



# MONTCLAIR

## Career Opportunities

An Equal Opportunity Employer

### **FIRE BATTALION CHIEF**

**SALARY: \$8,886 – \$10,801/Mo.**

(PERS Retirement Plan – Formula determined by PERS depending on candidate's new or prior PERS enrollment)

Under administrative direction, plan, manage, and coordinate the activities and operations of a fire suppression shift; coordinate fire operations, programs, and activities with other Fire divisions, fire and emergency services agencies, and the general public; serve as chief field officer on assigned shift; provide highly responsible and complex staff assistance to the Deputy Fire Chief and Fire Chief; and performs related duties as assigned.

#### **ESSENTIAL JOB DUTIES**

1. Participate in the development and implementation of goals, objectives, policies, and priorities for an assigned shift; identify resource needs; implement policies and procedures.; 2. Direct, coordinate, and review the work plan for assigned area of responsibility; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.; 3. Coordinate the organization, staffing, and operational activities of assigned area of responsibility, including an assigned fire suppression shift.; 4. Select, train, motivate, and evaluate personnel assigned to platoon; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline, and provide assistance and recommendation to the Deputy Fire Chief and Fire Chief in personnel matters involving potential employee termination.; 5. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.; 6. Participate in the development and administration of assigned budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.; 7. Coordinate assigned activities of paramedic and fire resources with those of other divisions and outside agencies and organizations; develop and coordinate emergency preparedness plans.; 8. Prepare platoon reports, schedules, staff reports, and related recommendations; provide staff assistance to the Deputy Fire Chief and Fire Chief.; 9. Serve as incident commander during emergency operations; direct and coordinate emergency resources; implement the incident command system.; 10. Establish emergency fire suppression ground organization and safety control; coordinate the staffing and relief of fire suppression personnel.; 11. Participate in the Department's public education programs; provide information during emergency activities; supervise personnel in establishing effective community relations.; 12. Oversee fire prevention responsibilities including inspections; assist officers in arson investigations; participate in fire prevention activities during hazardous periods.; 13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire science and emergency medical services.; 14. Respond to sensitive inquiries and complaints involving emergency operations; oversee citizen commendation program.

#### **ORGANIZATIONAL RESPONSIBILITIES**

Fire Battalion Chief reports directly to the Deputy Fire Chief.

#### **QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES**

##### **Knowledge of:**

All aspects of the activities associated with a municipal fire department; fire safety laws, code and regulations; modern and complex principles and practices of fire suppression and prevention; principles of fire behavior, tactics, control, and emergency response procedures; fire and rescue apparatus, methods, techniques, and equipment used in modern fire fighting; principles of municipal budget preparation and control, including equipment procurement and maintenance methods; principles and procedures of emergency management, medical services, and incident command systems; principles and practices of supervision, scheduling, training, and performance evaluations; public speaking; and, all elements of hazardous material mitigation, and disaster preparedness.

##### **Skills/Ability to:**

Research and prepare operations and staffing reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective relationships with the community, City Council, and other public officials; plan, direct, and coordinate, emergency medical services, hazardous materials/waste, fire suppression and prevention programs, and assist in managing the Fire Department; select, train, supervise, and evaluate employees; represent the City in a variety of meetings; make decisions regarding operational and personnel functions; operate programs within allocated budget; assume command leadership during emergencies; understand, interpret and explain Fire Department and division policies, procedures, and technical materials related to fire fighting, prevention, and departmental regulations; operate computer hardware and use information systems and related word processing, database, and spreadsheet software programs; operate a calculator; operate fire apparatus or motor vehicle; perform as a Strike Team Leader in the local and state Mutual Aid System.

#### **EDUCATION AND EXPERIENCE**

**Education:** Graduation from a college or university with an Associates of Arts/Science degree (60 semester units or 90 quarter units) with a major in Fire Science, Fire Administration, or Public Administration, or a closely related field; or state certification as a Chief Officer within 12 months of appointment.

**Experience:** Five years of progressively responsible public sector work experience in fire suppression, prevention, and emergency services including supervisory and administrative responsibility; at least three years of this service must be performed as a full-time Fire Captain with a public sector agency.

#### **LICENSES**

Possession of a valid Class A, B, or C (firefighter endorsement) California driver license and proof of insurability required. **Note:** CA DL + Firefighter endorsement proof: please submit a copy of CA Driver License and a copy of paper Firefighter Endorsement Card or DMV Information request print out showing Firefighter Endorsement Valid.; Emergency Medical Technician 1 or Paramedic certification required, and possession of a valid CPR certification.

