



The Cosumnes Community Services District Fire Department
is seeking a qualified person for the position of

FIRE MARSHAL

Final Filing Date: September 2, 2016

Cosumnes Community Services District | Human Resources Office
9355 E. Stockton Boulevard, Suite 185, Elk Grove CA 95624

The Cosumnes Community Services District

The Cosumnes Community Services District (CSD) provides all-hazards emergency response and risk reduction services to the communities of Elk Grove and Galt, CA, along with Parks and Recreation Services to Elk Grove and its surrounding rural areas. Established in 2006 through the reorganization of the Elk Grove Community Services District and the Galt Fire Protection District, the Cosumnes CSD provides services to a diverse population in excess of 185,000, with two incorporated cities, a large area of unincorporated southern Sacramento County, and varied suburban, rural, industrial, and agricultural areas. As an independent California Special District, the CSD is a separate local government with a five-member elected governing board.

About the Cosumnes Fire Department



The Cosumnes Fire Department provides fire, technical rescue, and advanced life support emergency medical services, including ambulance transportation, to an area covering more than 157 square miles and a population in excess of 185,000. Responding to more than 17,000 requests for emergency service annually, the dedicated men and women of the Cosumnes Fire Department are committed to providing extraordinary service to their community through prevention, preparedness, and emergency response, and strive to exceed expectations at all times.

The Department has eight fire stations, a separate headquarters administrative facility, a training center, and a fleet maintenance facility. It employs 171 personnel including a Fire Chief, two Deputy Fire Chiefs, three line Battalion Chiefs, three Division Battalion Chiefs, a Fire Marshal, 141 line suppression

personnel, five inspectors, and 15 non-safety personnel. The Department's total operating budget for Fiscal Year 2016/17 is \$47 million, which includes in excess of \$7 million in ambulance transport revenues. The Department is divided into two branches, Operations and Support Services. These two branches work in concert to provide some of the finest emergency and fire prevention services in the region, all under the supervision of Fire Chief Tracey Hansen.

The headquarters of the Cosumnes Fire Department is located at 10573 East Stockton Blvd, Elk Grove, CA 95624. Hours of operation are Monday through Friday, 8 am to noon and 1 pm to 5 pm. The non-emergency phone number is 916.405.7100 and the fax number is 916.685.6622.



The Communities We Serve

The Cosumnes Fire Department serves the cities of Elk Grove and Galt, California.

Elk Grove, California (population 161,000+) is a progressive community in southern Sacramento County that is diverse in ethnicity, age, and income levels. Elk Grove was established in 1850 as a hotel and stage stop. Elk Grove had its start in agriculture and it is still a big part of the economy today with vineyards, dairy, and cattle. Home to an entrepreneurial spirit and superior quality of life, Elk Grove is a family-oriented community where opportunity is around every corner.

Galt, California (population 24,400+) is a growing community located approximately 20 miles south of Sacramento along Highway 99. It was incorporated in 1946. Galt offers affordable housing with a small town atmosphere, perfect for raising young families as well as a great opportunity for new businesses. The city is known for its annual spring Strawberry Festival, summer Galt Festival, and winter Bird Festival.



The Position

The Cosumnes Fire Department is seeking a qualified professional to serve as its next Fire Marshal. Under the leadership and limited supervision of the Fire Chief, the Fire Marshal provides management and direction for the Fire Prevention Division of the Fire Department, including planning, organizing, directing, coordinating and controlling the functions of the Division; manages the Department's armament program; performs fire investigations, criminal and civil litigation, arrest, search and seizure; may perform incident command functions. Additionally, incumbent provides highly responsible and technical staff assistance to the Fire Chief and Deputy Fire Chiefs and performs related work as required.

The Fire Marshal is a sworn peace officer position and is represented by the Management Employees Organization. The current MOU is available for review at <http://goo.gl/pa5cAh>.

Any equivalent combination of education, training, and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the Department. Please make note on application materials to detail equivalent qualifying substitutions as needed and provide proof of any equivalent substitutions.

