

RESORT IMPROVEMENT DISTRICT NO. 1
Shelter Cove Sewer and Other Facilities Maintenance District No. 1

POLICY TITLE: **Job Description: Part-Time Chief Duty Officer**

POLICY NUMBER: **2389**

Description: Under the supervision of the Fire Chief, this is a part-time position within the Resort Improvement District No.1 with an assumed 20-hour work week inclusive of time spent on drills, training exercises and emergency responses, but may require additional hours for emergency response and other fire department matters (meetings, planning sessions & public relations).

Essential Functions and Duties

1. Ensures that the Shelter Cove Fire Department is meeting its mission to provide the upmost level of medical, fire, and rescue services to the residents and visitors of Shelter Cove.
2. Along with the Fire Chief, directs and supervises all fire department staff including, the Shelter Cove CERT, mutual aid assistance, and contractors in all daily duties, work details and emergency services.
3. Responds to and performs as Incident Commander at fire and other emergency scenes, as required.
4. Coordinates with fire investigators and generates reports.
5. Participates in the budgeting process and assures adequate supplies and materials are available.
6. Oversees implementation of the Hazmat, EMS, water rescue, technical rescue, community CPR, First Aid training, and testing.
7. Manages the department's Firefighter Certification program.
8. Ensures compliance with certification requirements for all personnel and maintenance of certifications.
9. Reviews and assures accuracy of all incident response reports.
10. Maintains a log of all emergency calls.
11. Assists the Fire Chief in providing a monthly activity report to the General Manager and the Board of Directors.
12. Ensures basic maintenance is completed and all departmental vehicles are response ready.
13. Assures the fire hall is clean and neat at all times.

14. Represent and oversee the Shelter Cove Fire Department's resources and interests in the California Master Mutual Aid Agreement during out of district requests and assignments.

Secondary Functions (or ability to learn)

1. Assumes all response duties to augment personnel shortages and perform in all capacities of a Chief Officer.
2. Coordinates training and activities with Shelter Cove Community Emergency Response Team (C.E.R.T.) personnel.
3. Performs other related duties as required.

Required Knowledge, Skills, and Abilities

1. Must have the ability to train, motivate and recruit volunteers.
2. Must have the knowledge and ability to safely drive and operate all fire/rescue equipment including but not limited to the ATV, Ocean Rescue Jet Ski and Jet Boat.

Training and Experience

1. Must have a minimum of five (5) years' experience as a professional firefighter of increasing responsibility with the rank of at least Captain.
2. Must have three (3) years' experience which is either current or expired not more than two (2) years prior to assignment to this position as EMT-1.

Special Requirements

1. Must live within a ten-minute response time of the Shelter Cove fire station, or utilize the SCFD barracks.
2. Must be available twenty-four hours a day and 3 days a week to respond to emergencies except during scheduled absences when an alternative Duty Officer is assigned.
3. Must participate in Shelter Cove Fire Department's out of district program and be able to be out of district for extended periods of time.

Licenses and Certificates

1. Must possess a valid California driver's license with firefighter and ambulance drivers endorsements.
2. Must be certified to the level of National Fire Protection Association or California State Fire Marshal: Fire Officer I, Fire Instructor I and Fire Inspector I within one year.
3. Must maintain a current California Office of Emergency Services Wildland "Red Card", EMT-B certificates.

Adopted 8/20/2015

Revised 5/16/2024

Essential Physical Abilities

1. Must be able to perform arduous manual labor, often in inclement weather, in both emergency and non-emergency situations.
2. Must be a good swimmer, comfortable in ocean waters.
3. Must pass a medical evaluation, background check and drug screening test.
4. Must complete a SCFD equivalent arduous wildland fire work capacity test, and candidate physical ability test.

Compensation and Benefits

1. Reference Exhibit "A" in Policy #2010 for hourly rate. Exempt from overtime. Annual increase based upon CPI and satisfactory performance.
2. Sick Leave: 1 hour/every 30 hours worked.