

## **FIRE CAPTAIN ANNOUNCEMENT**

### **PROMOTIONAL – LATERAL – OPEN**

Thank you for your interest in this position with San Miguel Fire & Rescue. This document outlines important dates, requirements, and supplemental information for the position you are applying for. If you have any questions or need clarification on any aspect of this announcement, please contact Administrative Officer/Finance Officer Harris at (619) 660-5350, or via email at [lharris@sanmiguelfire.org](mailto:lharris@sanmiguelfire.org)

**Position:** Fire Captain

**Recruitment Opening Date:** April 20, 2021

**Orientation Date:** May 17, 2021 at 0900 via Zoom

**Application Deadline:** September 13, 2021

**Tentative Test Dates:** October 11 – November 6, 2021

**Attachments:**

- Recruitment Flyer
- Orientation Information  
*(Action Required)*
- Study Guide

# **FIRE CAPTAIN RECRUITMENT**

## ***PROMOTIONAL – LATERAL – OPEN COMPETITIVE***



### **THE DISTRICT**

San Miguel Fire & Rescue is an organization which exists solely to provide a service to the community. An elected seven-member Board of Directors governs the District. Operating on an annual budget of \$21,512,800 for Fiscal Year 2020/2021, the District covers a 50+ square mile area in the eastern portion of urban San Diego County, serving the communities of Bostonia, Casa de Oro, Crest, Mt. Helix, La Presa, Rancho San Diego, Spring Valley, and unincorporated areas of El Cajon and La Mesa. San Miguel provides emergency medical services, suppression, and prevention to approximately 140,000 residents.

***Dedicated professionals committed to excellent service with compassion and pride, providing for the health and safety of the communities we serve.***

### **THE POSITION**

The Fire Captain is responsible for one or more firefighting companies at fires and other emergencies and provides direction and supervision to subordinates including Firefighter Paramedic(s) and Fire Engineer(s). The Fire Captain leads, trains, inspects, schedules, and evaluates subordinate personnel, and performs other duties as assigned. In addition, the Fire Captain may be required to act in place of a Battalion Chief.

### **THE IDEAL CANDIDATE**

- Ensures personnel are performing their duties in accordance with the District's rules, regulations, standard operating procedures, standard operating guidelines, and code of conduct.
- Oversees the upkeep of District facilities and District property.
- Reads, understands, interprets, and applies District policies, rules, laws, and ordinances pertaining to the District's mission.
- Establishes station activities in compliance with District rules and regulations.

- Establishes and maintains harmonious and effective working relationships with superiors, subordinates, other employees, representatives of outside agencies, and the public in emergency and non-emergency situations.
- Maintains physical ability to perform position functions.

## **EDUCATION AND EXPERIENCE**

A combination of education, training and experience that clearly demonstrates possession of the knowledge and abilities needed to perform the typical duties listed above.

### **Minimum Requirements:**

#### **Promotional Applicants**

- Minimum of five-years paid full time experience in the fire service with progressively increasing levels of responsibility.
- Minimum of one-year as a rated Engineer (EMT or EMT-P) in a non-probationary status.

#### **Lateral Applicants**

- Minimum of five-years paid full time experience in the fire service with progressively increasing levels of responsibility.
- Non-probationary in the rank of Captain or above (EMT or EMT-P).

#### **Open Competitive Applicants**

- Minimum of five-years paid full time experience in the fire service with progressively increasing levels of responsibility.
- Minimum of two-years as a Firefighter (EMT or EMT-P) and a minimum of one-year as a rated Engineer (EMT or EMT-P).
- Non-probationary in the rank of Engineer (EMT or EMT-P).

#### **By time of appointment for all applicants:**

Proof of completion of the California State Fire Marshal (CSFM) Company Officer courses is required by time of appointment, with certification validated by completion of probation period. The two areas listed below are the accepted means of obtaining the certification.

- Company Officer 2A - Human Resources Management
- Company Officer 2B - General Administrative Functions
- Company Officer 2C - Fire Inspections and Investigations
- Company Officer 2D - All Risk Command Operations
- Company Officer 2E - Wildland Incident Operations

**OR**

Completion of the eight (8) California State Fire Marshal Fire Officer courses (listed below) prior to 01/01/2017 will not need to complete the five new California State Fire Marshal Company Officer courses.

