fire hazards
- f. Check and analyze building construction plans as related to fire protection and safety requirements in a timely manner to assure compliance with applicable Federal, State, and local codes and policies, and identifies needed corrections. Assure that deficiencies identified in plans are promptly followed up and corrected. Maintains accurate commentary of errors, omissions, and violations

in plans which are up-to-date, legible, complete, and descriptive of problems encountered and how resolved

- g. Thoroughly investigate fires determining the point of origin, the cause of the fire, why the fire spread, whether the cause of the fire was accidental or whether the source of the fire was arson. Assures the scene of the fire is preserved, preventing the obliteration or deterioration of tangible clues. Thoroughly searches the scene of the fire and systematically collects evidence including information from witnesses and gathering the building and its contents. Records observations of the fire scene in a comprehensive and accurate fashion, assuring such records are relevant and material. Develops accurate investigative leads for arson caused fires leading to the identity of the perpetrator as well as the motive and opportunity of the perpetrator through the effective use of criminal laboratories, use of informants, interviews of victims and witnesses, and the gathering of physical evidence
- h. Prepare credible and relevant material, arson evidence for courtroom presentations; testify in court on the findings of arson investigations; make a credible presentation in court regarding the evidence and elements of the offense
- i. Participate as an active member on the Marin County Fire Investigation Team
- j. Understand fire education goals and service objectives and is consistently able to translate them into a meaningful education program. Maintains a current knowledge of the fire problems within the community and tailors the education program to these problems. Clearly and in an understandable and positive manner delivers lectures and demonstrations, on fire safety, prevention, and inspection. Make citizens and the business community aware of their fire prevention responsibilities. Continually develops, knows, and actively utilizes resources in the community to help in fire prevention
- k. Assure the timely and complete abatement of weeds by property owners, enforcing compliance with the weed abatement provisions of the State Health and Safety Code. Evaluates compliance by property owners with these weed abatement provisions by making regular and frequent inspections of property within the District, and promptly and courteously responding to complaints. Records accurately the findings of those inspections, and issues orders to comply to obtain compliance with the weed abatement provisions of the Health and Safety Code
- l. Provide training of fire suppression members of the District on a regular and frequent basis to enable maintenance of their skill levels in fire inspection. Instructs staff on the right methods to conduct fire inspections using training techniques which effectively convey the skills to be learned as well as maintain the interest of fire suppression staff
- m. Assure the proper operation of newly installed sprinkler systems by close-

ly monitoring pressure tests and flushing of the system, and inspecting the system to assure conformance with the applicable NFPA Standard as designed and approved plans. Inspect the system as needed including all valves and appurtenances as well as testing flow alarms

- n. Issue burn permits, conducting on-site inspections to assure the safety of such a burn, and accurately completes the forms required by the Bay Area Air Quality Management District
- o. Assure the safe installation and utilization of tanks for flammable liquids, closely inspecting and testing the installation of new tanks and inspecting existing tanks, equipment, and uses to assure compliance with code requirements. Ensure fuel leaks are abated in a prompt and complete manner
- p. Support District operations and continuity of business during emergencies or activation of the Emergency Operations Center (EOC), or as ordered by the Fire Chief
- q. Respond to fires, when directed, in a timely, safe, and skilled manner and participates in assignments that support the incident command
- r. Once certified, maintains current California Fire Code Inspector Certification as administered by the ICC or other NFD approved certification granting authority
- s. Review and update pre-plans as directed, supporting the Fire District's pre-incident planning program
- t. Perform Hazardous Material inspections and follow up as directed, with support of other Fire Prevention Staff and in consultation with Operations division
- u. Assure the attainment of annual performance objective for inspection, fire and life safety, and fire investigations
- v. Prepare/manage/coordinate vegetation/fuel reductions grants; assist neighborhoods with Firewise programs; perform WUI evaluations
- w. Project a positive image to the public as a fire service professional. Develop and maintain public support for EMS, fire suppression and fire prevention activities
- x. Other duties as assigned

Knowledge:

- Relevant laws, ordinances and codes related to fire prevention and protection
- Relevant court decisions
- Rules and regulations related to criminal investigation, arrest and prosecution
- Chemistry and physics of fire and firefighting, prevention, and protection

- Basic building structural construction
- Hazardous materials such as flammable liquids and exotic combustibles
- Burning characteristics of combustibles
- Fire Investigation standards and techniques

Abilities:

- Analyze events and make sound judgments
- Interpret and enforce regulations objectively and fairly
- Read blueprints
- Work effectively with the public
- Demonstrate tact and diplomacy
- Write clear and concise reports and letters
- Operate effectively without constant supervision
- Follow oral and written directions
- Make decisions and judgments quickly and logically
- Independently determine the cause of fires
- Advise on fire prevention systems and plans
- Recognize, appraise, and correct fire hazards
- Recognize potential life-safety hazards
- Respond after hours, weekends, and/or on holidays to perform job duties at incidents including but not limited to fire cause and origin investigations and inspections, if available, as needed
- Maintain a level of physical fitness appropriate to the position

Skills:

- Inspection and investigation techniques
- Communication and interpersonal relations

Licenses and Certificates:

- Maintain a valid California Class C driver's license
- Maintain a valid CPR card

Reference the Classifications and Qualifications section for specific requirements.

Training and Experience:

Reference the Classifications and Qualifications section for specific requirements.

Fire Prevention Specialist

» *Responsible for fire and life safety education, public information, and other fire safety and life safety related inspections and tasks.*

Division Supervisor: Battalion Chief – Fire Marshal

Immediate Supervisor: Captain – Deputy Fire Marshal

Typical Tasks:

- a. Understands fire education goals and service objectives and is consistently able to translate them into a meaningful education program. Maintains a current knowledge of the Fire and Life Safety Program within the community and tailors the educational program to these problems. Clearly and in an understandable and positive manner, delivers lectures and demonstrations on fire safety, prevention, and inspection. Make citizens, and the business community, aware of their fire prevention and life safety responsibilities. Continually develops, knows, and actively utilizes resources in the community to help in fire prevention and life safety
- b. Provides training of fire suppression staff of the District on a regular and frequent basis to enable maintenance of their skill levels in public education. Instructs staff on the right methods to conduct public education using training techniques which effectively convey the skills to be learned as well as maintain the interest of the fire suppression staff
- c. Assures the attainment of annual performance objectives set by the Fire Marshal for the public fire and life safety education services
- d. Evaluates the effectiveness of the Fire and Life Safety Programs. Insures a continuing process of adjusting the Fire and Life Safety Program to maintain its effectiveness in light of the results of the evaluation, or to take into account changed circumstances
- e. Projects a positive image to the public as a fire service educator and community risk reduction inspector. Develops and maintains public support for fire suppression, disaster preparedness, emergency medical service and fire prevention activities
- f. Maintains all records, files, and logs related to public education
- g. Develops Fire Academy programs specific to public fire safety and disaster preparedness.