#### **SELECTION PROCESS**

1. Completion of Montclair's application form, detailed resume, & copies of licenses are required. **INCLUDE COPIES OF ALL REQUIRED LICENSES/CERTIFICATES LISTED ABOVE.** **Note:** CA DL + Firefighter endorsement proof: please submit a copy of CA Driver License and a copy of paper Firefighter Endorsement Card or DMV Information request print out showing Firefighter Endorsement Valid.
2. Applications received by the **filing deadline of 6:00 p.m. on Thursday, May 20, 2021**, will be screened for required qualifications. Qualified candidates will be invited to a writing assessment on a date to be determined.
3. Candidates passing the writing assessment will be invited to participate in a structured oral interview and practical examination.
4. Successful candidates' names will be placed on an eligibility list from which the City Manager will make the final appointment(s).
5. The top candidate(s) must pass a background investigation and preemployment physical including a drug screening, prior to hiring.

#### **APPLICATION PROCEDURE AND FILING DEADLINE**

City application forms are available on-line at [www.cityofmontclair.org](http://www.cityofmontclair.org). Completed and signed applications with required resume, and certificates/licenses must be submitted to City Hall, Personnel Division via email to [jobs@cityofmontclair.org](mailto:jobs@cityofmontclair.org), in person or by U.S. mail to City Hall, 5111 Benito Street, Montclair, California, 91763, or via fax to (909) 621-1584, by the **FILING DEADLINE of 6:00 p.m. on Thursday, May 20, 2021**.

*Applications received by fax or email will be requested to be submitted with original ink signature if invited to structured oral interview.*

## **THE CITY**

Montclair was incorporated in 1956 as a General Law City and presently operates under a Council-Manager form of government. Four Council Members and the Mayor are elected at-large for four-year terms. Montclair is located at the western end of San Bernardino County and is a convenient distance of 35 miles from the Los Angeles Civic Center. Beaches, deserts, mountain resorts, and other recreational facilities are equally accessible by way of the excellent freeway system serving the Montclair area. The geographic size of the City is five square miles with a population of approximately 38,944 (U.S. Census Bureau, V2016). Montclair has a successful, multimillion-dollar regional shopping center which opened in 1968 and provides major retail shopping for the Inland Empire residents.

## **PERSONNEL PROCEDURES**

All employment activities are conducted under the City's merit system. Following acceptance of applications, qualified candidates are normally given either a written test, structured oral interview, or both prior to employment.

## **EMPLOYMENT RULES**

Only U.S. citizens and lawfully-authorized alien workers are considered for employment. A standard loyalty oath must be taken by each new employee. Prior to receiving a job with the City of Montclair, the top candidate must submit a valid social security card and must pass a background investigation and a preemployment physical, including a drug screening, at City expense. A one year probationary period is required before gaining regular status, with the exception of employees represented by the Montclair Police Officers Association (MPOA) who are subject to an eighteen-month probationary period.

## **EMPLOYEE BENEFITS**

Fulltime employees are currently covered by the Public Employees' Retirement System. The City contributes to medical, dental, and vision health plans for the employee with family coverage available. A term life insurance policy is paid by the City, as well as a long-term disability plan. To encourage employees to further their education in job-related fields, an educational subsidy is available upon completion of one-year probation.

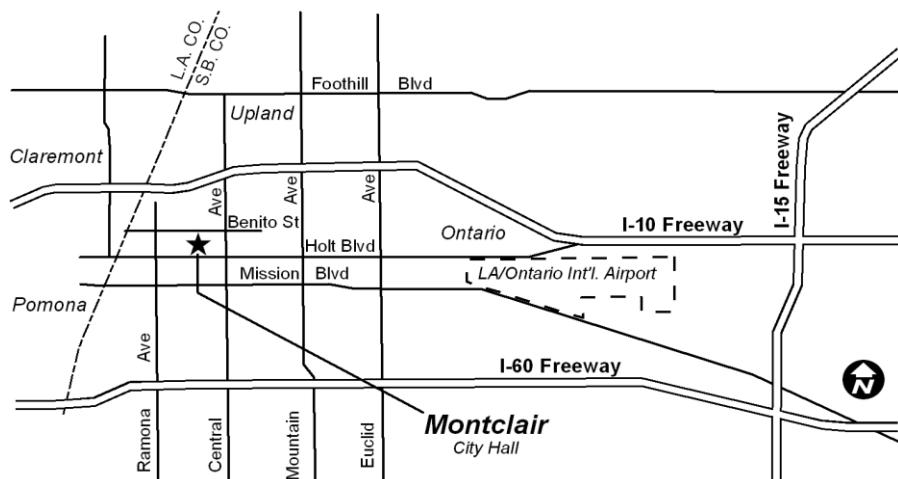
Nonshift employees receive 80 hours of vacation after one year of service; 120 hours after five years of service; 160 hours after ten years of service; and 200 hours after 20 years of service. Shift employees receive 145.21 hours of vacation after one year of service; 217.79 hours after five years of service; and 290.40 hours after ten years of service. Sick leave accumulates at the rate of eight hours per month. The City may credit an employee who is coming from another governmental agency with one half of his/her accumulated sick leave up to a maximum of 240 hours. Presently, 104 hours of paid holidays are provided each year for nonshift employees and 157.29 hours of paid holidays are provided each year for shift employees.

