



City of Calimesa Fire Department

Physical Address: 906 Park Avenue, Calimesa, CA 92320

Mailing Address: 908 Park Avenue, Calimesa, CA 92320

(909) 795-9801 www.calimesa.gov

City of Calimesa Fire Department JOB ANNOUNCEMENT

The City of Calimesa Fire Department is recruiting for the position of:

BATTALION CHIEF

1ST APPLICATION REVIEW: SEPTEMBER 30, 2026

\$70,105 - \$89,474 Annually

Job Description and Employment Application are attached.

**Completed Applications are due no later than 5:30 p.m. on
Wednesday, September 30, 2026 to be considered in the
1st review of submitted applications.**

**Submit to City of Calimesa Human Resources Department
at 908 Park Avenue, Calimesa, CA 92320 or via email at
dgerdes@calimesa.gov**



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FIRE BATTALION CHIEF

\$70,105.04 – \$89,473.76 Annually

DEPARTMENT: FIRE DEPARTMENT

FLSA STATUS: NON-EXEMPT

POSITION STATUS: REGULAR FULL-TIME

REPORTS TO: FIRE CHIEF

DEFINITION

Under general direction of the Fire Chief or designee, manages and directs assigned shift operations, personnel, and Department programs; oversees emergency response, training, EMS, fire prevention, operational readiness, and other assigned areas of responsibility; supervises and evaluates assigned personnel; serves as an Incident Commander or command officer as appropriate; assists with the development and implementation of Department policies, procedures, programs, and operational plans; coordinates activities with other City departments and partner agencies; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Fire Battalion Chief is a management-level safety classification responsible for significant operational, supervisory, administrative, and emergency command functions within the Fire Department. Incumbents are responsible for the operational readiness, supervision, performance, and activities of assigned personnel and companies and may also be assigned Department-wide programs or areas of responsibility. The Battalion Chief is distinguished from Fire Captain by responsibility for supervising multiple companies, exercising management-level authority, managing Department programs and projects, participating in organizational planning and administration, and serving as a command officer at significant emergency incidents. Battalion Chiefs are expected to exercise considerable independent judgment and initiative within established City and Department policies and are accountable for the timely and professional completion of assigned programs, projects, reports, and other responsibilities.

ESSENTIAL JOB FUNCTIONS

- Manage and coordinate the operations and services of an assigned shift, including fire suppression, EMS, fire prevention, training, and other assigned functions.
- Supervise, direct, mentor, and evaluate assigned personnel; participate in selection, orientation, training, professional development, corrective action, and disciplinary processes.
- Provide administrative and technical direction to assigned personnel and ensure appropriate staffing, apparatus, equipment, and resources are available to maintain operational readiness.

- Respond to emergency incidents and serve as Incident Commander or command officer as appropriate; establish incident objectives, strategies, and priorities in accordance with Department policy and the Incident Command System.
- Maintain operational readiness through the inspection and evaluation of personnel, apparatus, equipment, PPE, facilities, and other Department resources.
- Plan, coordinate, and evaluate Department training activities; identify training or performance deficiencies and ensure appropriate follow-up and corrective action.
- Develop, implement, and maintain Department and shift goals, policies, procedures, operational plans, and assigned programs.
- Manage assigned Department programs, projects, and areas of responsibility; establish priorities and timelines and ensure assigned work is completed accurately and within established deadlines.
- Keep the Fire Chief or designee informed of the status of assigned programs and projects, including significant issues, delays, or resource needs.
- Participate in development and administration of the Department budget and assist in identifying staffing, apparatus, equipment, training, and other resource needs.
- Review emergency incidents, injuries, accidents, and operational performance and recommend improvements to training, safety, policies, and service delivery.
- Coordinate Department activities with City departments, public safety agencies, and other organizations, including automatic aid, mutual aid, and regional response activities.
- Prepare and present reports, correspondence, policies, procedures, plans, statistics, and other documents as required.
- Respond to and assist in resolving personnel, organizational, and community concerns within assigned authority.
- Maintain current knowledge of applicable laws, regulations, standards, and emerging fire service practices.
- Manage multiple assignments and priorities, exercise independent judgment, and remain accountable to the Fire Chief and established chain of command.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Experience

Any combination of education and experience that provides the knowledge, skills, and abilities necessary to perform the duties of a Battalion Chief. A typical qualifying background includes seven (7) years of increasingly responsible fire service experience in fire suppression, fire prevention, emergency medical services, training, or related operations, including at least three (3) years of supervisory experience at the Company Officer level or higher.