- h. Reads extensively in all areas of fire and life safety; compiles and disseminates information to District personnel and citizens at the direction of the Fire Marshal and Fire Chief
- i. Acts as a liaison between the District's Public Education and Public Information Programs and external agencies
- j. Prepares press releases and public service announcements in coordination with community programs. Compiles and prepares oral and written reports
- k. Develops and compiles data to determine a needs assessment for community fire safety, life safety, disaster preparedness, and educational programs based in part on the community risk reduction inspection finding
- l. Participates in State certification programs, attends continuing education, and participates in professional organizations to develop and reinforce the skills needed to provide quality public education programs

Knowledge:

- Basic Firefighting Techniques
- Relevant laws, ordinances, and codes related to fire prevention and protection
- Fire Prevention Safety Principles
- Effective Education And Publicity Techniques
- Media Utilization

Ability to:

- Design, organize, and present fire and life safety educational programs to the public
- Speak to large and small group
- Write concise reports
- Establish and maintain effective working relationships.

Skills:

- Work planning, scheduling, and controlling
- Oral and written communications
- Fire protection and emergency operations; and classroom teaching

Licenses and Certificates:

Reference the Classifications and Qualifications section for specific requirements.

Training and Experience:

Reference the Classifications and Qualifications section for specific requirements

Administrative Services Manager

- » *Performs complex and responsible administrative functions for the Fire Chief*
- » *Acts as Recording Secretary to the Board of Directors*
- » *Acts as Custodian of Records*
- » *Supervise one Administrative Assistant*
- » *Oversees the IT department and works directly with IT contractor to meet District IT goals*
- » *Confidential employee*

Supervisor: Fire Chief

Typical Tasks:

- a. May be tasked with screening incoming correspondence routed to the Fire Chief, and, based on a particular awareness of the general importance and priorities of the subject, refers to appropriate staff member for reply
- b. Independently, or in accordance with general instructions, composes correspondence on a wide range of subjects requiring a high degree of knowledge and familiarity with District policies and the policies of the Fire Chief
- c. Reviews outgoing correspondence prepared by other staff members for the Fire Chief's signature for consistency with administrative policy as well as for format, grammatical construction, and clerical errors. Edits and corrects to assure its accuracy, neatness, and conformance to policies and professional standards for quality
- d. Prepares agenda for Regular Board Meetings, Special Board Meetings, Finance Committee Meetings, Policy Committee Meetings and other meetings; attends meetings of the Board of Directors; take and transcribes minutes; prepares drafts of agenda items requiring action by the Board; prepare, review, and edit staff reports; compile and distribute agenda packets, post to website (agenda, agenda packet, and approved minutes); gives information to organizations, employees, customers, and the general public regarding Board matters; prepares correspondence and maintains files on official actions of the Board and the Fire Chief.
- e. Process all paperwork from Regular Board Meetings, Special Board Meetings, Finance Committee Meetings, and Policy Committee Meetings
- f. Maintain Board of Directors attendance sheet

- g. Coordinate and maintain mandatory training for Board of Directors
- h. For new members of existing Boards, work with Fire Chief to establish orientation, compile Board of Directors manual binder; order business cards, dress shirts, iPad, pictures, and name plate
- i. Coordinate and manage elections for new Board of Directors or Incumbents. Work closely with Marin County Elections Department and submit proper paperwork
- j. Coordinate ceremonial badge pinning for new members/promotions/years of service recognition
- k. Manages and coordinate items for new hires/promotions: badge, collar pins, hat, business cards, Captain's photo, name tags, polo shirt, office sign for new hires, and promotions
- l. Manages and maintain Board of Directors and Novato Fire District staff Statement of Economic Interest Form 700 per District's resolution
- m. Coordinates major activities such as budget preparation and monitoring
- n. Establishes and maintains official District records
- o. Manages use of District meeting rooms, including maintenance of calendars for use and monitors agreements with civic groups using the rooms as well as use by other agencies
- p. Provides technical assistance to District Officers in the completion of their work
- q. Prepares a budget for administrative support items. Reviews and authorize invoices for payment
- r. Attends agenda/staff meetings
- s. Plan, coordinate and supervise special events sponsored by the Fire Chief and/or the Board of Directors
- t. Coordinates commendatory resolutions, meritorious, and valor awards
- u. Compiles and analyzes data and makes recommendations on organizational changes, conducts surveys, performs research and statistical analyses
- v. Evaluate office equipment on annual basis such as t postage machine, copiers, shredders, fax machine
- w. Oversee and approve office and janitorial supplies for the administration office
- x. Acts as the Custodian of Records
- y. Maintain safe deposit box records
- z. Maintain petty cash
- aa. Conduct annual reviews for employees under the supervision of this position.