## **SALARY PRACTICES**

Classifications are assigned to a pay range comprised of five individual steps, with an approximate five-percent differential between each step. A step increase is possible after six-months, or one year for Police Officers and Firefighters, depending on performance. Yearly increases, based on merit, are possible until the maximum is reached. Position classifications and salaries are evaluated periodically; and cost of living increases are negotiated by bargaining units. Salaries are based on 26 pay periods per year.

## **NONDISCRIMINATION POLICY**

Pursuant to Section 51.55 of the Office of Revenue Sharing regulations, implementing Section 504 of the Rehabilitation Act of 1973, notification is hereby given that the City of Montclair does not discriminate on the basis of handicapped status in the admission of, access to, or treatment of employment in its programs or activities.



# MONTCLAIR FIRE DEPARTMENT HIRING STANDARDS

## **BEHAVIORAL STANDARDS FOR APPLICANTS FOR EMPLOYMENT/FAIR EMPLOYMENT:**

The purpose of a preemployment background investigation shall be to promptly, efficiently, and fairly identify those applicants who are unfit for public service or whose prior conduct is contradictory to, or incompatible with, the law enforcement mission. No selection standard of the department shall be in conflict with, or contrary to, the spirit or letter of fair employment laws of the State of California or the laws of the United States. The City of Montclair and the Montclair Fire Department declare themselves to be an equal opportunity employer.

## **FELONY CONVICTION DISQUALIFICATION:**

Any person who has ever been convicted of any offense declared by law to be a felony in this or any other state shall not be eligible for employment with the department.

## **MISDEMEANOR CONVICTION DISQUALIFICATION:**

Any person who has been convicted within the past three years of any criminal offense declared by law to be a misdemeanor in this or any other state may not be eligible for employment with the department.

Any person still on probation (**supervised or unsupervised**) for any criminal conviction shall not be eligible for employment with the department.

Any Person convicted of any of the following misdemeanor offenses may not be eligible for employment with the department:

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|-----------------------|---|
| 1. Larceny/theft      | 7. Filing a false police report                   |
| 2. Assault or battery | 8. Impersonating a police officer                 |
| 3. Indecent exposure  | 9. Domestic violence                              |
| 4. Annoying children  | 10. Fraud   |
| 5. Perjury            | 11. Driving under the influence-alcohol/narcotics |
| 6. Resisting arrest   |   |

Any person whose conviction has been set aside pursuant to Penal Code Section 1203.4(a) or 1000.4 shall be considered to have been convicted within the meaning of this section.

Any person whose juvenile records have been and remain sealed or expunged pursuant to Penal Code Section 851.7 or 851.8 shall be deemed never to have been convicted within the meaning of this section.

## **CRIMINAL CONDUCT:**

Applicants for employment with the department whose prior conduct includes involvement in criminal conduct, as specified, may not be eligible for employment with this department. "Involvement in criminal conduct" specifically includes acts which may have gone undetected, unreported, and/or unprosecuted including:

- a. As an adult, any act which would constitute a felony offense in this state committed within the past seven years.
- b. Any act which would constitute a misdemeanor offense in this state committed at any time prior to or after application for employment with this department.
- c. Any act, as specified, committed at any time prior to or following application for employment with the department, including:
  1. Forcible rape
  2. Robbery
  3. Possession of a controlled substance for sale
  4. Assault with a deadly weapon
  5. Lewd acts with a child
  6. Perjury
  7. Homicide
  8. Grand larceny/grand theft auto
  9. Theft of public funds
  10. Assault under the color of authority
  11. Any offense declared by law to constitute a "hate crime"
  12. Embezzlement
  13. Sexual assault
  14. Burglary
  15. Arson
  16. Identity theft
  17. Child/elder/spousal abuse

