

# Olivehurst Public Utility District

## Agenda Item Staff Report



**Meeting Date: May 16, 2019**

**Item description/summary: Fire Battalion Chief/Safety Officer**

During our recent training at SDRMA Safety Day, we were made aware of the necessity of a Safety Officer for our District. During the training we were informed of the importance of having a person within the District to perform risk assessment. The attached revised position description spells out the duties of the District Safety Officer.

### **Fiscal Analysis:**

The proposed cost would be an additional \$250 per pay period to compensate for the added duties and responsibilities. This cost would be spread out amongst all budgets.

### **Sample Motion/Staff Recommendation:**

Consider approving the revised Fire Battalion Chief/Safety Officer position description and corresponding compensation – D/A

Prepared by:

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**OLIVEHURST PUBLIC UTILITY DISTRICT**  
**FIRE BATTALION CHIEF/SAFETY OFFICER**

**DEFINITION**

Under general direction of the General Manager, plans, organizes, directs, manages and participates in the activities of the fire station including fire prevention and training, and acts as Safety Officer for the District. Supervises assigned staff, manages, directs operations and participates in firefighting, emergency rescue and hazardous materials incidents; performs related work as required. Scheduled work hours vary depending upon assignment. The current recruitment is anticipated to be a 40 hour work per week schedule. May be assigned to either a 56 or 40 hour assignment at the sole discretion of the General Manager.

**CLASS CHARACTERISTICS**

This classification reports to the General Manager, and is responsible for managing the day to day operation of the fire station. The incumbent contributes to the overall administration and management of the department and participates in fire prevention, suppression, hazardous material response, and rescue activities of the department

**EXAMPLE OF DUTIES**

- Develop, recommend and implement plans, programs, standard operating guidelines, rules and regulations and appropriate emergency services plans and/or manuals for the District.
- Plans, organizes and directs fire suppression and rescue activities of the shifts and personnel at the District fire station.
- Assists in the preparation, development and monitoring of the District budget.
- Supervises, directs and evaluates career and volunteer staff, to include assigning work, handling employee concerns and problems, appropriate counseling, conducting employee performance evaluations and making hiring and discipline recommendations for all positions within the department.
- Plans and implements training programs and activities for all personnel at the fire station.
- Supervises, plans, develops and implements fire prevention services and fire safety programs; assists in planning, implementing and conducting department-wide public education programs.
- Represents the department to outside agencies and organizations; participates in

outside community and professional groups and committees; provide technical assistance as necessary.

- Responds to emergency calls for fire, medical, rescue, hazardous materials, or other emergency situations; assumes command of incidents and is responsible for the supervision, performance, and safety of assigned career and volunteer fire personnel.
- May serve as strike team leader.
- Manages the department safety program at the fire station; assures adherence to established safety standards in all operations involving personnel and equipment.
- Supervises and conducts investigations of fire scenes and origin of fires; assists in prosecution of arsonists.
- Supervises and participates in the inspection of buildings and fire prevention systems as required by state laws and District ordinances.
- Reviews various documentation and processes, forwards, or takes other action as appropriate; prepares reports; participates in special projects and activities; maintains file system of departmental records; maintains volunteer department records.
- Maintains inventory of department supplies; initiates purchase requests; purchases new or replacement materials as needed.
- Answers the telephone, provides information, takes messages and/or directs calls as appropriate.
- Responds to requests for information or assistance.
- Performs monthly inspections of the District facilities to assure compliance with safety regulations. Will report to General Manager/Board if any safety violations occur.
- Will follow up on any employee involved accidents to assure all safety regulations were adhered to. Will report to General Manager/Board if any safety violations occur.

## **DESIRABLE QUALIFICATIONS**

### Knowledge of:

- Principles, practices, methods and techniques necessary to manage the diverse and complex activities of a fire service program.
- Principles, practices, methods and techniques of modern fire suppression, including use of the Incident Command System.
- Principles, practices, procedures and equipment associated with firefighting, emergency rescue, emergency medical care, hazardous materials, and fire prevention.

- Principles and practices of supervision, training, and station management.
- District rules, regulations, and operational guidelines; applicable federal, state and local laws; occupational hazards and safety techniques.
- The County road system and geographical layout of the area.
- First aid and CPR techniques; radio codes used in public safety work; and emergency radio communication systems.
- Operation, use and maintenance of specialized firefighting, rescue, and emergency medical equipment.
- Standard office equipment; budget preparation; basic mathematics; and basic computer applications and techniques as they relate to performance of duties.

Ability to:

- Manage, plan, organize and direct emergency response activities and fire station activities.
- Effectively supervise the work of subordinates and maintain discipline and morale.
- Conduct training activities in assigned areas.
- Interpret various ordinances, fire codes, and District rules regulating fire prevention and suppression systems.
- Administer emergency medical care; demonstrate physical endurance, agility and strength.
- React quickly and effectively under emergency conditions; effectively deal with personal danger.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Teach, lead, motivate and obtain cooperation of others.
- Conduct thorough fact-finding inspections and investigations.
- Make decisions and solve problems; communicate effectively both orally and in writing; and prepare clear and concise reports and records.
- Operate and maintain standard and specialized firefighting, rescue, and emergency medical equipment, tools, and supplies.
- Exercise care in proper driving of departmental vehicles.
- Operate radio communications equipment; communicate effectively and coherently over radio channels while initiating and responding to radio communications.
- Operate a computer to enter, modify, review and/or research data; operate standard office equipment; and utilize various software programs relevant to the position.

## **JOB QUALIFICATION REQUIREMENTS**

In order to qualify for this position, the following requirements must be met at the time of evaluation for the position, and these requirements must be maintained by individuals throughout the employment with the District. Failure to maintain these requirements would disqualify the applicant from further consideration, and will serve to disqualify the individual from continuing to serve to disqualify the individual from continuing to serve in said position if hired.

### **Minimum requirements:**

- Equivalent to the completion of the twelfth grade.
- Must be insurable by District's auto liability insurer.
- Possession of valid California Drivers License with Firefighter Endorsement.
- Ten (10) years of experience as a line fire fighter (Fire Science Certificate of a closely related field may be substituted for up to a maximum of 2 years of the 10 years of desired experience as a line fire fighter), with at least three (3) years of experience as a Fire Captain with the department.
- Certification as Emergency Medical Technician
- Certification as Fire Fighter I (issued by State Fire Marshal Office).
- Certification as Fire Fighter II (issued by State Fire Marshal Office) to be obtained within one year from date of appointment.
- Certification as one of the following (Fire Instructor 1, Fire Prevention Officer, Fire Investigator 1 or Public Education Officer 1) issued by State Fire Marshal Office to be obtained within one year from date of appointment.

## **SPECIAL REQUIREMENTS**

Essential Duties require the following physical skills and work requirements: Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; think and act quickly in emergencies; effectively deal with personal danger; maintain physical condition appropriate to the performance of assigned duties and responsibilities including running, walking, crouching or crawling during emergency operations, moving equipment and injured/deceased persons, climbing stairs/ladders, performing life-saving and rescue procedures, operating assigned equipment and vehicles; work in an environment with exposure to fire and smoke, extreme heat and cold, diseases, medical hazardous waste, harsh or harmful chemicals, cleansing agents, other skin irritants and other potentially hazardous substances; maintain effective audio-visual discrimination and perception needed for making observations, distinguish color, sound, texture, odor, and shape; hear and

communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, data entry or use of other office equipment or supplies.

**Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.**