



Assistant Fire Chief



City of
Los Banos
At the Crossroads of California



Koff & Associates
A Gallagher Company



LOS BANOS COMMUNITY

We're very proud of our family-oriented community, which has maintained a small-town atmosphere while accommodating thriving residential and economic growth.

Centrally located at the "Crossroads of California", Los Banos is much more than meets the eye. From bird watching to water skiing, fishing to elk watching, Los Banos offers thousands of acres of recreational fun and enjoyment opportunities for the young and young at heart.

The City of Los Banos, population 47,347, is situated on the west side of Merced County and is the county's second largest city. The City is conveniently located in

the center of California and is about two hours from the cities of San Francisco, Oakland and Sacramento, as well as Yosemite National Park. California's Monterey Peninsula and the Pacific Ocean are accessible in one and a half hours, as well as the Valley's major cities of Stockton and Fresno. The Silicon Valley is just more than an hour's drive away.

A combination of new enterprise, local government, and agriculture-based operations all contribute to the City's economy, which continues to provide residents with a variety of amenities to enjoy. In addition to public services, including water, sewer, parks and recreation, and strong public safety departments, the City of Los Banos also offers a variety of retail and entertainment venues for its residents. With its rich culture, prosperous business community, and thriving agricultural industry, you'll find a family-friendly environment ideal for work or play.

THE IDEAL CANDIDATE

The ideal Assistant Fire Chief candidate is a visionary, strategic, and empathetic leader who is an effective communicator and will assist the Fire Chief in managing and directing the Fire Department. Under the direction of the Fire Chief, the successful candidate will have a proven track record of planning, organizing, and direct technical, management and administrative experience involved in commanding and coordinating fire emergency activities, fire prevention and education, apparatus maintenance, and fire inspection and investigation activities. The ideal candidate will provide highly complex staff assistance to the Fire Chief for assigned sworn and non-sworn personnel.

THE GOVERNANCE

Los Banos is a full-service city dedicated to partnering with the community to provide excellent services and amenities. With a Council Manager form of government, it has an elected Mayor, four City Council Members, City Clerk, and City Treasurer. The Mayor serves a two-year term while Council Members serve four-year terms with half of the Council seats open for election every two years.

The City Manager oversees an organization with approximately 200 employees across several departments including Fire, Police, Public Works (including the Los Banos General Aviation Airport), Parks & Recreation, Community & Economic Development, Building, Human Resources, and Finance. The General Fund Operating Budget is \$25.3M for FY 2023-2024, with a total budget of \$110.8M.

For more information about the City of Los Banos, please visit: www.losbanos.org.



Essential Duties and required skills include but may not be limited to the following:

- » Be a dynamic Assistant leader to the Fire Chief, 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 calm, focused, and sound judgment and decision-making both in an emergency response environment and in administrative and management situations.
- » Be an excellent communicator and able to express yourself clearly and concisely, both orally and in writing.
- » Maintain a high level of morale, motivation and discipline among subordinates and enforces all rules, regulations, and special orders.
- » Effectively operate all fire suppression equipment in the Department.
- » Hands-on experience with the preparation and administration of a budget.
- » Develop and implement programs to meet the needs of the City and its residents.
- » Have firsthand experience supervising, training, developing, and evaluating personnel.
- » Establish and maintain effective working relationships with those contacted in the course of work.
- » Possess the ability to prioritize the mental health and wellbeing of staff.

Key Priorities and Attributes:

- » Reliable and dependable attendance and punctuality.
- » Assist the Fire Chief in managing and directing the Fire Department.
- » Assist in developing department goals and objectives; assist in the development and implementation of policies and procedures.
- » Plan, organize and direct fire related activities including fire suppression, arson investigations, training, fire inspections, and basic life support operations.
- » Develop and implement division work plans; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- » Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditures.



- » Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as directed; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- » Maintain emergency equipment, apparatus, and facilities.
- » Oversee and participate in fire suppression, basic life support and first aid, fire and arson investigations, and fire inspection activities.
- » Plan, organize and implement department training for fire suppression, heavy rescue operations, driver operator and related topics.
- » Conduct commercial occupancy inspections on new and existing occupancies; plan and check new commercial construction as it relates to fire related systems.
- » Serve in the absence of the Fire Chief, including leading and overseeing the volunteer fire services program.
- » Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- » Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- » Research, prepare, and present technical, administrative, and City Council Agenda reports; prepare written correspondence.
- » Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

QUALIFICATIONS

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

- » Must be age eighteen (18) by date of application.
- » Equivalent to the completion of the twelfth grade.
- » Possession of a valid California Class C driver license with Firefighter endorsement or Commercial Class A or B with endorsements.
- » Possession of a current State of California Emergency Medical Technician (EMT) card is required at time of application. (A course completion certificate is NOT adequate).
- » Possession of a valid California Firefighter I Certificate.
- » Possession of a valid California Fire Officer Certificate.
- » Possession of a valid California Chief Officer Certificate, or ability to obtain within eighteen (18) months following hire date.
- » Possession of a valid HAZMAT Operations Certificate.
- » Possession of a HAZMAT Incident Commander Certificate, or ability to obtain within six (6) months following hire date.
- » Two (2) years of increasingly responsible command and supervisory experience in an organized career fire department, and two (2) years of experience at the rank of Fire Captain.
- » Bachelor's degree from an accredited college or university in fire suppression or related field,

Meet the physical requirements necessary to safely and effectively perform the assigned duties as well as those of a firefighter.

SALARY AND BENEFITS

**The current salary for the Assistant Fire Chief:
\$115,512.00 - \$147,420.00 Annually D.O.E.**

The City provides a comprehensive benefit package to employees. A summary of key benefits is listed below.

The excellent benefits package includes:

- » **Retirement:** California Public Employees' Retirement System (CalPERS).
- » **Health Insurance:** City pays approved health insurance premium through CalPERS for employee only and partial dependent costs.
- » **Dental and Vision Insurance:** City pays approved dental and vision insurance premiums for employee only and partial dependent costs.
- » **Life Insurance:** City provides \$50,000 life insurance coverage for employee only, buy-up options are available.

- » **Vacation Allowance:** two (2) weeks paid vacation after one (1) year, three (3) weeks after five (5) years, four (4) weeks after fifteen (15) years of employment.
- » **Sick Leave:** Accumulated at a rate of one (1) day per month with no maximum accrual.
- » **Deferred Compensation:** Option to participate in plans through Empower, Nationwide Solutions, or Mission Square.

View full list of benefits: [Human Resources – City of Los Banos](#).

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

This position will be open until February 29, 2024

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/assistant-fire-chief/>

Resumes should reflect years and months of positions held, detailing experience, and demonstrated career accomplishments relevant to this position along with the application.

For additional information please contact:



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Website: <https://koffassociates.com/>

The successful candidate must pass an employment background check, including a Department of Justice criminal records check. The successful candidate may also be required to pass a post-offer medical examination, which includes a drug test.

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will participate in a screen with the assigned recruiter. Koff & Associates will then present their findings in a report to the City. The City will then select candidates who will be invited to participate in a formal interview process.