



**CITY OF ROSEVILLE  
ROSEVILLE FIRE DEPARTMENT**

**FIRE DIVISION CHIEF  
TRAINING**

311 Vernon Street  
Roseville, California 95678  
[www.roseville.ca.us](http://www.roseville.ca.us)

**THE CITY**

The City of Roseville, California is a dynamic city with friendly people, outstanding community services, scenic beauty and prosperous businesses. Roseville's moderate climate, excellent schools, expanding job opportunities and nearby recreation areas attract new residents who are looking for a great place to live, work and play. Roseville is located in Placer County, just 16 miles northeast of Sacramento, California. Within 90 minutes you can snow ski in the Sierras, visit the Napa Valley wine country or San Francisco, or explore the Pacific Ocean. Roseville is home to over 100,000 residents and is one of the fastest growing cities in California.

The City's high standards for parks and recreation facility development has resulted in over twice the state average of park acres per capita. The City currently operates 53 developed parks, 2 golf courses, 2 community centers, 4 swimming pools, a Maidu Indian Interpretive Center, and 16 child care facilities. In the next 10 years, the City will be building 40 new neighborhood and community parks, an indoor swimming pool, 2 community centers, 2 libraries, and several miles of bike trails.

The City of Roseville is a Charter City that was founded in 1909. Today, the City has 15 major departments, more than 1,250 full-time employees and an operating budget of \$345 million.

**THE DEPARTMENT**

The Roseville Fire Department is a full service fire protection agency and has received international accreditation from the Center for Public Services Excellency. The Department currently has eight stations and staffs eight paramedic engine companies and two truck companies with several new stations planned for the future. The Department currently has 121 employees including 103 in Operations, 10 in Fire Prevention, and 8 in Administration. Additionally, the Roseville Fire Department is home to a 3-acre training facility, which includes a six-story training tower. The men and women of the Roseville Fire Department are committed to protect and enhance the safety and well being of residents, businesses, customers, and partners. The department is specifically trained to respond and control various types of emergency situations including hazardous materials spills, trench collapse, confined space rescues,

flooding and swift-water rescues, building collapse, multi-casualty incidents and high/low angle rescues.

### **THE POSITION**

The Human Resources Department is accepting applications for the position of Fire Division Chief-Training to work in the Fire Department. The normal work schedule will be Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. A flex schedule may be available.

### **EXAMPLES OF ESSENTIAL DUTIES**

Receives general direction from the Assistant Fire Chief; oversees and maintains day-to-day activities of the Training Division; assesses the needs of fire department personnel; plans, develops and implements fire fighting and rescue training; coordinates in-services and staff development programs; evaluates fire fighting personnel on operational readiness; develops training materials for fire fighting and rescue personnel; coordinates emergency incidents including fire suppression, emergency medical services and special operations; provides highly responsible and technical staff assistance to the Fire Chief and the Assistant Fire Chief; Assists in the development and implementation of goals, objectives, policies, and priorities of the training division; works with the Battalion Chiefs, Division Chiefs and/or program directors on specific training needs of department personnel including hazardous materials training; conducts tower training sessions for either single or multi-company drills or exercises; serves as the department Safety Officer on large scale incidents; maintains all training division equipment and facilities; trains and motivates staff; provides or coordinates staff training; works with employees to correct deficiencies; plans, develops, directs, organizes and participates in the department-wide training program; participates with Fire Captains in the training of staff and serves as an instructor for specialized in-service training courses; assists in the preparation and administration of the courses; investigates potential fire and safety hazards within the City; prepares and maintains a variety of technical reports and records; prepares and coordinates training schedules and assignments; represents the City in the community and at professional meetings as required; coordinates Fire Department activities with other City departments and divisions and with outside agencies; and performs related work required.

### **MINIMUM QUALIFICATIONS**

Education: An Associate of Arts or Associate of Science Degree from an accredited college with major coursework in fire science/technology or a closely related field is required. A Bachelor's degree from an accredited college or university with major course work in fire science, fire administration or a closely related field is highly desirable.

Experience: Ten (10) years of increasingly responsible municipal fire suppression/protection experience including at least five (5) years of command experience at the Fire Captain level.

Knowledge of: Modern principles and practices of organization, administration, budget, and staff training; general principles and procedures used in training implementation; modern firefighting and rescue principles, practices, techniques, and procedures, including the operation and maintenance requirements of various types of fire apparatus and equipment; current state and federal requirements for emergency responders to hazardous materials emergencies; modern organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; rules, regulations, and operational procedures of the Fire Department; federal, state and local laws and regulations pertaining to fire suppression and training; principles of

supervision, training and performance evaluation; EMS, CPR, and other basic medical assistance techniques; planning, directing, and coordinating fire suppression, training, and prevention activities.

