



Pliocene Ridge Community Services District
Policies & Procedures: ADMINISTRATION Policy 1020

ADMINISTRATIVE POSITIONS & DUTIES

This policy provides a list of the authorized and established positions of the District and outlines the basic duties and responsibilities of the positions that report directly to the Board, including the Chief and General Manager.

Due to the limited resources of the District, the board is encouraged to adjust job duties as needed to accommodate both the desires and the abilities of available staff members and officers.

Pliocene Ridge CSD designates the District Fire Chief, and the District Manager to fulfill the duties of “General Manager”. Due to budget constraints the District is not able to hire a sole individual for this position as mandated by Gov code section 61050. Additionally, there is no desire to create a staff position that oversees the District Fire Chief. The District Manager and Fire Chief work in tandem and answer directly to the Board of Directors.

District Fire Chief

The District Fire Chief shall serve as the General Manager of Fire and EMS Operations and is duly authorized by the Board to carry out all duties incidental to that position. The District Fire Chief is responsible to perform or delegate the following tasks:

1. Establish the chain of command for Fire and EMS Services. Including the appointment of Officer Positions.
2. Act as Officer in Charge.
3. The maintenance of District vehicles.
4. The maintenance and tracking of District equipment and property.
5. The training of Fire Department personnel including retaining training sign-in sheets.
6. Adhere to the District’s Policies and Procedures.
7. Be authorized to take action sufficient to address an emergency and report those actions outside established policy and procedures to the Board at the next regular meeting
8. Assist with the ongoing review and revision of Standard Operating Guidelines for District personnel.
9. Be authorized to sign documents related to board approved actions such as the acquisition and disposition of assets and mutual aid agreements.
10. Be authorized to approve non-District community use of the firehouses per District policy # 1052 (to be developed)
11. Perform other duties as may be deemed necessary or delegated by the Board of Directors.
12. Is authorized to vote ballots for membership organizations that the District is a member of.

District Manager

The District Manager works in tandem with the District Fire Chief to fulfill the General Manager Requirement mandated by Gov code section 61050. The same person may serve as District Manager and Treasurer, per Gov code section 61050 c. but a Director is not permitted to serve in either capacity. The District Manager is responsible for

1. Assisting the Board and Fire Chief with the development and ongoing review of District Bylaws, Policies & Procedures and Standard Operating Guidelines .
2. Assisting with pursuing additional funding sources for the District, including grants and donations. Including the preparation of grant applications and all required documents for board approval.
3. Facilitating the District's support of the firewise community efforts for both Pike and Alleghany (see resolution # 2020-077).
4. Assisting with the development and implementation of a public relations campaign for the District.
5. Working with the District Secretary to Maintain the District's website.
6. Be authorized to sign documents related to board approved actions such as grant applications and documents related to the acquisition and disposition of assets.
7. Is authorized to vote ballots for membership organizations that the District is a member of.
8. Perform other duties as may be deemed necessary or delegated by the Board of Directors

Other Positions

Secretary

Treasurer

Risk/Safety Manager

Streetlight Manager

Project Manager

Information and Billing Specialist

Job descriptions for District positions may be updated from time to time as needed and will be kept on file with the District.