ZAYANTE FIRE PROTECTION DISTRICT

7700 East Zayante Road, Felton CA 95018
Ph: 831-335-5100 Fx: 831-335-5199

Open Job Opportunity

Interim Assistant Fire Chief

The Zayante Fire District announces the establishment of a promotional list for hiring of an Interim Assistant Fire Chief.

Essential duties and Responsibilities:

1. Maintain knowledge of operations, organization and fire department procedures.
2. Provide Fire Suppression, EMS and Incident Command support as needed.
3. Direct and assist the work of subordinates at the scene of an emergency until relieved.
4. Develop and maintain ability to evaluate fires, recognize dangerous situations and take immediate action as appropriate for the protection of life and property.
5. Develop and maintain effective working relationships with fire personnel and the public.
6. Operate Fire Apparatus on roadways and as a pump operator in a safe and responsible manner.
7. Operate small tools and equipment including knowledge of apparatus inventory.
8. Knowledgeable in fireground hydraulics, pump operations and water supply.
9. Provide routine operational and supervisory support to fire personnel as needed.
10. Assist in the development of and enforcement of Standard Operating Procedures as determined by the Chief.

Special Requirements:

1. Must possess, or be able to obtain by time or hire, a valid Ca Drivers License.
2. Ability to read, write, and speak the English Language.
3. Ability to meet Zayante Fire Department physical standards.
4. Must reside within Zayante Fire District or within 5 minutes away.
5. Salary commensurate with experience.

Potential candidates will be contacted by ZFPD for an oral interview.

Applications are available by:

1. Download from zayantefire.com
2. Email Chief John Stipes @ jstipes@zayantefire.com
3. Or pick one up in person at Zayante Fire 7700 East Zayante Road Felton, CA

May 17, 2021 – May 24, 2021 @ 5:00 PM

TOOLS AND EQUIPMENT USED

Emergency medical aid equipment, fire apparatus, fire pumps, and other standard firefighting equipment, ladders, radio, pager, personal computer, telephone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of the job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office, vehicle, indoor and outdoor settings, in all weather conditions including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment is usually quiet in the office setting, and loud at an emergency scene.

SELECTION GUILDELINES

Submit required information; review of education and experience; appropriate testing and interviews; oral interview; background check; drug screening; final selection.

Appointee will be subject to At Will Employee

GENERAL INFORMATION

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between Zayante Fire Protection District and the volunteer and is subject to change by Zayante Fire Protection District as the needs of the Department and requirements of the job change.

Approved by: _____

Date approved: _____

Reviewed: _____

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Employment Application

LAST NAME_____ FIRST NAME_____MIDDLE INITAIL_____

STREET ADDRESS_____SOCIAL SECURITY # _____

CITY STATE ZIP CODE_____PHONE NUMBER_____

DRIVERS LICENSE#_____CLASS_____ EXP DATE_____

HEIGHT_____ WEIGHT_____

MILITARY SERVICE_____DATES_____BRANCH_____

HOW LONG HAVE YOU LIVED AT YOUR PRESENT ADDRESS? _____

UPON APPOINTMENT, CAN YOU SHOW PROOF OF CITIZENSHIP OR LEGAL ENTRY INTO THE COUNTRY? _____

HAVE YOU EVER BEEN EMPLOYED UNDER ANOTHER NAME? _____

IF YES, WHAT IS THAT NAME? _____

I HEARBY CERTIFY THAT ALL STATEMENT ARE TRUE TO THE BEST OF MY KNOWLEDGE

SIGNATURE_____DATE_____

NAMES OF PERSONS WILLING TO PROVICE PROFESSIONAL AND OR CHARACTER REFERNCES:

1. **NAME:** _____

   ADDRESS: _____

   PHONE: _____

2. **NAME:** _____

   ADDRESS: _____

   PHONE: _____

3. **NAME:** _____

   ADDRESS: _____

   PHONE: _____

FORMER EMPLOYERS (LIST CURRENT OR LAST EMPLOYER FIRST)

1. **EMPLOYER:** _____

   EMPLOYER ADDRESS: _____

   DATE EMPLOYED: From: _____ **To:** _____

   POSITION/TITLE: _____

   REASON FOR LEAVING: _____

2. **EMPLOYER:** _____

   EMPLOYER ADDRESS: _____

DATE EMPLOYED: From: _____To: _____

POSITION/TITLE: _____

REASON FOR LEAVING: _____

EDUCATION:

HIGHEST GRADE COMPLETED: _____

LIST ANY DEGREES OR CERTIFICATES FROM COLLEGES OR UNIVERSITIES: _____

LIST ANY LANGUAGES, OTHER THAN ENGLISH THAT YOU SPEAK: _____

LIST ANY HOBBIES, SPECIAL INTERESTS OR PROFESSIONAL ORGANIZATIONS: ___

HOW DID YOU HEAR ABOUT THIS POSITION? _____

WHY ARE YOU APPLYING FOR THIS POSITION? _____

AGREEMENT

I authorize investigation of all statements contained in this application form if I am considered for employment. I also authorize previous employers, personal references named, or any other persons to whom the district may refer, to give any and all information regarding my employment or scholastic standing together with any other information, personal or otherwise, that may or may not be on their records.

