



The City of Sebastopol is seeking energetic, collaborative, effective  
leaders to serve as a City of Sebastopol

## FIRE CAPTAIN

Salary: \$107,472 - \$130,656 Annually  
Plus Attractive Benefits Package





# THE COMMUNITY

The City of Sebastopol is a small semi-urban community located in California on the western edge of the Santa Rosa plain. It is 50 miles north of San Francisco, 8 miles west of Santa Rosa, 10 miles from Bodega Bay, and about 15 miles from the Russian River. The City, incorporated in 1902, currently has a population of about 7,800 people and serves a trade area population in excess of 50,000 people.

The City produces most of the world's supply of Gravenstein apples and a significant volume of grapes used to curate high-quality wines. Sebastopol is also the gateway to the popular Russian River and its surrounding redwood forests, as well as Bodega and Jenner's coastal recreation areas. Whether you live, work, or play here; or even if you are just passing through, you are a part of our community, and we welcome you.



## THE DEPARTMENT

The Sebastopol Volunteer Fire Department has over 30 volunteers with six trucks, a beautiful firehouse, and three adjacent volunteer fire districts that also provide service. The Sebastopol Fire Department's mission is to be a leading emergency service organization by:

- Meeting the service requirements of our community in fire prevention, fire suppression, rescue, and education.
- Utilizing and improving the dedication and skills of our people, and continually improving all of our services and operations.



## THE POSITION

The City of Sebastopol is seeking energetic, collaborative, effective leaders to serve as a City of Sebastopol Fire Captain. The City is currently recruiting to fill two positions and create an eligibility list for future vacancies. The Fire Captain performs a variety of administrative, supervisory, technical, and operational duties involved in fire suppression, emergency medical care, hazardous materials response, rescue, fire prevention, and inspection. In addition, they will carry out duties in fire investigation, fire personnel training, public education, and related services and activities of an assigned event, incident, engine, or program. The selected candidate will ensure that all assigned activities are carried out effectively, efficiently, safely, and according to department guidelines and policies; and will perform other related work as required.

The Fire Captain will reflect a demonstrative cultural competency working with all community members regardless of cultural differences or circumstances including race, ethnicity, religion, language, gender identity, age, marital and familial status, sexual orientation, diverse physical and learning abilities, socioeconomic status, and other identities.





# THE IDEAL CANDIDATE

The ideal candidate will:

- Be an excellent communicator who is open and comfortable in seeking input from employees of the department.
- Be flexible and take a problem-solving approach to resolving differences between opposing viewpoints by defining the problems, collecting data, establishing facts, and drawing valid conclusions.
- Be invested in fellow employees' training and development.
- Have demonstrated emergency management skills.
- Be able to formulate, evaluate, and make recommendations on policies and procedures affecting the provisions of fire services.
- Set high standards for performance, productivity, and initiative by department personnel, while retaining accountability for the actions of others.
- Be an effective listener; be responsive to employee input and provide prompt feedback.
- Possess the ability to function efficiently under stressful situations.
- Work collaboratively and cooperatively with City Administration, the Fire Department, other City departments, community leaders, elected officials, and the public.
- Have operational experience within a department or district and experience presenting to and working with governing bodies, preferred.
- Possess demonstrated performance with leadership, budgeting, personnel management, and strategic planning.



## QUALIFICATIONS

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:** Equivalent to the completion of the twelfth grade supplemented by college-level coursework in fire science, fire administration, management, business administration, or a related field.

Two (2) years of related post-high school coursework in fire science, fire suppression, fire administration, and operations, or the equivalent of an Associate's degree in fire science, fire administration, business or public administration, or a related field is desired.

**Experience:** Two (2) years of increasingly responsible experience in fire suppression, emergency medical response, and fire prevention experience as a Firefighter, Firefighter/Paramedic, Fire Engineer, or similar position, including some demonstrable leadership experience providing technical and functional supervision over assigned personnel.

