

**Nevada County Consolidated Fire District  
JOB DESCRIPTION**



**Fire Chief**

**Serving Nevada County Consolidated Fire District**

---

**Title: Fire Chief**

**FLSA Status: Exempt**

**Reports To: NCCFD Board of Directors**

**Non-Classified: Full Time**

---

**SUMMARY OF JOB PURPOSE**

The Fire Chief provides leadership and vision for the Nevada County Consolidated Fire District. Working with the NCCFD Board the Fire Chief participates in setting goals and providing policy options to help determine the future direction and delivery of fire services in the region. The primary function of the Chief is to plan, direct, coordinate, and oversee the activities of the fire department and serve as the key manager for the overall operations of NCCFD. The Chief is responsible for the development and implementation of standard operating policies and procedures; financial management of the District budget and departmental budget oversight. The Chief will provide general administration of the fire suppression, emergency medical services, emergency management, fire prevention, fire plan check, hazardous fuels reduction and public education programs.

**SUPERVISION RECEIVED AND EXERCISED**

The position is appointed by the NCCFD Board of Directors, who provides policy direction. The position exercises direct supervision over professional sworn fire personnel, Division Chief, Battalion Chiefs, clerical, and administrative and other related staff of NCCFD as well as other departmental employees of the Fire Department, through the Chain-of-Command. The Chief will assign, review, plan and coordinate the work of other employees; provide instruction and guidance to employees; and analyze problems and recommend solutions.

**ESSENTIAL FUNCTIONS (include but are not limited to listed tasks):**

1. Administrative daily operations through interaction with management team;
2. Delegates authority regarding overall District/Fire Department operations;
3. Interacts with other fire agencies;
4. Implements operational procedures and policies;
5. Directly supervises all Chief officers, administrative and clerical support personnel and indirectly supervises other fire suppression personnel through the chain-of-command including recruiting, planning, assigning, and reviewing work, maintaining standards, coordinating activities, allocating personnel, and management and supervision of personnel employed by the District;
6. Implements policies of the Board of Directors;
7. Implements goals and objectives as related to District needs;

---

This job description indicates in general the nature and levels of work, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The District is an EQUAL OPPORTUNITY EMPLOYER.

8. Implements Fire District budget and monitors District expenses and revenues;
9. Attends NCCFD Board of Directors meetings;
10. Attends City Council and Board of Supervisor's meetings, when required;
11. Enforces Fire District Ordinances and appropriate State law;
12. Enforces codes and laws pertaining to fire control and fire hazards;
13. Enforces District/Department rules and regulations;
14. Enforces state and federal mandated requirements;
15. Participates in labor relations;
16. Performs other related duties as assigned.

**Knowledge of:**

1. Administrative principles and methods, including goal setting, program and budget development and implementation, organization and management of work and personnel administration;
2. Functions and responsibilities of a municipal/urban interface fire department;
3. Principles, practices, methods and techniques of modern fire suppression, rescue, and prevention activities;
4. Federal, state, and local laws, rules, ordinances, and regulations related to fire suppression and prevention;
5. Use of the incident command system;
6. Local and regional planning, including annexations.

**Ability to:**

1. Act in a cost conscious and analytical manner in the development of policy options to address service and operational issues.
2. Be a team player who can work effectively with the Board, City Councils, Board of Supervisors, and County Chiefs.
3. Develop and keep the respect of others through honesty, integrity and delivering on commitments.
4. Motivate, mentor and coach subordinate staff.
5. Coordinate when necessary, elements of personnel matters in the course of being a direct supervisor and resource for Chief Officers.
6. Communicate effectively in a variety of public, governmental, civic, and emergency environments, both orally and in writing.
7. Work in a changing weather environment.
8. Manage employee MOUs and related human resource matters.
9. Prepare, present, and implement an annual budget.
10. Use independent judgment in frequently non-routine situations.
11. Respond to emergencies and serve in a command level position.
12. Make effective decisions in high stress situations related to major risk of injury or death to self, staff, or public.
13. Comprehend and correctly use a variety of informational documents including purchase orders, budget, staff reports, personnel records, performance appraisals, fire reports, telephone calls, job applications and billing invoices;

---

This job description indicates in general the nature and levels of work, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The District is an EQUAL OPPORTUNITY EMPLOYER.

14. Comprehend a variety of reference materials including policy manual, standard operating procedures, law books, and equipment drawings; utilize and interpret basic technical engineering, legal, accounting, mechanical, personnel and marketing terminology.
15. Prepare budget, staff reports, memos, purchase orders, performance appraisals, news releases and letters.