Education

High school diploma or equivalent; and one of the following:

- Bachelor's degree from an accredited college or university with major coursework in Fire Science, Fire Technology, Emergency Management, Public Administration, or a related field; or
- Associate degree from an accredited college or university in a related field and California State Fire Training Chief Fire Officer certification.

Knowledge and Skills

Knowledge of:

- Principles and practices of fire suppression, fire prevention, EMS, training, and emergency operations.
- Fire Department organization, administration, policies, procedures, and applicable laws and regulations.
- Principles of supervision, leadership, employee development, discipline, and the Firefighters Procedural Bill of Rights.
- Incident command, strategy and tactics, firefighter safety, hazardous materials, and mutual/automatic aid.
- Fire apparatus, equipment, PPE, pre-incident planning, and operational readiness.
- City of Calimesa geography, hazards, water supply, and emergency response resources.
- Budgeting, resource allocation, project management, recordkeeping, and report preparation.
- Computer applications and systems used in fire service operations and administration.

Ability to:

- Lead, supervise, train, evaluate, and hold assigned personnel accountable.
- Command and coordinate emergency operations safely and effectively.
- Manage personnel, apparatus, equipment, and other Department resources.
- Communicate clearly and professionally, both orally and in writing.
- Exercise sound judgment and remain effective under stressful conditions.
- Establish and maintain effective working relationships with personnel, City staff, other agencies, and the public.
- Interpret and apply laws, regulations, policies, procedures, and standards.
- Prepare clear and accurate reports, correspondence, plans, and other documents.
- Organize, prioritize, and complete multiple programs, projects, and assignments within established deadlines.
- Identify problems, develop solutions, and ensure appropriate follow-through.
- Use computers and Department software necessary to perform assigned duties.

CERTIFICATIONS

Required at Time of Appointment

- California State Fire Training Company Officer
- California State Fire Training Firefighter II
- California State Fire Training Firefighter I
- CICC Engine Boss (ENGB)
- Fire Officer 3A – Human Resource Management (2020)
or Chief Fire Officer 3A – Human Resource Management for the Chief Fire Officer (2014)
- Fire Officer 3B – Finance and Administration (2020)
or Chief Fire Officer 3B – Budget and Fiscal Responsibilities for Chief Fire Officers (2014)
and Chief Fire Officer 3C – General Administration Functions for Chief Fire Officers (2014)
- Fire Officer 3C – Command of Expanding Incidents (2020)
or Chief Fire Officer 3D – Command of Expanding All-Hazard Incidents (2014)
- ICS-300 – Intermediate ICS for Expanding Incidents

Licenses

- Valid California Class C Driver's License with Firefighter Endorsement, or California Commercial Class A or B Driver's License with applicable air brake and tank endorsements.
- Valid California Emergency Medical Technician (EMT) certification.
- Current American Heart Association Basic Life Support (BLS) Provider certification.

DESIRED QUALIFICATIONS

TRAINING – DESIRED QUALIFICATIONS & EXPERIENCE

- California State Fire Training Fire Service Instructor certification.
- California State Fire Training Instructor II
- Experience developing and managing Department training programs, annual training plans, and training calendars.
- Experience coordinating State Fire Training, EMS continuing education, or other fire service training programs.
- Experience developing task books, competency evaluations, and promotional or professional development programs.
- Previous experience as a Department Training Officer or equivalent is highly desirable.

EMS – DESIRED QUALIFICATIONS & EXPERIENCE

- Current California Paramedic License.
- Current ACLS, PALS, and BLS certification, as applicable.
- Experience managing or providing oversight of a fire-based EMS program.
- Experience with EMS quality improvement/quality assurance (QI/QA), continuing education, skills competency, and clinical performance review.
- Experience working with the applicable Local EMS Agency (LEMSA), medical direction, ambulance providers, and receiving facilities.
- Previous experience as an EMS Coordinator, EMS Officer, or equivalent is highly desirable.

