

EMPLOYMENT OPPORTUNITY

RINCON BAND OF LUISEÑO INDIANS



Title: Fire Chief

Open Date: 11/07/2011

Requisition Number: 020-2011

Department: Fire
Salary: Commensurate with experience
Reports to: Director of Tribal Administration
Location: Valley Center, CA

OPPORTUNITY: This position is responsible to direct, plan and organize the Tribal Government's fire prevention, fire suppression and emergency preparedness services.

JOB QUALIFICATIONS: EDUCATION/EXPERIENCE AND/OR TRAINING: Associate of Arts degree or equivalent from an accredited post-secondary institution with major course work in fire service, public administration, business administration, or a closely related field is highly desirable. Completion of eight (8) years of full-time suppression experience in a fire department. Four (4) years experience as a Fire Chief, Supervisor or minimum rank of Fire Captain in a fire department. WORK-RELATED KNOWLEDGE: Principles and techniques of fire department organization and administration; Methods of fire fighting, fire inspection and fire prevention; Working knowledge of firefighting equipment and technical specifications; Working knowledge of applicable laws, internal controls and policies and procedures of the Fire Department; Principles and practices of training fire fighting personnel; Geography, types of building construction, major fire hazards, water supply, fire and building laws and zoning regulations of the Tribal Government; Laws and regulations related to hazardous materials.

LICENSES OR CERTIFICATIONS: Valid drivers' license, CPR, Fire Instruction certification, Fire Prevention certification and Fire Officer Certification.

JOB RESPONSIBILITIES:

1. Prepare Department budget and goals/objectives and monitor progress of same.
2. Develop and administer policies and procedures for the efficient operation of the Fire Department.
3. Oversee the implementation of fire suppression, fire prevention and emergency preparedness activities.
4. Make recommendations for the establishment and maintenance of fire protection services.
5. Coordinate procurement, utilization and maintenance of equipment.
6. Coordinate activities of the Fire Department with other Tribal departments particularly related to water service.
7. Advise the Tribal Government on the development of ordinances and regulations related to fire suppression, fire prevention and emergency preparedness.
8. Ensure staff developmental opportunities are provided.
9. Monitor and oversee the investigation of fires to determine cause and origin.
10. Attend training and education to maintain credentials and certifications.

CLOSING DATE: Open until filled

HOW TO APPLY: Submit a resume to the Human Resources Department, 33750 Valley Center Road, P.O. Box 68, Valley Center, California 92082, or e-mail to jobs@rincontriibe.org. Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation, drug and alcohol screening is required as a condition of employment. Rincon Band of Luiseno Indians is an equal opportunity employer.