The ideal Fire Marshal will be a person who possesses:

- A Bachelor of Arts or Bachelor of Science degree from an accredited college or university with major course work in a field applicable to the service delivered by the Fire Department is required.
- Experience at the Battalion Chief level with a minimum of four years of experience at the supervisory level; any equivalent combination of training and experience which provides the required skills, knowledge and abilities.
- Work experience in more than one Fire Service Division is desirable.
- Must possess Penal Code § 832 Certificate including firearm module.
- Must possess Incident Command Certification through ICS 400.
- Must possess and maintain throughout employment a valid California class "C" driver's license with a driving record sufficient to be insurable through the District.
- All candidates for this position will be subject to a department-approved physical fitness exam.

- Fitness for duty exam may be required as stipulated in the current MOU or SOP.
- All candidates for this position must pass a standard safety position psychological examination as appropriate.
- Must keep knowledge, skills, and education current through seminars, employee development classes, or formal education.

Knowledge of:

- Principles and practices of management necessary to plan, analyze, develop, direct, and evaluate fire prevention programs, administrative policies, and fire control problems;
- Current research and development in the fields of fire prevention, fire suppression, fire administration and master planning; principles and modern methods of fire administration including organization, negotiation, fiscal management, budgetary preparation and controls, program planning, implementation, and administration;



- Principles, practices, and techniques of fire suppression and provisions of local fire code requirements and related ordinances;
- Federal and State laws and typical rules and procedures governing the activities of a fire district serving extensive urban, industrial, and wildland areas;
- The budget development and oversight process; financial administration;
- Principles and techniques of supervision and training including the techniques of performance evaluations, employee counseling, and progressive discipline;
- Operation, capabilities, and maintenance of the various types of apparatus and equipment used in modern fire suppression.

Refer to the Fire Marshal job description for a complete list of essential duties, responsibilities, knowledge, abilities, and physical requirements for this position.





Application Process

To apply, please go to our website at <http://www.yourcsd.com/155/Employment> and click on Current Job Openings. This will open a new page. Click on Fire Marshal and then on the green APPLY tab at the top right of the announcement. Please note only online applications will be accepted and must be submitted by Friday, September 2, at 4:30 pm for further consideration.

Applications will be reviewed and the most qualified applicants will be invited to participate in an assessment center and oral board interview on September 20 or 21, 2016. Finalists for the position will be notified on September 22 and asked to participate in a Senior Chiefs interview on September 23, 2016.

The anticipated start date is November 28, 2016.

The District reserves the right to make changes to any of the dates/times listed, or re-open the application period without notice to the applicants.

A conditional job offer will be made with an unconditional offer of employment contingent upon successful completion of the following:

- ▶ **BACKGROUND INVESTIGATION:** A comprehensive professional background investigation shall be conducted on each candidate given a conditional offer of employment. Current and former employers/supervisors will be contacted during the background investigation.
- ▶ **PSYCHOLOGICAL EVALUATION:** A comprehensive psychological assessment shall be conducted by a licensed clinical forensic psychologist on each candidate given a conditional offer of employment.
- ▶ **MEDICAL EXAMINATION:** Each candidate given a conditional offer of employment must be able to pass a comprehensive medical examination, which includes a drug and alcohol screen, and other "Fitness for Duty" criteria.
- ▶ **RIGHT TO WORK VERIFICATION:** Documentation verifying candidate's legal right to work in the United States will be required and shall be presented upon hire.

Salary Range

The base salary for this position is **\$160,464 to \$195,048 annually, depending on qualifications.**

BENEFITS

- Cosumnes Fire Department is a CalPERS contract agency.
- New CalPERS members will have a 2.7% @ 57 pension formula in accordance with the 2012 Public Employees' Pension Reform Act. CalPERS final compensation based on highest thirty-six month period.
- Classic PERS members will have a 3% @ 50 pension formula. CalPERS final compensation based on highest twelve months.
- Employee pension contribution will be in accordance to the current MOU and the Public Employee Pension Reform Act (PEPRA).
- Employees are provided health, vision, and dental benefits. The employee contribution toward the medical benefit is based on the insurance provider selected.

The Cosumnes CSD is an equal employment opportunity employer. It is our policy to provide equal employment opportunities to qualified individuals without discrimination on the basis of race, color, religious creed, national origin, gender, sexual orientation, age, disability, genetics, covered veteran/military status, or any other status protected by federal or state law.

