



The City of West Covina invites
you to apply for the position of

FIRE CHIEF

The City of West Covina is seeking a visionary Fire Chief to lead a dedicated, close-knit team of firefighters and professional staff. This dynamic role offers the opportunity to modernize operations, enhance the department, and shape the future of fire and emergency services in a vibrant Southern California community.

[Learn more within.](#)



ABOUT WEST COVINA

Incorporated in 1923, the City of West Covina is a vibrant community of approximately 110,000 residents spanning 16 square miles in the San Gabriel Valley, just 20 miles east of downtown Los Angeles. Originally established to maintain local control over land and protect its walnut and orange groves, West Covina has grown into a well-planned, urban city known for its excellent schools, parks, and recreational facilities.

The City is a regional hub for retail, healthcare, and corporate offices, offering residents and visitors a variety of shopping, dining, and entertainment options. Local highlights include Plaza West Covina, the Haugh Performing Arts Center, Galster Wilderness Park, and South Hills Country Club. The City is also within reach of several well-known Southern California attractions like Disneyland, Mt. Baldy, and downtown Los Angeles.

West Covina operates under a Council-Manager form of government, with five elected Council Members and a full-service municipal workforce providing comprehensive services, including Police, Fire, Public Works, Planning, and Community Services. The city prides itself on its community-oriented atmosphere, year-round pleasant weather, and strong educational opportunities, with 17 public elementary schools, three public high schools, and a mix of private institutions.

From historic roots to modern amenities, West Covina offers a unique blend of suburban charm and urban convenience, making it an engaging and dynamic place to live, work, and serve.

ABOUT THE WEST COVINA FIRE DEPARTMENT

Emergency operations are the core of the West Covina Fire Department. Firefighters are cross-trained to respond to medical emergencies, fires of all types, traffic accidents, and other urgent calls, delivering rapid, effective solutions while maintaining high-quality customer service.

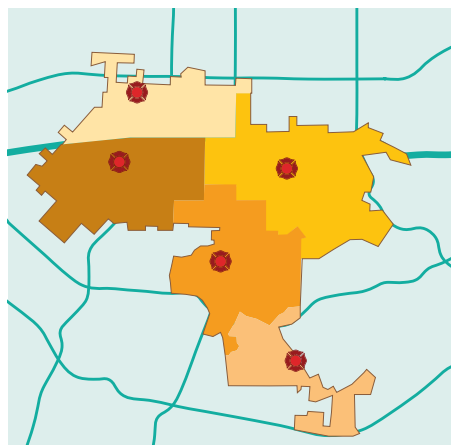
The Fire Prevention Bureau, under the leadership of the Fire Chief, focuses on preventing fires, investigating causes, enforcing life safety and building regulations, maintaining fire protection systems, and regulating hazardous materials—all while supporting environmental protection and fostering a business-friendly environment.

Beyond emergency response, the department engages the community through public education, youth programs such as the Fire Explorer program, and volunteer initiatives, including the Retired Senior Volunteer Program (RSVP). Specialized services like EMS support and the Safe Surrender program reflect the department's commitment to safeguarding the health and well-being of all West Covina residents.

Many personnel have served for years, and positive relations with the union contribute to a collaborative, family-like culture. The department continues to invest in its future, including plans to rebuild two stations to modernize living quarters and enhance readiness, as well as stabilize EMS operations and recruit a Deputy Fire Marshal to strengthen fire prevention and code enforcement efforts.

MISSION STATEMENT:

Our Mission is to provide the highest level of life and property safety in a caring and cost effective manner, and to continually strive to provide quality customer service for the community, the City, and to one another.



West Covina Fire Station Districts

- Fire Station 121
- Fire Station 122
- Fire Station 123
- Fire Station 124
- Fire Station 125
- Fire Station Location

Services are delivered from five stations strategically located throughout the city: Fire Station 121 on South Sunset Avenue, Station 122 on East Cortez Street, Station 123 on West Puente Avenue, Station 124 on South Azusa Avenue, and Station 125 on East Shadow Oak Drive.



FIRE CHIEF: ABOUT THE POSITION

The Fire Chief is responsible for providing strategic leadership, administrative oversight, and operational direction for the West Covina Fire Department. Reporting to the City Manager and serving as a member of the City's executive management team, the Fire Chief will guide the department and have a strong line of communication with the community.

This role requires a dynamic leader who can balance day-to-day operations with long-term organizational planning and department modernization. The Fire Chief will be tasked with ensuring that fire prevention, suppression, EMS, disaster preparedness, and community education services are delivered effectively and efficiently.