- ab. Prepare travel authorization requests for Board of Directors, Fire Chief, and Deputy Fire Chief
- ac. Maintain storage room records and offsite storage records
- ad. Finalize time entries in TeleStaff for admin staff
- ae. Verify payroll by running TeleStaff and ADP reports
- af. Act as a backup person for entering exceptions into ADP for bi-monthly payroll
- ag. Work closely with District Counsel
- ah. Manages annual compliance for District and Foundation credit cards machines
- ai. Manages the Novato Fire Foundation Inventory; provides quarterly inventory to accounting
- aj. Manage day to day IT functions of District, while working with outside IT service provider on larger IT projects
- ak. Research and present information to Fire Chief for IT projects. Work in conjunction with IT service provider to identify suppliers, and create requests for bids
- al. Manages various District programs as assigned
- am. Project a positive image to the public as a fire service professional. Develop and maintain public support for EMS, fire suppression, and fire prevention activities
- an. Other duties as assigned

Knowledge

- Principles and practices of public administration; principles, methods, and practices of budgeting, management and research techniques, and procedures and methods of report presentation
- Record keeping systems and office equipment including computers and software related to tasks described

Abilities

- Type accurately at a net speed of 70 words per minute
- Work under tight deadlines
- Learn District policies, procedures, organization, and operating details
- Understand the policies and procedures of the Board of Directors
- Understand the organization and operation of the District and of outside agencies
- Communicate clearly and concisely, orally and in writing; maintain harmonious relationships with those contacted in the course of work

- Review and analyze organizational and administrative issues, recommend and implement effective courses of action
- Properly interpret and make decisions in accordance with laws, regulations, and policies
- Work effectively with community groups and organizations
- Meet established deadlines
- Effectively manage conflicting priorities

Skills

- Perform difficult administrative tasks involving the use of judgment and requiring accuracy and speed; developing clear and comprehensive reports; comprehending and making inferences from written material
- Work cooperatively with all District divisions and outside agencies
- Display an intimate awareness and in-depth knowledge of the structure and functions of the District, and be able to exercise independent judgment in the provision of assistance to the Fire Chief and other staff members

Licenses and Certificates

Valid California Driver's License

Training and Experience

- High School Diploma
- Computer program training in word processing, graphics and data bases
- Experience as an assistant to high level manager or executive

Computer Experience

Emergency Reporting Systems (ERS), Adobe Reader and Acrobat, TeleStaff, ADP, FileMaker Pro, Target Solutions

Finance Director

» *Plans, organizes, reviews, and evaluates all functions required to perform accounting, financial records keeping, payroll activities, purchasing administration, and financial reporting.*

» *Performs complex accounting and budget work related to the preparation and maintenance of financial records, the audit and reconciliation of financial transactions and the production of financial reports for the Fire Chief and the District.*

Supervisor: Fire Chief

Typical Tasks:

The following are intended to indicate the basic nature of duties allocated to this class.

This position may not perform all of these tasks and/or may perform similar related tasks not listed here.

- a. Maintains general ledger, accounts payable, accounts receivable, financial reporting, and payroll accounting
- b. Manages the maintenance of complete and accurate financial transactions and related records
- c. Plans, organizes, assigns, supervises, reviews, and evaluates the work of the accounting staff while maintaining sufficient internal controls Prepares working trial balance, adjusting journal entries, supporting schedules, coordinates with external auditors, provides technical support and requested records to external auditors, proposed audit adjustments
- d. Prepares internal monthly and annual financial reports for Fire Chief and Board of Directors
- e. Attend Board of Directors meeting and make presentations to BOD as needed
- f. Supervises Preparation of Comprehensive Annual Financial Report (CAFR) and Popular Annual Financial Report (PAFR) annually
- g. Prepares external financial reports; prepares annual report of financial transactions of special districts for the State Controller's office; U.S. Department of Labor Reporting; State Board of Equalization Reporting
- h. Prepares monthly bank reconciliations for the following accounts: payroll revolving, worker's compensation, ambulance billing fee lockbox, and merchant services account
- i. Reconciles monthly County of Marin MUNIS balances with general ledger Prepares property tax revenue budget based on historical data and County of Marin Auditor Controller's knowledge and monitors receipt of funds

- j. Prepares periodic and special financial statements and statistical reports
- k. Prepare, plan, and organize the preliminary and final budget documents and supporting documentation
- l. Computes salaries and benefits costs for the budget; processes budget requests and modifications
- m. Prepare supporting schedules for Finance Committee meetings
- n. Compiles salary survey data by contacting all Marin County Fire Agencies or selected agencies for salary and benefits information; provides outside agencies with internal salary and benefit information
- o. Compiles employee salary negotiations costs
- p. Manages Special Assessment Property Tax billing system; prepares special assessment transmittals to the County of Marin, Auditor-Controllers, Property Tax Division; coordinates Assessor data with special assessment system; works directly with Auditor-Controller staff, Assessor's staff and public to answer questions and resolve issues
- q. Supervises the preparation of semi-monthly District payrolls and maintenance of pay records for employees; organizes payroll work to meet critical deadlines; researches, interprets, and applies Federal, State, and County laws, rules, and regulations governing payroll; maintenance and control of employees payroll deductions withholding taxes, garnishments, benefits, deferred compensation, etc.; maintains ADP payroll system
- r. Prepares monthly employee and employer retirement contributions; prepares retirement confirmations for retiring employees; answers questions directed from employees regarding retirement issues
- s. Liaison between outside departments and agencies dealing with budget and accounting functions
- t. Filing of claims dealing with mandated costs with the State and other Federal agencies
- u. Exercises independent judgment in the provision of assistance to the Fire Chief and other administrative staff
- v. Supervises EMS Billing program
- w. Acts as Special District representative to Marin County Treasury Oversight Committee, and Special District Representative to the Financial Audit Advisory Committee (appointed by the Board of Supervisors)
- x. Chief Financial Officer of the Novato Fire Foundation
- y. Under JPA acts as Finance Officer to the Marin Emergency Radio Authority
- z. Complete Annual Ground Emergency Medical Transportation (GEMT) reporting to State

- aa. Maintain all financial records for employee 457b deferred compensation plans
- ab. Project a positive image to the public as a fire service professional. Develop and maintain public support for EMS, fire suppression and fire prevention activities
- ac. Special projects requested by the Fire Chief

Knowledge:

- Generally accepted accounting principles (GAAP) regarding accounting and budget functions of a governmental agency
- A profound awareness and in-depth knowledge of the governmental account and budgeting functions of the District

Skills

- Performing complex tasks involving the use of judgment and accuracy of data
- The understanding, interpreting, and applying of appropriate rules, regulations, and written directions to specific situations
- Effectively meeting and communicating with the public and other personnel requiring tact and poise
- Gain and maintain competency on new computer software programs

Abilities:

- Use of computers in Windows format (Windows 7 or later) and Microsoft Office, including Word, Excel, and PowerPoint
- Expertise in Excel and QuickBooks
- Organize work effectively
- Understand brief written and oral instructions, as well as instructions related to complex projects

Licenses and Certificates:

- Valid California Driver's license
- Certified Public Accountant (CPA) or Master's Degree in Accounting, Finance, Economics, Business Administration, or other related field, desirable

Training and Experience:

- Bachelor's Degree from an accredited college or university, with major work in Accounting, Finance, Economics, Business Administration, or other related field
- Five years' of increasingly relevant experience in private or governmental finance work that include responsibilities for budget formulation and implementation and accounting functions and supervision of staff

Human Resources Manager

Supervisor: Deputy Fire Chief

Typical Tasks:

The following are intended to indicate the basic nature of duties allocated to this class.