## **QUALIFICATIONS**

To perform this job successfully, an incumbent must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required to perform the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A typical way to obtain the knowledge, skills, and ability to perform this job is:

## **EXPERIENCE**

Requires at least ten years of increasingly responsible emergency services administration and supervisory experience; three at the supervisory and executive officer level, which has afforded the opportunity to become familiar with all phases of emergency services including: budgeting, supervision, personnel, organizational structure, and operations. This is an executive position requiring extensive management experience. Each applicant will be evaluated based on proven track record and accomplishments.

## **CERTIFICATES and LICENSES**

Possession of a valid California driver's license,

Current CPR and First Aid card

California State Chief Officer, Chief Fire Officer Certification or NFA Executive Fire Officer is required; Chief Fire Officer designation from the Center for Public Safety Excellence (CPSE) is acceptable.

Incident Command Systems (ICS) 300 and 400

National Incident Management System (NIMS) 700 and 800

## **EDUCATION**

AA or AS Degree in a related field.

BA or BS Degree in a related field highly desired.

Any combination of education and experience which would satisfy the above requirements.

## **OTHER**

Pass background investigation prior to hire date.

Pass a fitness-for-duty medical exam prior to hire date.

Reside within 15 minutes of the District within 180 days of employment, based upon the availability of affordable housing.

---

This job description indicates in general the nature and levels of work, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The District is an EQUAL OPPORTUNITY EMPLOYER.

## **LANGUAGE SKILLS**

Ability to read, write and communicate in English at a level required for successful job performance. Effectively present information and respond to questions from elected officials, managers, employees, and the general public.

## **MATHEMATICAL SKILLS**

Ability to use and understand basic and more complex mathematical concepts such as: adding, subtracting, multiplying, dividing, fractions, percentages, and statistics.

## **REASONING ABILITY**

Ability to apply common sense and understanding to carry out instructions furnished in writing, orally or in diagram form; analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems collect data, establish facts, and articulate valid conclusions; and interpret an extensive variety of regulatory and technical instructions.

## **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.

While performing the duties of this job the employee is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate office equipment and talk and hear; required to operate a variety of automated office machines, including personal computer, copier, fax machine, telephone, and peripheral equipment and required to operate a variety of fire apparatus, vehicles and tools, including two-way radio, self-contained breathing apparatus, portable radio, and cellular phone. Exert a moderate to considerable amount of force to climb ladders and stairs, work in high places, lift, carry push, pull, or otherwise move very heavy objects.

The employee will be required to stoop, crawl, crouch, balance, and climb. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids and ability to perceive odors immediately.

## **WORKING ENVIRONMENT**

The work environment includes working in an office setting with associated noise from office equipment, building HVAC, adjacent roadway activity and other employees. Work requires the ability to work in high places, work outside or inside in all weather conditions, under hazardous conditions and in closely confined areas; possibility exists of being subject to hazards such as heat, odors, toxic agents, noise, smoke, wetness, humidity, dust, disease, machinery, explosives, violence, and electrical currents. Employee may work in all elements and conditions of a wildland, structure, or vehicle fire. Subject to being called back when off duty.

---

This job description indicates in general the nature and levels of work, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The District is an EQUAL OPPORTUNITY EMPLOYER.

**GENERAL**

The District reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

This job description indicates in general the nature and levels of work, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The District is an EQUAL OPPORTUNITY EMPLOYER.

## **Compensation (For Consideration)**

The annual salary range for the Fire Chief Position is \$150,009.60 to \$195,000.00  
(Starting salary DOQ)

Benefits include:

### **Health Insurance:**

District agrees to pay the offered HSA accounts premiums and annual overall deductible (not the same as out of pocket), combined total not to exceed the amounts outlined below. Monthly premiums in excess of amounts outlined below will be the responsibility of the EMPLOYEE. The annual overall deductible co-share amount will be determined by reducing the amounts outlined below by the monthly premium of the selected HSA plan multiplied by 12 months. The annual overall deductible co-share shall not exceed the amount outlined in the selected HSA plan, or allowable by law. Contributions made above the amounts specified herein will be the responsibility of the EMPLOYEE. Income tax and penalties associated with contributions over the federal pre-tax limit will be the responsibility of the EMPLOYEE. The annual overall deductible co-share will be paid as follows: a) first payroll in January (4 months), April (3 months), July (3 months) and October (2 months), or b) in January (12 months) upon request, or c) policy year to date balance upon request. Mid-term new hires and terminations will receive HSA co-share payments prorated based on health insurance coverage start or end dates. Terminating employment prior to the end of the policy year will pay back a prorated co-share amount. Note: Benefits outlined in this section may change for life changing events that effect insurance coverages (e.g., marriage).

