



5858 Lucas Valley Road, Nicasio CA 94946

Skywalker Ranch Fire Brigade **Battalion Chief – Job Announcement**

Skywalker Properties is seeking a qualified candidate for the Skywalker Fire Brigade.

POSITION OVERVIEW:

The Skywalker Fire Brigade Battalion Chief (BC) position will supervise, lead and train the Skywalker Fire Brigade (Department). This is a management position to 9 employees that staffs one private fire station and has the opportunity to build and direct a motivated staff of firefighters. The Battalion Chief will oversee three duty Captains and their projects, providing guidance and leadership for the organization. The Battalion Chief will oversee daily schedules with regards to standard prevention activities, training, and special events. Oversee fire prevention inspections, lead vegetation management projects including pile burning, shaded fuel breaks and interact with the property insurance agent and facilities manager for future projects. The BC will represent the Skywalker Fire Brigade during county wide meetings for Operations and Training while reporting directly to the Director of Security and Property Management. Skywalker Fire employees provide an extraordinary level of customer service and hospitality to Skywalker Properties clientele. While this role operates within a Brigade fire department, the position itself is mostly comprised of prevention and training. This is a great opportunity to train and develop individuals in a unique, private environment with a dedicated and passionate team to our mission.

DEPARTMENT OVERVIEW:

The department is a traditional basic life support (BLS) 3/0 staffing who cross staff a Type 1 or a Type 3 engine. Duty personnel work a modified Kelly Schedule (24hr shifts) with 3 shifts. The Skywalker Fire Brigade provides service to the property as well as to the community through closest unit response to our surrounding areas. Additional out of county mutual aid responses with Marin County Agencies is part of our service within strike team configurations. Overhead assignment opportunities are present for the BC, based on qualifications and the needs of the organization. The Brigade's primary response area and role is to provide fire protection, fire prevention, and EMS response to the Skywalker Ranch, their visitors and employees. Fire protection and prevention over the 5,000 acres of wildland area, the infrastructure within as well as prevention responsibilities of the buildings in the Presidio. Wildland Fire mitigation, prevention and resiliency is a major function of the Brigade. The department also facilitates Fire Prevention Program through inspections, ongoing OSHA training, as well as other related duties that are in alignment with the mission.

COMPANY OVERVIEW:

Skywalker Holdings has several locations, the Fire Brigade operates at The Skywalker Ranch in Marin County, Nicasio, CA. Skywalker is a private organization that operates 5,000 acres of wildland urban interface land with various types of



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infrastructure within it. At the Presidio (San Francisco, CA) there are numerous buildings that are also included in the prevention responsibilities. From time to time, the population on the Ranch can reach 2,000 various employees and visitors. The Ranch operates numerous buildings, smaller organizations and other operations within that support the greater vision of Skywalker Properties Ltd.

SCHEDULE:

This position will work a semi-flexible 40hr work week as to oversee and manage 3 shifts who are on modified Kelly Schedule. Flexibility is determined by the Director of Security and Property Management and subject to department need as well attending any critical meetings with leadership teams. Remote work hours may be included in the flexibility.

Although rare, there are times when the Battalion Chief might have to provide staffing on apparatus due to non-fillable vacancies or training needs. As such, see the experience requirements below:

- Required Education/Experience:
 - Minimum 5 years' experience in a paid fire department or 10 years with a volunteer department.
 - Minimum 2 years at the rank of Battalion Chief or above with experience supervising emergency operations.
 - Current National Registry EMT certification.
 - Valid CA Driver's license with FF Endorsement or Class B – May obtain endorsement within 1 year.
 - Successful completion of FF1 and FF2 CA State Fire Training Certification.
 - Be a registered Ca State Fire Training Instructor.
- Desirable Education/Experience:
 - Project management experience.
 - Driver Operator Experience
 - Bachelor's Degree or higher.
 - Completion of California State Fire Training Company Officer Certification and has completed all of the Chief Officer Courses.
 - Vegetation Management experience

DESIRABLE EDUCATION/CERTIFICATIONS:

- Taken the following classes: Fire Prevention, Auto Extrication, RIC and FF Survival.
- CA State Fire Training Company Officers classes
 - 2A, B, C, D, and E are preferred.
- CA State Fire Training Chief Officer classes
- IS/ICS 100, 200, 700, and 800. ICS 300 and 400



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- NWCG CERTS: L-180, S-130, S-190, S-213, S-230, S-231, S-290.
- Driver Operator 1A and 1B

KNOWLEDGE OF:

- Principles, practices, techniques, and procedures of modern firefighting, emergency medical care, and rescue;
- Operational characteristics, services, and activities of comprehensive Community Risk Reduction, public education, and fire training;
- Principles and practices of program development, administration, and personnel management;
- Pertinent federal, state, and local laws, codes, and regulations related to the fire service;
- Rules, regulations, and operational procedures of Skywalker Properties;
- Principles and practices of supervision, training, and performance evaluation;
- Principles of budget preparation and control;
- Principles, techniques, and requirements of report preparation.
- Vegetation Management principles and practices.