This position may not perform all of these tasks and/or may perform similar related tasks not listed here.

- a. In conjunction with the other District managers, analyze, research, develop, and assist with implementation and support of District strategic planning goals to meet District needs and objectives
- b. Anticipate current and future organizational needs based on fire service realities, organizational shifts, new technologies, and governmental regulations and requirements
- c. Provide constructive ideas on methods and opportunities for planning and development as a means to address and promote excellent member performance
- d. Manage a full range of HR programs and initiatives in support of compliance, strategic plan, and organizational advancement
- e. Communicate with management personnel and serve as key member of executive management staff
- f. Work with Finance Division to address any issues regarding employee attendance, leave, status changes, benefits, or payroll issues
- g. Work to conduct all phases of recruitment, including position and compensation analysis, job posting, applicant tracking, candidate screening, and interviewing, conditional job offers, coordination of background investigation, formal job offers, and new hire orientations
- h. Work with Deputy Chief and Training Battalion Chief to coordinate all phases of promotional examinations in accordance with District policies and existing labor laws
- i. Develop, implement, and manage salary administration, including job evaluation, classification and compensation surveys and reviews
- j. Develop, implement, and manage a comprehensive member evaluation process, including related training for managers regarding evaluations, positive coaching, counseling, and employee development
- k. Work closely with the Training Division to assist in the establishment, implementation, and monitoring of mandatory trainings based on current legal requirements

- l. Respond to a variety of employee relations issues in an objective, constructive, and confidential manner to facilitate a resolution
- m. Provide direction to managers regarding counseling employees on job performance, conduct, interactions with co-workers, etc.
- n. Serve as key contact on conducting administrative investigations in accordance with the Firefighters Procedural Bill of Rights Act (FBOR)
- o. Consult with outside legal counsel, as needed
- p. Maintain awareness and inform managers of issues related to members, legal updates, District specific issues, and general fire service related items relevant to HR items
- q. Maintain a positive, proactive relationship with all members
- r. Organize training and provide regular information regarding compliance with Federal and State labor and employment laws and guidelines
- s. Manage and organize personnel record keeping including personnel folders, worker's compensation files, annual employee physicals records, benefits elections, etc.
- t. Identify potential for legal issues, and counsel managers and supervisors to prevent or resolve such issues; investigate and document as needed to protect the District from any legal actions
- u. Oversee the management of the District worker's compensation program and work with the District third party administrator
- v. Conduct worker's compensation interactive process meetings
- w. Conduct interactive process meetings in accordance with the ADA and other regulations for employees requesting reasonable accommodation
- x. Administer the District's benefits program for active and retired members, and work to resolve any benefit issues
- y. Develop and maintain Memorandum of Understanding and Employment Agreement documents
- z. Maintain the Career Development Guide
- aa. Update and prepare polices through the Lexipol Knowledge Management System (KMS)
- ab. Review and reconcile monthly benefits program billings; code, and return to Finance Division for payment
- ac. Ensure members are maintaining required licenses and certifications as a condition of employment, such as valid California Driver's Licensure, and EMT-P or EMT-B licensure
- ad. Review annual employee evaluations for compliance with District policies and procedures, and to ensure that all members are being evaluated in a consistent

manner; notify Deputy Chief if any specific issues are found for follow up with supervisor completing the evaluation

ae. Acts as a confidential employee

Knowledge:

- Administrative principles, practices, and terminology related to public administration and fire district operations
- Public sector labor relations and negotiation parameters
- Theory, practices, and principles of performance management systems, recruitment strategies and training techniques
- Benefit and retirement administration
- Effective employer-employee relations
- Principles of workplace diversity and inclusion
- ADA compliance
- Local government budgeting and accounting
- Proper usage of English usage including spelling, grammar and punctuation
- Computer operating systems and software applications, including Windows based programs
- Stay up-to-date on developments and updates to applicable labor and employment laws, OSHA, HIPAA, and human resource strategies

Skills:

- A strategic thinker working in conjunction with a team to analyze data and issues, draw conclusions, identify potential solutions, project consequences of proposed actions, effectively implement recommendations and requirements
- Understand strategic concepts relating to overall business needs and solutions and integrate a broad range of facts into an effective human resources strategy
- Handle confidential, sensitive, and potentially controversial information in an objective, professional manner
- Plan and develop goals, objective, policies and procedures
- Maintain effective and positive working relationships with individuals at every level of the organization and with members of external groups, including other cities, counties and public agencies
- Prepare and administer budgets, and monitor and approve expenditures
- Make sound decisions in accordance with laws, ordinance, rules, regulations, policies, and procedures

- Use computers and computer software for information retrieval, analysis and planning, records management, status tracking, report and memo writing, etc.
- Work well under pressure of deadlines and constantly changing priorities

Abilities:

- Use of computers in Windows format (Windows 7 or later) and Microsoft Office, including Word, Excel, and PowerPoint
- Organize work effectively
- Understand brief written and oral instructions, as well as instructions related to complex projects

Licenses and Certifications:

- Valid California Driver's License
- Bachelor's Degree in Business Administration, Public Administration, or other related field

Training and Experience:

- Minimum of five years' experience as a Human Resources Manager; or HR Generalist or Analyst with progressively increasing job duties in the position.
- Master's degree with a specialization in Human Resources Management; SHRM or CALPELRA certification, highly desirable

Accounting Assistant

- » *Perform governmental accounting functions involving independent decision and judgment in the process*
- » *Verification and maintenance of financial documents and records*
- » *Match, post, and input information*
- » *Verify and perform calculations*
- » *Assignments require accuracy, attention to detail, and problem/troubleshooting resolution*
- » *Assist across all Divisions as required or directed*

Supervisor: Finance Director

Typical Tasks:

The following are intended to indicate the basic nature of duties allocated to this class.