Ability to: Design educational programs; communicating clearly and concisely, both orally and in writing; establishing and maintaining cooperative working relationships with those contacted in the course of work.

On a continuous basis: Know and understand all aspects of the job and department operations, observing and following safety rules; analyze and determine solutions to various departmental or operational problems; know, understand, interpret and explain laws, rules, regulations, codes and operational procedures/processes, especially when responding to emergency situations/incidents; identify and analyze potentially hazardous situations when responding to emergencies and taking appropriate action; observe and evaluate staff performance; sit at desk, completing paperwork or forms.

Intermittently: Twist and reach for equipment surrounding desk; use telephone and write or use a keyboard to communicate through written means; perform various tasks that require standing, walking, bending, stooping, kneeling, simple and power grasping, pushing, pulling and fine manipulation; perform physical activities of a very strenuous nature, requiring physical fitness; see and hear with sufficient acuity to identify hazardous problems, especially during emergency situations/incidents; may lift very heavy weights, especially when responding to emergency situations or incidents.

Working Conditions: On a continuous basis work indoors; intermittently travel when responding to emergency situations or incidents; may be exposed to dust, noise, smoke, fumes, gases, oil, grease, constant equipment vibration, machinery with moving parts, moving objects and other vehicles, wet and slippery surfaces; work unusual and prolonged schedules during emergencies, seasonally caused circumstances in varying climates and high and low temperature conditions.

License or Certificate: Possession of, or ability to obtain, an appropriate, valid California Class B driver's license. Possession of a California Fire Officer certification, State Certified Fire Instructor I and EMT I certification. Fire Instructor II certification must be obtained by end of probationary period. Copies of your certifications must be submitted to Human Resources by 5:00 p.m., April 10, 2009. You can email to [jderobertis@roseville.ca.us](mailto:jderobertis@roseville.ca.us); fax to (916) 774-5350; or submit them in person or by mail to Human Resources, 311 Vernon Street, Roseville, CA 95678.

## **EMPLOYEES MUST BE TOBACCO FREE AND CANNOT USE TOBACCO PRODUCTS ON OR OFF DUTY**

### **SELECTION PROCESS**

Testing process may include an interview exam, fire ground simulation and teaching presentation. Scores earned from the process will be used to establish the Employment List. Final appointment is contingent upon passing a background investigation, a City-paid pre-employment medical exam, a drug and alcohol screening test, a psychological exam and a fingerprint check.

### **FINAL FILING DATE:**

5:00 P.M., APRIL 10, 2009

This challenging opportunity also offers an excellent benefits and compensation package which includes:

- Salary: \$7,872 to \$10,549 per month
- Employer paid membership in the Public Employee's Retirement System (PERS) 3% @ 50 formula.

- \$1175.50 City contribution towards medical; \$148 dental contribution; \$20 vision contribution
- City contribution to medical plan upon retirement. City currently participates in PERS Medical Program (PEMHCA)
- Fully paid life insurance policy (twice annual salary)
- 6% City Contribution to Deferred Compensation

For more information about this exciting career opportunity visit our website at:

[www.roseville.ca.us](http://www.roseville.ca.us)

or contact:

HUMAN RESOURCES

311 Vernon Street

Roseville, CA 95678

(916) 774-5210

Fax: (916) 774-5350

E-mail: [jderobertis@roseville.ca.us](mailto:jderobertis@roseville.ca.us)

If an e-mail address is provided, all notification will be through e-mail.

TEST DATE:

Assessment Process

April 29, 2009

PLEASE NOTE:

THE FOLLOWING SUPPLEMENTAL QUESTIONNAIRE MUST BE COMPLETED AND SUBMITTED AS PART OF YOUR APPLICATION:

1. Provide an organization chart for your current organization. Explain your role in the organization and list the number and rank of the employees you directly supervise.
2. Describe the most complex training topic (didactic or manipulative) for which you have developed lessons and delivered the training in the last 12 months. Provide a copy of the lesson plan.
3. List by subject matter and number of participants the training you have delivered in the past 12 months. Your response should include training delivered both within and outside your organization.
4. Describe a training program you have worked on which involved more than one public agency. Examples may include citywide, countywide, regional, statewide, or nationwide programs or projects. Provide a copy of your work product.
5. Describe the most complex emergency incident you responded to within the last 12 months and explain your role. How did your response impact the incident outcome?