## **MOTOR VEHICLE OPERATION (POSITION SPECIFIC):**

Applicants for employment with the department who, based on Department of Motor Vehicle records, display a propensity for any of the following may be disqualified from consideration for employment:

1. Driving under the Influence-alcohol/narcotics
2. At-fault traffic accidents
3. Moving or non-moving violations of the California Vehicle Code

## **CRIMINAL CONDUCT/LATERAL ENTRY:**

Applicants for employment with the department who are presently employed by any fire agency shall be required to sign a disclosure statement authorizing the department to reveal to their present employer any admissions of criminal conduct which occurred, or which may have occurred, during their employment for that agency. Upon written demand of the department head of any such agency, and consistent with this order, the department shall fully

cooperate with any official investigation initiated by that applicant's present employer concerning any such admissions of criminal activity.

**CRIMINAL CONDUCT/OUTSTANDING ARREST WARRANTS:**

Any person who has an outstanding warrant for his/her arrest shall not be eligible for employment with the department.

**GROSS MISCONDUCT:**

Any person who, as an adult, has been previously dismissed from any employment or discharged from the Armed Forces of the United States for proven gross misconduct shall not be eligible for employment with the department. "Gross misconduct" shall include, but not be limited to:

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|---|---|
| 1. Embezzlement                           | 6. Desertion  |
| 2. Willful disobedience of a lawful order | 7. Assault under color of authority                     |
| 3. Sexual harassment                      | 8. Battery against any coworker or supervisor           |
| 4. False statements to superior officers  | 9. Terrorist threats against any coworker or supervisor |
| 5. Filing false official reports          | 10. Involving fire / explosives                         |

**DISHONORABLE/LESS THAN HONORABLE DISCHARGE FROM THE MILITARY SERVICE:**

Any person who has been dishonorably or less than honorably discharged from the Armed Forces of the United States shall not be eligible for employment with the department.

**USERS OF ILLEGAL DRUGS/CURRENT:**

Any person who is a current user of illegal drugs shall not be eligible for employment with the department. "Current" user of illegal drugs shall mean any person who has illegally used any controlled substance (as defined in Schedules 1 through 4 of the Uniform Controlled Substance Act) within one year of application. All applicants for employment with the department shall undergo a chemical test designed to reveal the presence of illegal drugs.

**USERS OF ILLEGAL DRUGS/PRIOR:**

Any person who has previously and unlawfully ingested any controlled substance classified as a hallucinogenic or other controlled substance (as defined in Schedules 1 through 4 of the Uniform Controlled Substance Act) shall not be eligible for employment with the department.

Any person who has, within the past three to five years, and as an adult, illegally possessed any controlled substance (as defined in Schedules 1 through 4 of the Uniform Controlled Substance Act), excluding the simple possession of an ounce or less of marijuana, may not be eligible for employment with the department.

**FALSE STATEMENT(S) ON APPLICATION:**

Any applicant for employment with the department who makes any knowing and deliberate false statement or omission of material fact on any application document for the department shall not be eligible for employment. False statements include deliberately non-responsive answers and knowing evasions of any type. Knowing and deliberate false statements or omissions of material facts discovered on any application document at any time following employment with the department shall be immediately investigated, and where proven, shall be grounds for dismissal.

**FRAUDULENT APPLICATION DOCUMENT(S):**

Any applicant for employment with the department who knowingly offers any altered or fraudulent document(s) in connection with his/her application for employment with this department shall not be eligible for employment. Where such altered or fraudulent document(s) are discovered subsequent to employment with the department, such shall be immediately investigated, and where proven, shall be grounds for dismissal.

**INVOLUNTARY SEPARATION FROM EMPLOYMENT:**

Any applicant for employment with the department who, as an adult, has been dismissed from employment "for cause" two or more times shall not be eligible for employment.

**DELINQUENCY ON FINANCIAL OBLIGATIONS/CHILD OR SPOUSAL SUPPORT:**

Any applicant for employment with the department who is presently delinquent or in the arrears for any court-ordered child or spousal support payments shall not be eligible for employment.

**DELINQUENCY ON FINANCIAL OBLIGATIONS/COLLECTIONS:**

Any applicant for employment with the department who is presently in collections for any valid credit obligation may not be eligible for employment.

**TOTALITY OF CIRCUMSTANCES:**

The City of Montclair will strive to consider the "totality of circumstances" when reviewing an applicant's background and suitability for public service. The final decision for employment or disqualification rests with the Chief of Police.