This position may not perform all of these tasks and/or may perform similar related tasks not listed here.

- a. Using the District's general ledger, complete accounts payable, accounts receivable, encumbrance, and payroll accounting functions
- b. Review documents authorizing expenditures from various accounts and funds for compliance with existing legal, policy, and procedural requirements.
- c. Analyze computer printouts from Marin County regarding expenditures and revenues
- d. Verify semi-monthly payroll input for accuracy and compliance
- e. Assist with preparation of periodic and special financial statements and statistical reports
- f. Submit payroll information for processing; audit resulting payroll information from ADP Payroll Service
- g. Prepare monthly auditor journals for Marin County for payroll distribution, reclassification of revenue items to expense items, and other entries
- h. Prepare documentation to support all journals for Marin County
- i. Assist Contracts Administrator with maintaining cost figures on material, labor, equipment, projects, supplies, and contracts
- j. Compute salaries and fringe benefits costs
- k. Complete invoicing for collection of revenues
- l. Aid the Finance Director with Special Assessment Property Tax billing system

- m. Participate in preparation of the annual budget
- n. Assist with preparation of the Comprehensive Annual Financial Report (CAFR)
- o. Prepare monthly financial reports: cash receipts, cash disbursements, and fund transfers for Board approval at the monthly meeting
- p. Organize monthly financial statements
- q. Assist with year-end closing of books in preparation of annual audit
- r. Formulate year-end audit work papers
- s. Maintain the accounting division filing system including: accounts payable, payroll supporting documentation, and other reports
- t. Support the Contracts Administrator in answering questions about payments to vendors
- u. Code and enter payment vouchers into County of Marin's financial management system according to the purchasing procedures outlined in the District's policy
- v. Audit and invoice ambulance billing; data and reconciliation of ambulance accounts
- w. Support District operations and continuity of business during emergencies or activation of the Emergency Operations Center (EOC), or as ordered by the Fire Chief
- x. Assist with coverage of front office as needed
- y. Other duties as assigned by the Finance Director

Knowledge:

- Generally accepted accounting principles (GAAP) regarding accounting and budget functions of a governmental agency
- Basic knowledge of English in written and spoken form
- Office procedures, practices, and equipment
- Advanced skills in ADP, Microsoft Excel, Word, and QuickBooks
- Familiarity with TeleStaff, highly desirable

Abilities:

- Use of judgment and accuracy of numbers
- Meeting critical deadlines
- Understanding, interpreting, and applying appropriate laws, rules, regulations, and written directions to specific situations
- Work well in a team oriented environment supporting other employee's work

- Meeting and communicating with the public and other personnel requiring tact and poise

Skills:

- Use computers in a windows format
- Data entry
- Word processing
- Excel spreadsheets
- MUNIS software, highly desirable
- Typical office equipment (computer, fax, copier, telephone, printer, shredder, calculator)
- Gain and maintain competency on new computer software programs

Licenses and Certificates:

- Valid California Driver's License
- High school diploma or GED certificate
- Bookkeeping, payroll, and/or accounting certificate
- Bachelor's degree, highly desirable

Training and Experience:

Three years of progressively responsible accounting experience in private or governmental finance work

Administrative Assistant

» Provides a full range of responsible administrative support

» Supervised by the Administrative Services Manager

Typical Tasks:

The following are intended to indicate the basic nature of duties allocated to this class.

This position may not perform all of these tasks and/or may perform similar related tasks not listed here.

- a. To assist the public and act as a receptionist answering routine inquiries in person or by telephone in a courteous and tactful manner
- b. Prepares reports, memos, flyers, and correspondence using a computer. Assures conformance with established formats. Exercises editing responsibility for correct spelling, punctuation, and language
- c. Indexes, codes and cross-references records or files according to established procedures. Files materials in a timely and logical order. Pulls file material as needed. Posts data in an accurate fashion, keeps records, and prepares routine reports, memos, and policies in accordance with District forms and procedures
- d. Support District operations and continuity of business during emergencies or activation of the Emergency Operations Center (EOC), or as ordered by the Fire Chief
- e. Sorts and arranges documents or correspondence in alphabetical or numerical order
- f. Processes repetitive documents in accordance with established procedures including checking for accuracy and completion of specific entries
- g. Handles incoming and outgoing mail
- h. Inventory and order office supplies
- i. Work with Training BC on training documents and Target Solutions updates and requirements
- j. Work with EMS BC to schedule weekly EMS courses, and track required hours and courses
- k. Act as backup to NFD Board Secretary
- l. Act as backup to MERA Recording Secretary
- m. Act as scribe for OPS meetings
- n. Maintain and process requests for Custodian of Records and subpoenas
- o. Complete monthly Customer Satisfaction Survey reports

- p. Enter payments into QuickBooks
- q. Assist in processing payroll and entry in ADP
- r. Maintain station roster
- s. Process lost/missing/damaged equipment form (AD-20)
- t. Assist with logistical needs for meetings and conferences
- u. Other duties as assigned

Knowledge:

- Basic knowledge of English in written and spoken form, and arithmetic
- Office procedures, practices, and equipment
- Advanced skills in Microsoft Word, Excel and Outlook, highly desirable
- Familiarity with QuickBooks, Emergency Reporting, Adobe Acrobat, Target Solutions, TeleStaff and ADP software programs, highly desirable.
- Bilingual highly desirable

Abilities:

- Maintain records and prepare reports from such records
- Understand and follow brief oral and written instruction
- Convey information to the general public
- Organize work effectively

Skills:

- Use computers in a Windows format
- Data entry
- Word processing
- Excel spreadsheets
- Database software
- Mail merge
- Typical office equipment (fax, copier, telephone, printer, shredder, calculator, label maker, postage meter)
- Gain and maintain competency on new computer software programs.