SKILLS:

- Professionalism – Models core values of being honest, respectful, and positive; supervisory actions are collaborative when possible.
- Manages Performance – Takes responsibility for own and assigned employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring regular feedback, and addressing performance problems and issues promptly.
- Decisiveness – Willingness to make difficult decisions promptly.
- Developing and Empowering Others – Willingness to delegate responsibility; coaching assigned employees to develop their capabilities.
- Facilitating Partnerships – Builds internal and external community and partnerships in the organization.
- Forward Thinking – Anticipates the consequences of situations and decisions; takes appropriate action to be prepared for changes.
- Provides Support – Provides the tools and creates a supportive environment allowing others to complete their work successfully.

ABILITY TO:

- Interpret and explain Skywalker Properties policies and procedures;
- Properly interpret and make decisions in accordance with laws, regulations, policies, and industry standards;
- Conduct thorough fact-finding investigations and enforce regulations firmly, tactfully, and impartially;
- Prepare clear and concise operational work records and reports;



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- Learn principles and techniques for obtaining grant funding;
- Learn principles and techniques of curriculum development, class instruction, planning, and evaluation;
- Learn principles and practices of purchasing and inventory control;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Operate apparatus and equipment safely and effectively;
- Ability to tactfully and firmly enforce policies and regulations;
- Ability to operate computer applications, electronic systems, radios and tablets.
- Execute vegetation management projects in a safe effective manner.

WORKING CONDITIONS:

- Work is performed primarily indoors, but will include travel from site to site;
- Exposure to computer screens, noise, dust, grease, smoke, fumes, gases, and potentially hazardous chemicals;
- Use of safety equipment, as needed;
- Essential and marginal functions require maintaining the physical condition necessary for sitting and standing for extended periods. On occasion, functions may require maintaining the physical condition necessary for performing the assigned duties specified by the Firefighter II certification, including running, walking, crawling, climbing, stooping, and heavy lifting while wearing heavy protective equipment; working in training situations in inclement weather conditions for extended periods.
- The Battalion Chief must maintain a confidential relationship with all staff and must carry out the assigned duties in a matter that secures and retains the respect of fellow employees and meets the requirements of the Skywalker Company.
- Standard California Physical Capability Requirements: Employees in the Fire Brigade must be able to perform these standard physical activities while wearing a helmet, gloves and 50-lb weighted vest. (Must pass the physical standards tests) Ability to pass CPAT test within 90 days of hire if not done within prior 12 months.
- - Stair Climb
 - Hose Drag
 - Equipment Carry
 - Ladder Raise and Extension
 - Forcible Entry
 - Search
 - Rescue Drag
 - Ceiling Breach and Pull

APPLICATION AND SELECTION PROCESS:



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- Detailed resumes should be sent to <https://apply.workable.com/skywalker/> by the **closing date: JUNE 28, 2023.**
- A resume review will begin immediately and qualified candidates will be invited to interviews.
 - Interviews will be scheduled the week July 5, 2023.

BENEFITS:

Skywalker Holdings LLC. offers a full range of medical, dental and vision benefits for you and your qualified dependents.

- Medical/Dental/Vision with generous costs sharing (employee costs is \$20-\$150 per paycheck depending on the plan)
- Employer paid Life Insurance and Long-Term Disability Policy
- Flexible Spending Account
- 401k with Company Match
- Family Care with UbanSitter membership
- Generous PTO policy: 20 vacation days accrue annually, 80hrs sick bank granted Annually
- The Company recognizes approximately nine (9) paid Holidays. In addition, the Company is closed between Christmas and New Years each year and these are considered paid "bonus" holidays.
- Education/Tuition reimbursement
- Discretionary bonus opportunities
- Starting range of 100-110K per year, based on experience. While this is an hourly position, overtime opportunities are present during apparatus coverage or during overhead assignments. Unless unique conditions exist, the normal duties are covered within the 40hr work week.
- **Uniforms:** Fire Brigade Uniforms as well as casual nice/business attire can be worn depending on circumstances. Fire Brigade Uniforms are provided at no employee costs.