

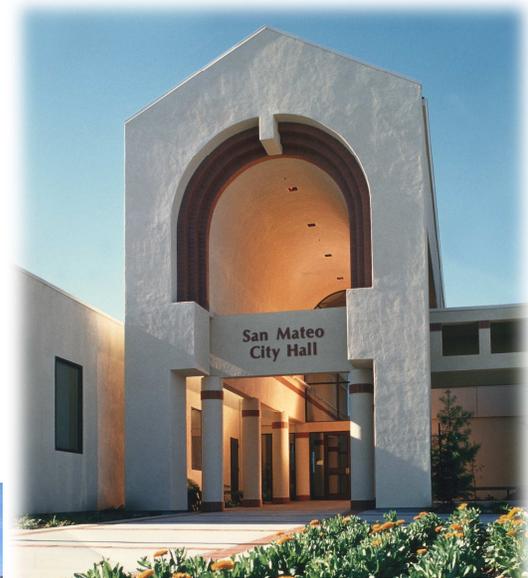


*The Cities of San Mateo,
Foster City, and Belmont*

Invites your application for the positions of:

Fire Battalion Chief

Closed Promotional



Closing Date:

Friday, November 13, 2015 @ 5:00 p.m.

An Equal Opportunity Employer

The City of San Mateo

San Mateo is a city of approximately 100,000 residents, strategically located midway between San Francisco and San Jose, and is within the Silicon Valley. One of the City's strengths is its diversity, both in the ethnic makeup and the physical development of the community. San Mateo has a vibrant business and retail environment with national and international businesses, two major shopping centers and an active downtown. The community values its historic and new residential neighborhoods and recently approved a major new Transit Oriented Development that will add 1,500 new homes, 300,000 square feet of new retail and as much as 1.5 million square feet of commercial office space.

The City organization has a culture of innovation, collaboration and strong customer service. The City's annual budget is \$130 million and is staffed by over 540 full time employees. The City is continually evaluating new and innovative ways of providing high quality services to its residents while acknowledging the competing demands for the limited funds available.

www.cityofsanmateo.org

The City of Belmont

The Belmont Fire Protection District established in 1926, operating as the Belmont Fire Department, provides all risk emergency services to the City of Belmont and the unincorporated Harbor Industrial District the home to 26,000 residents. Suppression and Rescue is the largest division in the Fire Department and includes the Fire Captains and Firefighters who respond to emergency and non-emergency calls for service and operate out of the two Belmont Fire Stations. The Hazardous Materials Division provides Hazardous Materials Emergency Response to all jurisdictions within the County of San Mateo. Belmont personnel operate in partnership with the County Environmental Health Department and the Office of Emergency Services to form the Response Team. For more information about the Fire District visit the City of Belmont website at:

www.belmont.gov

The City of Foster City

Foster City is home to approximately 30,000 residents and a wide array of industry—including some of the bay area's elite businesses. Conveniently located midway between San Francisco and San Jose, Foster City prides itself on its well-planned neighborhoods, shopping centers, and a supreme quality of life. Foster City's temperate climate, diverse cultural attractions, beautiful parks, excellent school district and unique waterfront setting offer a quality of life that is unsurpassed.

Foster City's website: www.fostercity.org

The San Mateo-Foster City- Belmont Fire Department

The Cities of San Mateo, Foster City, and Belmont have embarked on a shared services endeavor for fire services. The Departments collectively have ten engines and two trucks operating out of nine fire stations. There are 154 full-time employees assigned to one of the following divisions: Administration, Fire Prevention, Training, Emergency Preparedness, Fire Operations and EMS.

The Departments jointly serve nearly 161,000 residents daily with a day-time population around 230,000. Additionally, the departments participate in a mutual aid program throughout the county, helping to secure a million people daily. The Departments have a healthy collaborative atmosphere and encourages participation at all levels.



The Position

This current examination process is to establish a list to fill future vacancies of Administrative Battalion Chief or Operations Fire Battalion Chief. The Administrative Chief is 40-hour flexible work week positions. The Operations Battalion Chief is a 56-hour per week assignment in the fire suppression and rescue operations division.