OPERATIONS – DESIRED QUALIFICATIONS & EXPERIENCE

- CICCIS Strike Team/Task Force Leader (STEN/TFLD).
- CICCIS Division/Group Supervisor (DIVS).
- Incident Safety Officer.
- ICS-400 – Advanced ICS.
- Fire Apparatus Driver/Operator – Wildland and/or Water Tender.
- Experience serving as an Incident Commander or Command/General Staff member at multi-company or extended incidents.
- Experience with automatic/mutual aid, wildland operations, pre-incident planning, response planning, and operational policy development.
- Previous experience managing a Department operations program or equivalent is highly desirable.

Special Requirements:

- Ability to serve in an all-risk/all-hazard incident command capacity.
- Maintain a satisfactory driving record and remain insurable under the City's applicable vehicle insurance requirements.
- Meet and maintain the health, safety, and physical requirements necessary to perform the essential functions of the position, with or without reasonable accommodation.

Physical Requirements and Environmental Conditions:

PHYSICAL DEMANDS

The physical demands described below are representative of those required to perform the essential functions of the position. Reasonable accommodations may be made in accordance with applicable law.

The position requires the ability to perform strenuous physical activity, including climbing, balancing, stooping, kneeling, crouching, crawling, reaching, lifting, carrying, pushing, and pulling objects weighing more than 50 pounds.

Employees must possess sufficient strength, mobility, coordination, vision, hearing, endurance, and mental alertness to safely perform emergency and non-emergency duties. Employees must also be able to wear and operate required personal protective equipment, including respiratory protection, and work effectively under hazardous and rapidly changing conditions.

WORK ENVIRONMENT

Work is performed in fire stations, offices, vehicles, training facilities, and emergency scenes. Employees may be exposed to fire, smoke, hazardous materials, extreme heat and cold, inclement weather, electrical and mechanical hazards, traffic, elevated noise levels, limited visibility, uneven terrain, and other hazardous conditions associated with emergency response. The position requires work in both emergency and administrative environments and may involve prolonged or irregular hours during emergency incidents and other Department activities.

GENERAL INFORMATION

This job specification is intended to describe the general nature and level of work performed and is not an all-inclusive list of duties or requirements. Duties and responsibilities may change based on the operational needs of the City and Fire Department.

Incumbents must be able to perform the essential functions of the position, with or without reasonable accommodation, and maintain the qualifications necessary for continued assignment.



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EMPLOYMENT APPLICATION

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

NOTICE TO APPLICANTS: Please fill every field in this application to best of your ability and knowledge. Failing to provide full, true and accurate information or falsifying any of the information provided will disqualify applicants from eligibility for employment by the City of Calimesa Fire Department.

POSITION APPLIED FOR: _____

NAME OF APPLICANT: _____
(First) (Middle) (Last)

ADDRESS: _____
(Street) (Apt. #) (City) (State) (Zip code)

PHONE NUMBER (H): (____) _____ **PHONE MESSAGE:** (____) _____

EMAIL ADDRESS: _____

ADDITIONAL INFORMATION

Are you now, or have you ever been, employed by the Fire Department?

Yes ☐ No ☐ If "Yes," Explain under Remarks below.

Do you have a valid California Driver's License?

Yes ☐ No ☐ If "No," Explain under Remarks below.

DL# _____ Class: _____ State Issued: _____ Exp. Date: _____

Have you ever been discharged or forced/asked to resign?

Yes ☐ No ☐ If "Yes," Explain under Remarks below.

Are you related to anyone working for the Fire Department?

Yes ☐ No ☐ If "Yes," Explain under Remarks below.

REMARKS (IF ADDITIONAL SPACE IS NEEDED, USE SEPARATE SHEET)

EDUCATION

Circle the highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 High School Diploma: ☐ G.E.D. Certificate: ☐

Name of College or University Major Completed Units Degree

Other educational course work: _____

Vocational Training: _____

Special Trades or Skills: _____

EXPERIENCE

List all positions you have held in the last 10 years. If you feel volunteer, part-time or military positions are applicable, list those. List each title or promotion separately. Resumes may be attached but WILL NOT be acceptable in lieu of COMPLETE ANSWERS. Start with your present or most recent position and work backwards. Attach additional sheets as necessary.