Minimum Requirements:

- Valid California Driver's License
- High school diploma or equivalent
- Two years progressively responsible experience in an administrative position

EMS Billing Analyst

Supervisor: Finance Director

Typical Tasks:

- a. To assist the public answering routine inquiries in person or by telephone in a courteous and tactful manner.
- b. Prepare reports, memos, flyers, and correspondence using a computer. Assure conformance with established formats. Exercise editing responsibility for correct spelling, punctuation, and language
- c. Index, code and cross-reference records or files according to established procedures. File materials in a timely and logical order. Pull file material as needed. Post data in an accurate fashion, keep records, and prepare routine reports, and memos in accordance with District forms and procedures
- d. Sort and arrange documents or correspondence in alphabetical or numerical order
- e. Processes repetitive documents in accordance with established procedures including checking for accuracy and completion of specific entries
- f. Support District operations and continuity of business during emergencies or activation of the Emergency Operations Center (EOC), or as ordered by the Fire Chief
- g. Process ambulance patient care reports into the billing system
- h. Handle incoming and outgoing mail related to EMS billing
- i. Maintain EMS billing supplies and inventory
- j. Assist the Director of EMS with monthly reporting, layout, text and editing
- k. Prepare EMS billing claims and statements for mailing
- l. Post payments received into EMS billing system
- m. Enter refund information into EMS billing system; process requests for Accounting
- n. Assist Custodian of Records with patient care report and billing statement records requests
- o. Knowledge and understanding of HIPAA rules and requirements
- p. Conduct regular audits of billing systems and services provided, checking for accuracy of work performed
- q. Interface with clients on a regular basis, including handling annual rate analyses
- r. Other duties as assigned

Knowledge:

- Basic knowledge of English in written and spoken form, and arithmetic
- Office procedures, practices and equipment
- Knowledge of EMS billing systems and procedures
- Understand and practice the principle of the NFD Way
- Skills in Microsoft Word, Excel and Outlook required
- Familiarity with Emergency Reporting, Trittech, ESO Suite, NOMIS, ImageTrend, TriZetto and TeleStaff programs, highly desirable.
- Bilingual in written and spoken form, desirable

Abilities:

- Maintain records and prepare reports from such records
- Understand and follow brief oral and written instruction
- Convey information to the general public
- Organize work effectively
- Manage and supervise District employees performing EMS billing

Skills:

- Use computers in a Windows format
- Data entry
- Word processing
- Excel spreadsheets
- Database software
- Typical office equipment (fax, copier, telephone, printer, shredder, calculator, label maker, postage meter)
- Gain and maintain competency on new computer software programs

Minimum Requirements:

- Valid California Driver's License
- High School Diploma or equivalent
- Five years' experience as an EMS billing lead
- CAC Certification – must maintain continuing education and currency

Additional Desirable Qualifications:

- HIPAA Compliance Officer
- Medicare Compliance Officer

Mechanic

» Responsible for all District apparatus and equipment maintenance, service, repair, and related functions.

Supervisor: Battalion Chief with Fleet responsibility

Typical Tasks:

- a. The following are intended to indicate the basic nature of positions allocated to the class. This position may not perform all of these tasks and/or may perform similar related tasks not listed here.
- b. Service all District vehicles, standby power supplies such as auxiliary generators, fire pumps and their components as well as other complex fire apparatus, on a regularly scheduled basis, including lubricate, service, diagnose, repair, assemble and maintain equipment and vehicles such as automobiles and fire equipment
- c. Perform major and minor repairs on all District apparatus and equipment such as pump repairs and hydraulic equipment repairs to ensure they will perform under emergency conditions
- d. Make improvements or modifications to new or existing fire apparatus in accordance with District needs and specifications
- e. Maintain communication with members of the District to ensure apparatus and equipment is properly cared for and maintained
- f. Weld, cut repair, lay out, and fabricate specialized equipment from informal plans; design special equipment to accommodate District needs; perform welding on vehicles
- g. Maintain and repair all tools and appliances carried on fire apparatus
- h. Maintain complete and accurate computerized maintenance and repair records for all apparatus and equipment; stay up-to-date on changes to industry standards
- i. Conduct apparatus pump tests
- j. Attend training courses, reading and studying assigned materials related to emergency operations and fire apparatus maintenance. If not already a Certified Fire Mechanic, must enroll in Fire Mechanic Certification Program and maintain Fire Mechanic Certification, levels 1, 2, and 3
- k. Serve on committees to develop specifications for fire apparatus and equipment. Work with vendors to ensure compliance

- l. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for the purchase, repair and maintenance of fire apparatus and equipment; monitor and control expenditures
- m. Project a positive image to the public as a fire service professional. Develop and maintain public support for EMS, fire suppression and fire prevention activities
- n. Perform related duties as assigned

Knowledge:

- Occupational hazards and standard safety precautions necessary in the work, and on the work site
- Operating principles of electric motors and engines fueled by gasoline, diesel, or gaseous fuels
- Methods, materials, tools and techniques used in repair, maintenance, welding, and fabrication of heavy and light equipment, and mechanical repair work on a variety of fire equipment
- And the use and care of tools used in the work.

Abilities:

- Communicate effectively with those contacted in the course of work
- Follow written and verbal instructions
- Complete forms and maintain manual and computerized records
- Enter data into a terminal or keyboard device
- Comprehend and make decisions based on written materials such as repair manuals
- Learn and retain information presented in a structured lecture format

Licenses and Certificates:

- ASE Master Truck Technician Certification (re Mechanic Certification preferred)
- Valid Class B California motor vehicle operator's license with tank, air brake, and manual transmission endorsements or ability to obtain within six months of hiring.

Training, Experience and Education:

- Two years of increasingly responsible heavy-duty truck, diesel and gas experience, preferably in the repair of fire equipment. Two years of automotive repair experience.
- Education equivalent to the completion high school diploma, supplemented by special training in diesel and automotive repair.

Purchasing Administrator (Job Class: Administrative Specialist)

Supervisor: Finance Director

Typical Tasks:

The following are intended to indicate the basic nature of duties allocated to this class.