KEY RESPONSIBILITIES:

- **Department Leadership**
Plan, organize, direct, and evaluate all fire, EMS, prevention, and disaster preparedness operations.
- **Budget & Resources**
Prepare and administer the department budget, allocate resources effectively, and ensure fiscal accountability.
- **Personnel Management**
Participate in recruitment, selection, training, and evaluation of staff; develop in-service training programs to enhance skills and prepare employees for advancement.
- **Policy & Planning**
Establish and interpret departmental policies and priorities; review data and reports to guide strategy and modernization of fire prevention, suppression, and emergency response.
- **Collaboration**
Coordinate fire protection and inspection activities with other City departments, regional fire agencies, and community partners.
- **Community Engagement**
Address resident concerns, represent the department at public and professional meetings, and communicate policies, programs, and goals to diverse audiences.
- **Emergency Response**
Provide on-scene leadership during major incidents, managing resources and priorities under the Standardized Emergency Management System (SEMS).

The position requires a dynamic leader with deep knowledge of modern fire administration and a proven track record of success at the executive level.

IDEAL CANDIDATE

The ideal candidate will be an innovative and collaborative leader with creative and relevant experience, ready to leave a legacy. This person enjoys the challenge needed to enhance the department, modernize outdated systems, and implement innovative strategies that enhance both operations and community service.

The successful candidate will be:

- Able to bring together a dedicated but evolving team, fostering a family-like culture while strengthening collaboration with City leadership, labor groups, and community partners.
- Comfortable doing more with less, identifying cost-saving and revenue-generating opportunities, and leveraging existing resources to maximize impact.
- Ready to "leave their legacy" by restructuring the department for long-term success, guiding capital projects, and positioning the organization for growth in fire prevention and emergency management.
- Skilled in engaging with other City departments, attending community events, and serving as the visible face of the department in a bedroom-community setting.

[Click here to review the full job description.](#)



QUALIFICATIONS

Required Knowledge and Abilities:

- Comprehensive understanding of fire suppression, prevention, emergency medical services, and departmental administration.
- Familiarity with public administration, budgeting, training, and municipal government operations.
- Strong project management skills, particularly with capital projects and equipment planning.
- Ability to plan, organize, and direct the activities of a modern fire department while fostering discipline, accountability, and collaboration.
- Strong interpersonal and communication skills, with the ability to maintain effective public relations and represent the department in a variety of settings.

Education and Experience:

- A Bachelor's degree or equivalent college training in fire science, public administration, or a related field is required.
- At least four years of professional fire department or agency experience at the Battalion Chief level or higher is required.

Licenses:

- Possession of a valid Class C California Driver's License is required.





COMPENSATION & BENEFITS

Salary Range: \$176,796 - \$238,680 Annually

RETIREMENT

Through the Public Employees' Retirement System (CalPERS), Department Heads pay no member contribution, as the City covers the full amount. Retirement formulas vary based on hire date and membership type:

- Hired prior to December 19, 2012: 3% at age 50
- Hired between December 19, 2012 and January 1, 2013, or with CalPERS reciprocity as a "Classic" member: 3% at age 55
- Hired on or after January 1, 2013, as a "New CalPERS Member": 2.7% at age 57

HEALTH, DENTAL & VISION

- City covers health insurance through PERS (Employee, Employee +1, or Family)
- Alternative coverage allowance: \$600/month (pre-6/30/12) or \$300/month (post-7/1/12)
- Dental: City contributes up to \$62.23/month
- Vision: Employee coverage included; dependents optional at employee cost

RETIREMENT & SAVINGS

- City pays full member contribution to CalPERS
- Retirement Health Savings (RHS) plan: \$250/month
- Deferred Compensation: \$300/month

LIFE & DISABILITY

- Term life insurance: \$100,000 while employed
- AD&D coverage: \$100,000 while on duty
- Post-retirement death benefit: \$10,000
- Long-Term Disability: 60% of monthly earnings, up to \$10,000/month; optional early coverage via payroll

LEAVE & HOLIDAYS

- Administrative leave: 140 hours/year
- Vacation: 80 hours/year + 40 hours after year one
- Floating holidays: up to 40 hours/year
- Sick leave: 96 hours/year, unlimited accumulation, annual payout plan
- Bereavement leave: up to 40 hours/occurrence
- 6 fixed holidays/year; City Hall closed Dec 24–Jan 1

ADDITIONAL BENEFITS

- Section 125 pre-tax plan for medical, dental, and dependent care expenses
- Tuition reimbursement for job-related continuing education
- City car or \$300/month car allowance
- Annual uniform allowance: \$1,000
- Optional State Disability coverage (employee-paid)

[Click here to see the full benefits schedule.](#)

HOW TO APPLY

To be considered for this position, please submit your resume and cover letter to Christine Martin at Talent@tripepismith.com by **Wednesday, November 19, 2025**.

After the submission deadline, candidates will be screened for qualifications. If you require additional information or have questions, please contact Christine Martin at 949-993-6531.