WORK HISTORY

Organization/Company Name: _____

Address: _____ Phone Number: () _____

Position Title: _____

Dates of Employment: (Month, Year) Full-time ☐ Part-Time ☐ From: _____ To: _____ Length of service _____ Yrs. _____ Mo

Name of Supervisor: _____ Reason for leaving: _____

Duties: _____

Organization/Company Name: _____

Address: _____ Phone Number: () _____

Position Title: _____

Dates of Employment: (Month, Year) Full-time ☐ Part-Time ☐ From: _____ To: _____ Length of service _____ Yrs. _____ Mo

Name of Supervisor: _____ Reason for leaving: _____

Duties: _____

Organization/Company Name: _____

Address: _____ Phone Number: () _____

Position Title: _____

Dates of Employment: (Month, Year) Full-time ☐ Part-Time ☐ From: _____ To: _____ Length of service _____ Yrs. _____ Mo

Name of Supervisor: _____ Reason for leaving: _____

Duties: _____

Organization/Company Name: _____

Address: _____ Phone Number: () _____

Position Title: _____

Dates of Employment: (Month, Year) Full-time ☐ Part-Time ☐ From: _____ To: _____ Length of service _____ Yrs. _____ Mo

Name of Supervisor: _____ Reason for leaving: _____

Duties: _____

REFERENCES

Do you object to our contacting your past employers? Yes ☐ No ☐

If "Yes", please briefly explain: _____

AGREEMENT (READ CAREFULLY BEFORE SIGNING)

I certify that all statements in this Application are true and complete, and I authorize investigation of all matters contained. I agree and understand that any misrepresentation or omission of a matter of fact may be justification for rejection of my Application, refusal of employment, removal of my name from an Eligibility List, and/or dismissal from employment with The City of Calimesa Fire Dept. I agree to undergo a physical examination by a City of Calimesa Physician and fully understand that employment is contingent upon meeting The City of Calimesa physical requirements, background investigation, including criminal history and employment history drug test and verification of educational qualifications, certifications and licenses. I further agree to be fingerprinted and to furnish proof of age and citizenship as may be directed. I authorize the employers, schools and persons named above to provide any additional information regarding my qualifications and character.

APPLICANT SIGNATURE: _____ DATE: _____

CITY OF CALIMESA FIRE DEPARTMENT

908 Park Avenue, Calimesa, CA 92320, (909) 795-9801

The City of Calimesa Fire Department is committed to a program of Affirmative Action to address Women, minority groups and the handicapped in obtaining equal employment opportunities. We request the following information to assist us in complying with State and Federal laws to report statistics regarding our applicants.

Completion of the following questionnaire is voluntary and will not affect your chances of employment.

This portion of the application will be detached when you file your application and be used for recording purposes only. Thank you for your cooperation.

ETHNIC IDENTIFICATION

Check this group to which you commonly identify yourself:

- ☐ African American
- ☐ Hispanic (Mexican, Spanish, Puerto Rican, South American)
- ☐ White or Caucasian
- ☐ Asian American/Pacific Islander
- ☐ Native American – Name of Tribal Affiliation: _____
- ☐ Other: _____

SEX:

- ☐ Female
- ☐ Male

AGE:

(Please circle age range)

- 18-25 46-50
- 26-30 51-55
- 31-35 56-60
- 36-40 61-65
- 41-45 66+

DATE: _____

I RESIDE IN: _____

(City) (State) (Zip Code)

I HEARD ABOUT THIS JOB: (Please circle number)

1. A friend
2. A relative
3. A website If, "Yes" Which one? _____
4. A Newspaper ad. If, "Yes" Which one? _____
5. A Professional magazine, journal or newsletter. If, "Yes" Which one? _____
6. An Educational placement center. If, "Yes" Which one? _____
7. An Employment agency or special employment office. Which one? _____
8. Other: _____

Please send a complete copy of your resume, application and a copy of all certifications to:
City of Calimesa, Attention Human Resources, 908 Park Avenue, Calimesa, CA 92320 - (909) 795-9801
The City of Calimesa Fire Department is an Equal Opportunity Employer