



SMFR
Service Beyond Expectations

BATTALION CHIEF 25-1 PROMOTIONAL ANNOUNCEMENT

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 Human Resources Specialist Brittanie Jacobson at 619-439-7679, or via email at bjacobson@sanmiguelfire.org.

Recruitment Opening Date: April 22, 2025

Application Deadline: June 6, 2025 at 1600

Orientation Date: August 12, 2025, at 0900

- In Person: Training Room
- Virtually via Microsoft Teams (link will be provided to all qualified applicants)

Tentative Test Date: September 15-26, 2025

Please review the attached recruitment flyer for more information regarding minimum requirements and application submission. Please use the following link for study guides when they become available, and to access the application form:

<https://www.sanmiguelfire.gov/current-recruitments>

THE DISTRICT

This recruitment will establish an eligibility list to fill vacancies that may occur within 12 months of the list's establishment. Applications will be reviewed, and appointment interviews will be scheduled on an ongoing basis.

The Fire Suppression/Operations Division consists of all firefighter personnel who staff the District's eight stations and respond to all 9-1-1 calls. There are three platoons or "shifts" consisting of three people per unit, per station, and one Battalion Chief on duty, totaling 25-staffed positions per 24-hour day.

All three platoons rotate duty coverage throughout the year, resulting in 24-hour shifts that are calculated as a 56-hour work week. Each fire unit comprises a Firefighter Paramedic, Engineer, and Captain.

Crews are responsible for responding to and mitigating various hazardous situations not limited to Emergency Medical, Structural and Wildland Fires, Automobile Collisions, Natural Disasters, Rescues, Hazardous Materials, Terrorist Events, and Swiftwater Emergencies.

THE POSITION

Under the general direction of a Division Chief, manages and oversees the operation of a fire suppression division or a functional staff support division in accordance with District rules, regulations, policies, and procedures. Supervises and may participate in operations involving personnel and equipment at the scene of emergencies, including fire suppression, emergency medical services, and/or other emergencies; oversees the conduction of fire safety inspections and fire investigations; performs additional administrative duties as assigned and other duties as required.

ESSENTIAL FUNCTIONS

- Plan, coordinate, and supervise the personnel and overall operation of an assigned fire suppression division or functional staff support division.
- Delegate to, evaluate, and direct personnel to achieve the goals and objectives of the District.
- Respond to and assume command at emergency incidents; directs and coordinates fire suppression as well as emergency medical activities.
- Inspect fire companies to determine the readiness and condition of personnel, equipment, facilities, and training according to District standards.
- Direct and coordinate fire prevention, inspection, and enforcement activities of personnel.
- Supervise, coordinate, and participate in training activities as required.
- Interpret and enforce department rules, regulations, policies, and procedures.
- Assist in program and policy development.
- Assist in budget preparation and tracking of expenditures in assigned command areas.
- Provide verbal and written evaluations of assigned division personnel.
- Provide guidance and discipline to assigned division personnel.
- Assist in the personnel hiring and promotional processes.
- Coordinate and cooperate with other Battalion Chiefs and administrative employees.
- Prepare written reports; develop and conduct multi-media presentations to the Fire Chief, Board of Directors, and the Public.
- Ensure the fulfillment of reporting requirements for all activities that take place on assigned

shifts or functional staff divisions.

- Oversee and ensure operational and program efficiency and effectiveness within the command area.
- Administer a training records system so that the information meets all District and legal requirements and can be readily accessed.
- Develop recommendations for policies and procedures to support the training program so that District goals are achieved.
- Create and present reports documenting training activities for the District, staff members, and learning institutions.
- Select and support instructors for Firefighter, Engineer, and Captain academies.
- Conduct entry-level Firefighter/Paramedic exams and promotional assessments for Engineer, Captain, and Battalion Chief in accordance with regional professional and legal standards.
- Identify instructional needs by conducting comprehensive periodic District analysis.
- Ensure the District provides mandated training to all employees so federal, state, and local laws are complied with.
- Assist in Training Division budget preparation and tracking of expenditures.
- Schedule regular meetings and provide guidance and support to the EMS Cadre and Training Officers.
- Collaborate with operational Battalion Chiefs to ensure training plans and programs are effective and meet the needs of suppression personnel.
- Attend Central Zone and County Training Officer meetings.
- Create and update slides on the digital dashboard for the dissemination of information.
- May be responsible for additional District functions during the absences of other Chief Officers.
- Perform other duties as assigned.

THE IDEAL CANDIDATE

The ideal candidate for this position will have:

Any combination of education, training, and experience that demonstrates possession of the knowledge and abilities needed to perform the typical duties listed above. A typical way to obtain knowledge and abilities would be experience in the fire service with progressively increasing levels of responsibility. College-level coursework in fire science or related fields is highly desirable.

Minimum requirements (by time of test):

- Five cumulative years of being compensated as a rated Captain.
- California State Fire Marshal Company Officer Certification.
- Non-Probationary in the rank of Fire Captain.
- Satisfactory or above on last performance evaluation and not currently on a performance plan.

The two areas listed below are the accepted means of obtaining the California State Fire Marshal Offices Company Officer 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

- Instructor 1: Instructor Methodology

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

Proof of completion is required, and certificates must be attached to your application.

SALARY AND BENEFITS

Please visit refer to the most current MOU and Salary Schedule for benefit and compensation details.

THE PROCESS

Please refer to the application template available on our [website](#). Completed applications must be accompanied by copies of relevant documents such as resumes, certifications, and licenses. Applications may be submitted in one of the following ways:

- **Hand-delivered** to our administrative office at 2850 Via Orange Way, Spring Valley, CA, 91978.
- **Emailed** to recruitment@sanmiguelfire.org
- **Mailed** to:

San Miguel Fire District
Battalion Chief
Recruitment Attn:
Recruitment
2850 Via Orange Way
Spring Valley, California 91978

Please ensure your application is complete before submission. All applications, resumes, and supporting documents will be reviewed for qualifications. Only candidates who meet the required qualifications will be invited to participate in the examination process. Applications must be typed and submitted or postmarked no later than **June 6, 2025, at 4:00 PM.**