Example of Duties

Depending upon assignment, duties may include, but are not limited to the following:

- Assists the Fire Chief in the development and implementation of goals, objectives, policies, procedures and priorities of operations
- Reports to the Fire Chief on all important matters, including the status of emergency situations occurring on assigned shift
- Assumes command or functions in a leadership role for fires or other significant incidents
- Confers, coordinates and works with other Battalion Chiefs and the Fire Captains on shift, other city department personnel and as necessary, coordinates with other fire agencies
- Plans, administers, coordinates, executes, supervises and delegates activities of fire suppression and rescue, training, medical emergencies, fire inspections and investigations
- Makes technical decisions on methods of fire suppression and medical response including directing, administering, coordinating and supervising companies during emergency operations
- Assesses the condition of fire department equipment and coordinates replacement and maintenance
- Supervises and directs pre-fire plans and post-incident analyses,
- Maintains discipline and morale of subordinates and participates in personnel decisions
- Supervises, directs and evaluates training in fire prevention, accident prevention and emergency medical care
- Coordinates shift changes to ensure continuity
- Undertakes and assists with special reports, projects and records; answers requests for department information
- Conducts fire inspections and investigations
- Assists in preparation of the department budget, budget implementation and expense forecasting and monitoring
- Facilitates problem solving and develops strategies for cost efficiencies
- Performs other department related activities and program oversight as assigned by the Assistant Chief
- Reviews and evaluates subordinate employee job performance
- Participates in the development and implementation of department policies and programs
- Performs general administrative support functions and manages specific programs as assigned
- May serve as liaison or representative of the department with other City departments, outside agencies, groups, businesses and private citizens
- May serve as Acting Deputy Fire Chief in the absence of the Deputy Fire Chief

The Qualifications

Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

A typical way to obtain this would be:

Experience:

- Four (4) years as Fire Captain in a paid organized fire department

Education:

- Equivalent to an Associate of Arts degree from an accredited college. Bachelors Degree, highly desirable

Certification:

- State Fire Marshal Company Officer Certificate. Minimum of three (3) Chief Officer classes must be taken upon application for the position, and Chief Officer Certification is required by the end of probation
- Valid California Driver License appropriate to drive emergency vehicles and a satisfactory driving record

Knowledge of:

- Modern fire suppression
- Prevention and training methods
- Technology and equipment
- Principles and practices of organization, planning, time management, and supervision
- Modern public sector management techniques and practices
- Fire investigation methods, procedures and equipment

- City, state and national fire protection and life safety codes
- Must demonstrate knowledge of the community
- Possessing skills and abilities to achieve a positive presence for the department within it

Ability to:

- Effectively manage all line functions of the department including suppression and training
- Prepare clear, concise and complete oral and written reports
- Interpret and explain laws, city and department policies, and codes and regulations
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Effectively command personnel and coordinate emergency incidents
- Think and act quickly in emergencies
- Be physically capable of performing command and control responsibilities in hazardous environments which may require physical agility and strength and be prepared to use special equipment
- Maintain a positive work environment
- Work cooperatively with people
- Carry out the department's mission with integrity

ADA Special Requirement: Essential duties require the following physical abilities and work environment: Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 150 pounds; exposure to cold, heat, extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards, and explosive materials.

Salary and Benefits

San Mateo Salary: \$11,252 to \$13,418 monthly

Foster City Salary: \$11,046 to \$13,426 monthly

Belmont Salary: \$10,367 to \$12,600 monthly (Administrative Battalion Chief—pending classification review)

For a list of benefits, go to each cities' individual websites:

www.cityofsanmateo.org

www.fostercity.org

www.belmont.gov

Selection Process

Based upon a review of the employment applications, résumés and education and training certifications, qualified applicants will be invited to participate in the examination process consisting of an assessment center. The assessment center is tentatively scheduled for:

Tuesday, December 1, 2015

A list will be established from those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least one year unless abolished sooner.

How to Apply

Visit us at: www.calopps.org. Click on “Member Agencies,” and find “City of Foster City” or “City of San Mateo” or “City of Belmont” to review job announcement. For application, click on “City of San Mateo Job Openings”, then click on “Battalion Chief,” and then click “Apply.” All applicants must submit a completed official employment application, résumé and Supplemental Questionnaire through www.calopps.org.

Apply By: November 13, 2015 at 5:00 p.m.

All applicants **must submit a completed employment application, résumé, supplemental questionnaire, and attach certifications via www.Calopps.org**. Failure to submit all required documents by the filing deadline will result in disqualification of the applicant. ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ON-LINE APPLICATION. Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from:

sanmateo@CalOpps.org OR fostercity@CalOpps.org OR belmont@CalOpps.org

Required Supplemental Questionnaire: Please complete the supplemental questionnaire online at www.calopps.org. Questions will be used in lieu of a written exercise for the testing process. If you have any difficulty using CalOpps, contact John Castanha at 650-286-3221 or jcastanha@fostercity.org. Once you complete the application you will be prompted to answer the following supplemental questions:

1. Explain what particular assets do you bring to our Fire Department that will enable you to excel as Battalion Chief?
2. What is your practical role as a Battalion Chief to the Fire Chief in the terms of day-to-day activities/management?