- Fire Command 1A or Command 1A
- Fire Command 1B
- Fire Instructor 1A or Training Instructor 1B
- Fire Instructor 1B or Training Instructor 1A
- Fire Investigation 1A
- Fire Management 1
- Fire Prevention 1A or Fire Prevention 1
- Fire Prevention 1B or Fire Prevention 1

Additional Education and Experience is not required for application, but highly desirable and includes:

- I-300 – Intermediate ICS
- IS-800 B – National Response Framework, an Introduction
- S-215 or Fire Command IC or Company Officer 2E – Wildland Incident Operations
- S-231 – Engine Boss (Single Resource)
- S-290 – Intermediate Wildland Fire Behavior (online course is valid for this process)
- RT-130 - Annual Wildland Fire Safety Refresher

*Equivalency will be determined by San Miguel Fire & Rescue.*

**SALARY & BENEFITS** *(current MOU being reviewed in negotiations)*

- Salary:** Salary Range: \$72,924 - \$104,172 annually depending on qualifications and experience
- Retirement:** California Public Employees' Retirement System  
Classic – 3.0% @ 55 or PEPRA – 2.7% @ 57
- Health Insurance:** District pays up to \$1,250 monthly for the cost of health insurance.
- Dental Insurance:** District pays \$80.75 monthly toward the cost of Delta Dental Insurance.
- Vision Insurance:** District pays \$10 monthly toward the cost of VSP Vision Insurance.
- Leave:** 12 hours of sick leave monthly. Annual leave is accrued monthly and is based upon the number of years employed with the District.
- Deferred Comp:** Voluntary deferred compensation plan available.

**THE PROCESS**

Applications are available on the District's website. Completed applications shall be accompanied by copies of applicable documents and delivered to:

San Miguel Fire District  
Fire Captain Recruitment  
Attn: Administrative Division  
2850 Via Orange Way  
Spring Valley, California 91978

Application/Resumes will be screened for qualifications. Only the most qualified will be invited to participate in the examination process. Applications must be typed and will be accepted until **September 13, 2021 at 4:00 pm.**

**Tentative Test Dates:** **October 11, 2021 – November 6, 2021**

*Subject to changes due to scheduling or unforeseen circumstances*

The examination process may include didactic, manipulative, and interview portions, including appointing authority interviews.

Eligibility Lists are created based on a banding system and shall be valid for a period of two years but may be extended for periods not to exceed a total of three years from the date of publications unless the list is exhausted or abolished by the Fire Chief per Policy 202.4 of the District under Recruitment – Selection – Appointment.

The District reserves the right to conduct parts of the examination process via Zoom due to COVID restrictions, if applicable.

**Promotional**

This is a current San Miguel employee who meets all minimum requirements listed in the announcement who is seeking a promotional opportunity with San Miguel Fire & Rescue.

**Lateral Candidate**

This is a candidate who is currently a full-time paid Captain or above (EMT or EMT-P) with all the qualifications required of the position listed in the announcement who is coming from another organization seeking employment with San Miguel Fire & Rescue.

**Open Competitive**

This is an Engineer (EMT or EMT-P) from another agency who meet all minimum requirements listed in the announcement seeking employment with San Miguel Fire & Rescue.



**SAN MIGUEL FIRE & RESCUE  
2021 FIRE CAPTAIN EXAM  
ORIENTATION INFORMATION**

If you meet the minimum requirements for this promotional testing process, interested candidates are invited to attend an orientation on May 17, 2021 at 0900 via Zoom.

Please email Leah Harris, Administrative Officer/Finance Officer, [lharris@sanmiguelfire.org](mailto:lharris@sanmiguelfire.org) with your intent to participate.

A Zoom link will be provided to all qualified interested candidates the day prior.

If you are unable to attend the orientation, a recording can be emailed to qualified interested candidates after the orientation date has passed.



**SAN MIGUEL FIRE & RESCUE  
2021 FIRE CAPTAIN EXAM  
STUDY GUIDE**

- Knowledge of Firefighter Bill of Rights
- Central Zone Operations <http://www.heartlandfiretraining.org/>
- San Diego County Operational Area Policies <http://sdoparea.org/county-op-area-policies>
- Field Operations Guide ICS 420-1, June 2016  
[https://www.usfa.fema.gov/downloads/pdf/publications/field\\_operations\\_guide.pdf](https://www.usfa.fema.gov/downloads/pdf/publications/field_operations_guide.pdf)
- General use knowledge of the 2016 Emergency Response Guidebook
- General use knowledge of the Incident Response Pocket Guide, January 2014
- General use knowledge of the Fire-line Handbook, March 2004