### **License, Certifications, Registrations:**

#### **Certifications:**

- Possession of a State of California Emergency Medical Technician I (EMT-I) Certificate
- A valid Cardio-Pulmonary Resuscitation (CPR) certification is required and must be maintained throughout employment.
- Possession of a State of California Firefighter I or II Certificate.
- Possession of Driver/Operator 1A and 1B within one year of appointment.
- Possession and maintenance of a valid Fire Officer certificate from the California State Fire Marshal. (desired)
- A valid advanced first aid certificate (desired)
- Possession of, or ability to obtain Fire Prevention Officer, Fire Investigator, and Fire Instructor certifications are desired.

#### **Licenses:**

- Possession of a valid California Class B Driver's License with air brake and tank endorsements, or a valid California Class C Driver's License with Fire Fighter endorsements, is required at the time of appointment.
- Failure to obtain or maintain such required license (s) may be cause for disciplinary action.



# COMPENSATION & BENEFITS

The starting salary will be commensurate with the experience, qualifications, and skills of the successful candidate and within the range of \$107,472 - \$130,656 annually, \$8,956 - \$10,888 monthly. The City of Sebastopol offers an attractive benefits package, including choices among plan options for medical, dental, vision, life insurance, short and long-term disability, and CalPERS long-term care insurance.

**Health Insurance:** PPO or HMO (Anthem Blue Cross Health Insurance or Kaiser) for employee and dependents.

The REMIF Anthem Blue Cross Health Plan will continue to be an option for full-time regular employees and any eligible dependents. Any premium difference between the Kaiser HMO Plan and the Blue Shield plan shall be paid by the employee.

The payment of health in lieu program is to allow employees who have double health insurance coverage to drop the City's insurance and receive a payment in lieu. For employees who qualify for and participate in the payment in lieu health program, the schedule for the Health Insurance In-Lieu Benefit is Full Family 20% of City "family" medical contribution, Employee + 120% of City "Employee +1" medical contribution and Employee Only 20% of City "Employee only" medical contribution.

**Dental and Vision Plans:** City funded plans for employee and dependents.

**Life Insurance:** - \$50,000 for employee. Increased coverage may be purchased by employee.

**Short/Long Term Disability:** Basic Employer paid Lincoln Life Financial.

**Retirement:** California Public Employee Retirement System. PERS Pension Plan (3% @ 55 for Classic Members. 2.7% @ 62 for PEPR Members (hired after 01/01/13)

**Deferred Compensation Plans:** ICMA-RC

**Employee Assistance Program:** Basic Employer paid

**Vacation:** 120 hours annually and increase with longevity.

**Sick Leave:** 120 hours annually, Holidays: 15 paid holidays

**Administrative Leave:** 100 hours. With cash out option of 40 hours at the end of the fiscal year.

**Longevity Pay:** completion of 5 years @ 2%, increment of 2% every 5 years with, maximum of 10%

Mileage Allowance & Business Travel expense reimbursement

Please refer to your Memorandum of Understanding for a comprehensive list of benefits and services:

<https://www.cityofsebastopol.gov/employee-benefits/>



## HOW TO APPLY

Qualified candidates are invited to apply by submitting a Letter of Interest and a focused resume detailing their recent experience and demonstrated career accomplishments relevant to this position along with their completed application and supplemental questions to CalOpps.org. All materials must be included to be considered as a candidate. Please follow this link:

<https://www.calopps.org/city-of-sebastopol> or scan the QR code below to apply:

**The deadline to apply is Monday, February 17, 2025, 11:59 PM PST.**

Candidates with a disability who may require special assistance in any phase of the recruitment process or additional inquiries about the position may be directed to Danielle Oliveira from Muchmore Than Consulting [danielle@muchmorethanconsulting.org](mailto:danielle@muchmorethanconsulting.org).

The City of Sebastopol is not responsible for the failure of internet forms or email in submitting your application.

Recruitment Services Provided

by:



SCAN ME



**THE CITY OF SEBASTOPOL IS AN EQUAL OPPORTUNITY EMPLOYER**