District and the EMPLOYEE agree to a combined cap on the contribution rate paid by NCCFD. The combined cap for medical, vision, and dental shall be \$1,693.58 per employee per month.

### **Life Insurance:**

NCCFD agrees to provide life insurance for each employee in the minimum amount of \$100,000.00. This is provided at no cost to the employee. Once the employee reaches age 65, the policy is reduced by the insurance company according to their age reduction rules and actuarial justifications to 65% of NCCFD's life insurance policy, and at age 70 it reduces to 50% of NCCFD's life insurance policy.

---

This job description indicates in general the nature and levels of work, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The District is an EQUAL OPPORTUNITY EMPLOYER.

**Pension Benefits:**

NCCFD shall continue as a member of the Public Employee's Retirement System (PERS) and includes the following benefits.

- Section 20042            One-year final compensation for classic members. Highest average annual compensation over a three-year period for new members.
- Section 20965            Credit for unused sick leave
- Section 21573            Fourth Level of 1959 Survivor Benefit
- Section 21025            Public Service Credit for Employees of an Assumed Agency

NCCFD will pay the employer contribution rate to the extent and limits required by the Public Employees' Retirement System.

**"Classic Members" to PERS: 3% @ 55**

Final Retirement based on one year highest final compensation for classic members. Employee contributes 9%.

Should the employee be required to pay above the current 9% employee contribution rate, NCCFD agrees to meet with Employee.

**"New Members" to PERS: 2.7% @ 57**

Final Retirement Compensation based on Highest Three-Year Average. Employee required to pay the applicable employee contribution towards the PERS retirement cost. This cost is established by PERS and may change.

CalPERS defines "new members" as:

- (1) A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any other California public retirement system.
- (2) A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who is not eligible for reciprocity with another California public retirement system.
- (3) A member who established CalPERS membership prior to January 1, 2013, and who is hired by a different CalPERS employer after January 1, 2013, after a break in service of greater than six months.

Contributions by employees will be payroll deducted each pay period and paid to the Public Employees Retirement System (PERS).

---

This job description indicates in general the nature and levels of work, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The District is an EQUAL OPPORTUNITY EMPLOYER.

In no event will NCCFD require the employee to pay more than the maximum employee contribution.

NCCFD reserves the right to re-open to discuss the amending or changing Pension Benefit contracts at any time for any reason but shall meet and confer with Employee prior to taking any type of action.

**Executive Time Off (ETO):**

Annual allowance of 120 hours, with ability to sell back 50 hours per fiscal year.

**Sick Leave:**

NCCFD shall provide sick leave accrual for use by employees for injury or illness to the employee or family as defined in California Labor Code section 245.5. Accrued sick leave may also be used as bereavement leave in the event of the death of a family member. Accrued sick leave may also be used for Paternity/Maternity leave per California's Family and Medical Leave Act. There will be no payout for accrued sick leave in the event of separation from employment.

NOTE: There is no cap on accruing sick leave hours. The accrual rate shall be as follows:

Accrual hours per pay period	Accrual hours per year
4.616	120

**Vacation:**

Employees shall be entitled to accrue earned vacation leave according to the following schedule. If the employee reaches the maximum vacation balance, based on years of service, they shall not accrue further vacation leave hours until such time that they reduce their vacation hours below the maximum balance listed below.

Years of Service	Accrual hours per pay period	Accrual hours per year	Maximum balance
0 – 5	3.077	80	120
6 – 10	4.616	120	160
11+	6.154	160	200

---

This job description indicates in general the nature and levels of work, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The District is an EQUAL OPPORTUNITY EMPLOYER.



Vacation sell back: EMPLOYEES shall have the option of requesting pay in lieu of time off for a maximum of 150 hours per fiscal year at the straight time hourly rate. Advance notice must be given to the payroll department and the requested amounts, if earned, will be paid by separate check on the next reasonable pay date.

**Holidays:**

New-Years Day	Martin Luther King's Birthday
Presidents Day	Memorial Day
Independence Day	Labor Day
Columbus Day	Veteran's Day
Thanksgiving Day	Day after Thanksgiving
December 25th holiday	

**Uniform Allowance:**

\$1,000 per year. Employer to provide Class A uniform

**District Vehicle provided**

**District does not participate in Social Security**

---

This job description indicates in general the nature and levels of work, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The District is an EQUAL OPPORTUNITY EMPLOYER.