



# NOW HIRING

## FIRE DIVISION CHIEF

**ANNUAL SALARY**

**\$141,548 – \$188,748**

**PLUS EXCELLENT BENEFITS!**

*The City of Gilroy is looking  
for **2** Fire Division Chiefs!*





## THE POSITION

Under the general direction of the Fire Chief, manages a Fire Division and supervises one of three emergency response platoons. Fire Division Chiefs rotate in one of three divisions: Emergency Medical Services, Training, and Operations, depending upon the need of the department. Division Chief will perform Battalion Chief functions as the 24-hour duty chief of an assigned platoon/shift. May serve as the acting Fire Chief.

## THE IDEAL CANDIDATE

- Be a dynamic leader, teacher, mentor, and fire service innovator who is approachable, open, and experienced at developing relationships in a team environment.
- Have demonstrated the ability to exercise sound judgment and decision-making both in an emergency response environment and in administrative and management situations.
- Be an excellent communicator and be able to express himself/herself clearly and concisely, both orally and in writing.
- Represent the Fire Department and make effective presentations in public situations including City Council meetings and community events.
- Be a seasoned fire officer experienced at the command of all types of emergencies, preferably as a Chief Officer or Acting Chief Officer.
- Possess a solid understanding of the Incident Command System and be capable of managing complex multi-unit and multi-agency emergency incidents.
- Have experience as a Duty Chief or Battalion Chief with management/supervision experience over a platoon (shift) of stations and captains.
- Have demonstrated experience handling citizen inquiries and customer complaints; the ability to perform effective public relations functions; can effectively resolve disputes, MOU issues, and disciplinary matters.
- Have experience working in an ALS delivery system and strong knowledge of EMS service delivery.
- Have hands-on experience developing and managing a budget for a division or workgroup.
- Have direct experience with policy/procedure development and have program and project management experience.
- Be proficient in using PC's and laptop computers and programs such as MS Outlook, Word, and Excel.
- Have a working knowledge of automated fire records management systems.
- Have firsthand experience in contemporary labor relations and the implementation and use of labor/management committees.

A combination of education, experience, and training equal or equivalent to the following:

A Bachelor's degree in public administration, business administration, fire science, fire technology, another fire service-related program, or another related field of study:

- Six years of full-time paid experience in an organized Fire Department which includes a minimum of three (3) years as a Fire Captain or higher. Further, the three
- (3) years of Captain experience must include structural and wildland firefighting work experience.
- A State of California Office of the Fire Marshal Fire Officer Certification or equivalent educational certification from another jurisdiction.
- ICS-300 Certificate or equivalent certification.

*The City of Gilroy reserves the right, in its sole discretion, to determine whether or not the combination of education, experience, and certification is qualifying. The most qualified candidates will be determined at the City's sole discretion.*

- Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s) by the time of appointment.
- Possess and maintain a valid CPR/AED and First Aid certification.
- Pass a detailed background investigation for employment.
- Pass a post-offer, comprehensive psychological evaluation for employment.
- Pass a post-offer, comprehensive medical examination for employment, including a drug screen.
- Must sign a non-tobacco use contract.
- Must participate in annual occupational health and wellness screening as required by the City of Gilroy.
- Must reside within a fifteen-minute response time to any of the City of Gilroy fire stations within six months of appointment.
- Prefer bilingual, English/Spanish.



Koff & Associates  
A Gallagher Company

# APPLICATION AND RECRUITMENT PROCESS

## ATTRACTIVE BENEFITS PROGRAM

**Salary Range: Annual Salary**

**\$141,548 – \$188,748**

**JULY 1, 2023, A 5% INCREASE WILL BE IN EFFECT.**

**JULY 1, 2024, A 5% INCREASE WILL BE IN EFFECT.**

### Representation

Persons appointed to this position are covered by the Gilroy Management Association (GMA) Memorandum of Understanding.

### Medical

- The City is to pay up to \$2,480.68 per month for core health benefits including medical and dental coverage as core benefits.

### Pension

- Fire Safety Employees Categorized as "Classic" Members Hired On or After January 1, 2013: The City shall provide the 2% at 55
- Fire Safety Employees Hired On or After January 1, 2013, Categorized as "New" CalPERS Members: The City shall provide the 2% at 57.

### Vacation, Sick Leave, Holiday Pay

- **Vacation**– Ranges from two to four weeks per year, based on years of service with the City of Gilroy.
- **Sick Leave**–Employees accrue eight hours of sick leave each month.
- **Personal Leave**–Employees receive 44 hours of personal leave time.
- **Holiday Pay**– 11 paid holidays each year.
- **Administrative Leave**– Employees receive 56 hours of administrative leave time.

### Additional Pay

- **Shift Differential Pay**– Fire Division Chiefs receive an additional 5% of base salary as shift differential pay
- **Deferred Compensation**– The city contributes \$30 a month
- **Bilingual Pay**– Fire Division Chiefs who are bilingual in Spanish/English may receive 5% bilingual
- **Uniform Allowance**– \$1,100 per fiscal year, paid at the rate of \$91.67 per month.

To see all benefits visit the Gilroy Management Association MOU:

[HERE](#)

**The final filing date is April 24, 2023.**

If you meet the above qualifications and are interested in pursuing this exciting career opportunity, please attach and submit the following required items in your application:

- Responses to supplemental questions
- Cover Letter
- Resume
- Required Certifications (CA State Fire Marshal- Fire Officer Certification or equivalent educational certificate, ICS – 300 Certificate, CPR/AED and First Aid Certification)

*Applications that do not include all required items are incomplete and will not be considered.*

**TO APPLY [CLICK HERE](#)**

### Next Steps:

Applicants moving forward will participate in an in-person assessment on May 12, 2023, barring any operational/critical event necessitating Gilroy Fire Department resources.



**If you have any questions regarding the recruitment, please contact the recruiter below:**



Koff & Associates  
A Gallagher Company

**Joshua Boudreaux MPA**  
**510.901.0044**  
**josh\_boudreaux@ajg.com**



### IMPORTANT INFORMATION:

*Prior to appointment and given at the City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and as applicable: medical evaluation and drug screen. If special accommodations are necessary at any stage of the selection process, please contact Human Resources.*