This position may not perform all of these tasks and/or may perform similar related tasks not listed here.

- a. Develop work flow products to enhance the District's purchasing and procurement processes while maintaining alignment with District policies and procedures
- b. Interpret District policies, rules and regulations governing purchasing activities to vendors, recommend contract awards to the appropriate division heads and/or the Fire Chief
- c. Perform contract administration assignments determined by departmental policies and procedures or the magnitude or complexity of the contract
- d. Prepare and review item specifications, secure bids, perform value/cost analysis, maintain informal and formal bid database and documentation, and may negotiate contracts or agreements for commodities or services for which competitive bidding is not appropriate
- e. Act as point of contact between the District and the supplier/service provider in post award contract activities including acting as a representative between the District and contracting parties as warranted.
- f. Prepare and administer District's formal bid pre-qualification process in coordination with the affected divisions
- g. Review and analyze vendor performance in accordance with contract specifications
- h. Review bids for correctness, price and acceptability of items with respect to specifications and District policy
- i. Follow-up to assure vendor compliance to bid or product specifications, schedules, and other terms or conditions; analyze procurement procedures and recommend new or alternative types of purchasing programs

- j. Contact vendors to discuss the procurement and delivery of materials, supplies, tools, and equipment; trace overdue deliveries; arrange changes in delivery, adjustments for incorrect or damaged supplies, and the return of excess materials for credit
- k. Ensure that purchases are properly charged to appropriate accounts and are within budgetary constraints
- l. Process amendments/addendums/supplements/changes and/or contract renewals in a timely fashion as determined by District policies
- m. Meet with vendors during appointments, if the appropriate division member cannot be present
- n. Verify all work has been complete and accepted by the appropriate division prior to the contract expiration date
- o. Work with division heads or purchase agents to resolve any contractual disputes or issues
- p. Work with the Facilities Manager to schedule regular maintenance and emergency repairs
- q. Track Facilities monthly expenditures
- r. Assist with annual environmental reporting (CERS) for District sites
- s. May coordinate, order, and track station supply orders and other station support items as needed
- t. Depending on work performance and the needs of the District, may take over purchasing on all non-suppression or specialized items for the District
- u. Indexes, codes, and cross-references records or files according to established procedures. Files materials in a timely and logical order. Pulls file material as needed. Posts data in an accurate fashion, keeps records, and prepares routine reports, memos, and policies in accordance with District forms and procedures
- v. Complete Accounts Payable and Receivable as needed, and per District policies and procedures
- w. Send items to County of Marin via MUNIS
- x. Support District operations and continuity of business during emergencies or activation of the Emergency Operations Center (EOC), or as ordered by the Fire Chief
- y. Sorts and arranges documents or correspondence in alphabetical or numerical order
- z. Processes repetitive documents in accordance with established procedures including checking for accuracy and completion of specific entries

- aa. Act as a backup to Finance Division personnel to ensure continuity of business when there is an employee absence. May include payroll and/or finance division reporting items.
- ab. Assist front office with coverage of phones and front desk operations as needed.
- ac. Project a positive image to the public as a fire service professional. Develop and maintain public support for EMS, fire suppression and fire prevention activities
- ad. Other duties as assigned

Knowledge:

- Bid preparation, solicitation, award and evaluation to assure economics or price, standardization of specifications.
- Contracting principles as related to responsibilities in administering contracts and agreements
- Techniques for establishing sources of supply, product, and vendor information
- Office procedures, accounting and budgetary controls, statistical analysis, and market research techniques.
- Familiarity with California Senate Bill 854; Department of Industrial Relations regulations; and prevailing wage requirements.
- Advanced skills in Microsoft Word, Excel and Outlook.
- Familiarity with QuickBooks, Adobe Acrobat, Target Solutions, TeleStaff and ADP software programs, highly desirable.
- Bilingual highly, desirable

Abilities:

- Establish and maintain harmonious and effective working relationships with a wide variety of people that include senior management, employees, outside agencies, and the general public
- Communicate and interact with the public and personnel at all organization levels and occasionally function in stressful situations requiring negotiations and/or persuasion, act as a liaison to resolve differences between divisions and vendors
- Negotiate with vendors to correct or mitigate non-compliance of contracts
- Collect, interpret and evaluate data, validate conclusions, define and select alternatives, plan, coordinate and initiate action necessary to implement recommendation or decisions
- Initiate, plan, and complete work assignments with a minimum amount of direction and control

- Maintain records and prepare reports from such records
- Organize work effectively

Skills:

- Use computers in a Windows environment; electronic records filling and archiving.
- Data entry
- Microsoft Office products including, but not limited to: Word, Excel, PowerPoint, Outlook
- Database software
- Typical office equipment (fax, copier, telephone, printer, shredder, calculator, label maker, postage meter)
- Gain and maintain competency on new computer software programs.
- Effectively manage multiple tasks and projects simultaneously

Minimum Requirements:

- Valid California Driver's License
- High school diploma or equivalent
- Minimum of four (4) years of experience as a purchasing agent, or contract/vendor agent. Experience in the public sector, highly desirable.
- Completion of a Bachelor's degree in Business Administration, Finance, or Accounting, highly desirable

Risk Management, Prevention and Mitigation Assistant

This position provides primary administrative support to the Fire Marshal, Deputy Fire Marshal, Fire Prevention Specialist, and Fire Inspector, while assisting with front office and general District administrative support duties, completing RPM division inspections, assisting with public education programs, and other related risk reduction, prevention, and mitigation tasks.

Supervisor: Deputy Fire Marshal

Typical Tasks:

The following are intended to indicate the basic nature of duties allocated to this position.

This position may not perform all of these tasks and/or may perform similar related tasks not listed here.