I understand that misrepresentation or omission of the facts called for herein, receipt of unsatisfactory references, or failure to pass a prescribed physical examination will be sufficient cause for dismissal from the Fire District's service if I shall have been employed.

I also understand that if I am offered a job it will not be for any set period of time; my employment may be terminated at any time of my own free will or the will of the Board of Directors. I further understand that this policy cannot be changed except in writing and then only when signed by the Zayante Fire Protection District Board of Directors.

Applicants Signature **Date**

ZAYANTE FIRE PROTECTION DISTRICT
AUTHORIZATION TO RELEASE INFORMATION

As an applicant for a position with the Zayante Fire Protection District, I am required to furnish information for use in determining my qualifications. I authorize release of any and all information of a confidential or privileged nature such as:

A. **Any data or materials which have been sealed or understood to be withheld pursuant to any prior agreement or court proceeding involving disciplinary matters;**

B. **Results of health exam;**

C. **Background check;**

D. **Credit check;**

E. **Report resulting from "Live Scan".**

I understand that I will not receive and am hot entitled to know the contents of confidential reports received and understand that these reports are privileged.

I hereby release, discharge, exonerate Zayante Fire Protection District and the agencies their agents and representatives and any person furnishing information from any and all liability of every nature and kind, arising out of the furnishing and inspection of such document, records and other information.

This release will expire 120 days after the date signed.

Signed: _____

Name: (Please print or type) _____

Date: _____

QUESTIONNAIRE OF LEADERSHIP QUALIFICATIONS REGARDING APPLICANTS FIREFIGHTING EXPERIENCES

1. Have you ever been a member of a full time or volunteer fire department?

FULL TIME POSITION

a. If yes, where and how many years of experience? _____
b. Current Rank _____

VOLUNTEER FIRE EXPERIENCE

c. If yes, where and how many years of experience? _____
d. Current Rank _____

2. Education (please circle)

a. High school diploma or GED
b. College: number of years attended or degree_____
c. Master's degree

3. Fire Education Please list certifications

a. _____
b. _____
c. _____
d. _____
e. Others: _____

4. Have you ever led a fire training program? IF yes, please give example (ex: fire fighter 1) _____

5. Have you ever completed EMT/EMT-D Certification or a higher qualification? If yes, where and is it still current? _____

_____

6. Have you ever been an incident commander on a fully involved structure? Yes/no
   a. If yes, number of engines that were involved. _____

b. Were there multiple fire agencies involved? How many? _____
c. Multiple times? _____

7. Have you ever led a strike team?
   a. If yes, number of times? _____
   b. If yes, where and number of strike team members?

      _____

8. Do you have computer skills? Please submit a list of active programs that you use routinely.

For the following questions please submit your answers; not more than one page each. Be prepared for follow up questions at the oral interview.

1. **Leadership:** The attitude and atmosphere of a firehouse is directly related to the ability of an Interim Assistant Fire Chief to lead. Please submit a one-page handwritten example, with details, of what you believe your leadership skills are.

2. **Communications:** The Interim Assistant Fire Chief has to motivate firefighters and promote fire prevention to the community. Please present an example of your experiences on how you were able to motivate your fire team. Please attach a one-page handwritten copy with your application.

3. **Experience:** It is essential for Interim Assistant Fire Chiefs to have the ability to get along with firefighters, administrators and the community. Can you please describe any experience where you had to persuade firefighters, employer or your community to see things your way? What was the outcome? Please attach a one-page answer in essay form.

4. **Organization:** An Interim Assistant Fire Chief not only has to lead the firefighters but must also be able to handle the paperwork that comes along with the leadership duties. The duties that come along with paperwork include **managing the budget, overseeing policy, purchasing equipment and mandating procedures.** Please give us a detailed account of your experience in dealing with the following items.
    a. Budgeting
    b. Policy
    c. Planning (short and long term)
    d. Purchasing equipment.

5. Why do you feel that you are qualified to lead the Zayante Fire Protection District?

6. Candidate will also provide a resume.