- a. To assist the public in person or by telephone in a courteous and tactful manner.
- b. Prepares reports, memos, flyers, and correspondence using a computer. Assure conformance with established formats. Indexes, codes and cross-references records or files according to established procedures. Files materials in a timely and logical order. Posts data in an accurate fashion, keeps records, and prepares routine reports in accordance with District forms, policies, and procedures
- c. Processes repetitive documents in accordance with established procedures including checking for accuracy and completion of specific entries
- d. Responsible for large mailings of materials to property and business owners
- e. Responsible for processing permit applications and planning reviews into the District's records management system (RMS). File and mail out according to procedures
- f. Prepare property plans for archiving, and maintain the master list of archived plans
- g. Maintain and update Risk Reduction Prevention and Mitigation (RPM) Division information in the RMS
- h. Inspect residential, commercial, and industrial buildings in a thorough manner and accurately detect fire hazards and deviations from fire codes and standards

- i. Record accurately the findings of the inspection; corrections needed; and issue orders to comply to achieve compliance with the codes
- j. Conduct annual license inspections of hospitals, residential and commercial care facilities, day care homes, pre-schools, and mental care institutions, assuring compliance of these buildings with their intended use and with Title 19 of the California Code of Regulations
- k. Assure corrections are made to violations of fire codes and standards in a timely manner, and that minimum fire safety practices are put into effect. Issue code violations; confer with and recommend action to the Deputy Fire Marshal if corrections are not made; and prepare case records for presentation when prosecution becomes necessary
- l. Prepare and keep accurate logs, reports, and records regarding fire inspections, violation notices, and other related data which are legible, complete, up-to-date, and descriptive of problems encountered and how resolved
- m. Establish a meaningful and effective rapport with the community by providing useful and helpful information to building owners and others regarding fire codes and standards so that questions and concerns are effectively resolved as soon as possible
- n. Maintain a current and thorough working knowledge of fire codes and standards, and be able to correctly interpret and apply them. Study new materials and methods of building construction to keep abreast of modern development and fire hazards
- o. Check and analyze building construction plans as related to fire protection and fire and life safety requirements in a timely manner to assure compliance with applicable fire codes and policies, and identify needed corrections. Assure that deficiencies identified in plans are promptly followed up and corrected. Maintain accurate commentary of errors, omissions, and violations in plans which are up-to-date, legible, complete, and descriptive of problems encountered and how resolved
- p. Understand fire education goals and service objectives and is consistently able to translate them into a meaningful education program. Maintain a current knowledge of the fire problems within the community and current education programs to address these problems. Clearly and in an understandable and positive manner delivers lectures and demonstrations, on fire safety, prevention, and inspection. Make citizens and the business community aware of their fire prevention responsibilities. Continually develops, knows, and actively utilizes resources in the community to help in risk reduction, prevention, and mitigation
- q. Assure the timely and complete abatement of weeds by property owners, enforcing compliance with the weed abatement provisions of the State Health

and Safety Code and locally adopted ordinances. Evaluate compliance by property owners with these weed abatement provisions by making regular and frequent inspections of property within the District, and promptly and courteously responding to complaints. Record accurately the findings of those inspections, and issue orders to comply to obtain compliance with the weed abatement provisions of the Health and Safety Code, and locally adopted ordinances

- r. Assure the proper operation of newly installed sprinkler systems by closely monitoring pressure tests and flushing of the system, and inspecting the system to assure conformance with NFPA #13, 13R, or 13D as designed and approved plans. Inspect the system as needed including all valves and appurtenances as well as testing flow alarms
- s. Run a monthly Five Year Sprinkler certification report, process letters according to procedures
- t. Process Fire Safety inspection requests
- u. Process monthly invoices for permits, plan reviews, and inspections
- v. Process Knox box applications for approval
- w. Assist the RPM Division with investigation reports
- x. Enter R-1/2 inspection cards into the RMS
- y. Conduct inspections on school properties
- z. Coordinate mailings for R-1/2 cards and weed abatement letters
- aa. Support District operations and continuity of business during emergencies or activation of the Emergency Operations Center (EOC), or as ordered by the Fire Chief
- ab. Coordinate schedule with the Administrative Assistant to ensure constant phone and reception area coverage during regular business hours, Monday through Friday from 8:00am – 5:00pm
- ac. Ensure payroll entry and verification duties are established between the Administrative Assistant and this position
- ad. Process and distribute incoming mail and outgoing mail/UPS/FedEx
- ae. Prepare letters for certified mail
- af. Enter deposits into QuickBooks
- ag. Project a positive image to the public as a fire service professional. Develop and maintain public support for EMS, fire suppression and fire prevention activities
- ah. Other duties as assigned by the Deputy Fire Marshal or Fire Marshal
- ai. Other District administrative support tasks, as assigned

Knowledge:

- Two years progressively responsible experience in an administrative position; knowledge and experience in fire prevention tasks such as construction and State Fire Marshal mandated inspections, hazard identification, and mitigation processes
- Relevant laws, ordinances and codes related to fire prevention and protection
- Chemistry and physics of fire and firefighting, prevention, and protection
- Basic building structural construction
- Hazardous materials such as flammable liquids and exotic combustibles
- Basic knowledge of English in written and spoken form, and arithmetic
- Office procedures, practices and equipment
- Advanced skills in Microsoft Word, Excel and Outlook highly desirable.
- Familiarity with QuickBooks, Emergency Reporting, Adobe Acrobat, Target Solutions, and TeleStaff, highly desirable.
- Bilingual, highly desirable

Abilities:

- Interpret and enforce regulations objectively and fairly
- Read blueprints
- Convey information to the general public, business owners, and permit holders
- Demonstrate tact and diplomacy
- Operate effectively without constant supervision
- Make decisions and judgments quickly and logically
- Maintain records and prepare reports
- Advise on fire protection systems and plans
- Recognize, appraise, and correct fire hazards and potential life-safety hazards
- Understand and follow brief oral and written instruction
- Use of Novato Fire District mobile and portable radios
- Organize work effectively

Skills:

- Inspection techniques
- Communications and interpersonal relations
- Use computers in a Windows format, including word processing and Excel spreadsheets.
- Data entry
- Database software
- Mail merge
- Typical office equipment (fax, copier, telephone, printer, shredder, calculator, label maker, postage meter, plotter)
- Gain and maintain competency on new computer software programs

Licenses and Certificates:

- Valid California Driver's Class C License
- High school diploma or equivalent
- Successful completion of CFSTES Fire Prevention 1A and 1B; or CFSTES Fire Inspector 1A and 1B; or CFSTES Fire Prevention 1; or the equivalent combination of training and experience prior to employment.



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