



BURNEY FIRE PROTECTION DISTRICT

Administrative Instruction

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Approval level: Board Fire Chief

HUMAN RESOURCES AND PAYROLL

CLASS: CAREER FIREFIGHTER

POSITION DESIGNATION: TECHNICAL/PROFESSIONAL/SAFETY

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GENERAL PURPOSE OF POSITION

District personnel are responsible for performing the duties assigned by the Fire Chief, Duty Officer, or Supervisor. Personnel are required to work in strict compliance with all rules and regulations that govern the District. This position responds to such events as basic and advanced life support emergency medical aids; mass/multi casualty, and man-made/natural disasters as needed; performs structural firefighting, and rescue operations including but not limited to confined space, and wildland fires as a part of a team within the framework of the incident command system. Operates District vehicles, specialized equipment, and tools; assists in routine maintenance, cleaning, and inspection of vehicles, equipment, facilities, and tools; and may be responsible for project work.

LEVEL OF AUTHORITY

Results Standards set guidelines for the quality and correct procedure expected when performing any task for the District.

1. Customer Service
Customer service is to be provided in a professional and effective manner with an emphasis on responsiveness and accessibility to both employees and the public.
2. Community Relations
Community relations are enhanced through effective communications with the community and by way of the professional and exemplary conduct of each District employee.
3. Professionalism
Job duties are performed in a legal and ethical manner consistent with the code of conduct and standards applicable and appropriate to the position and particular specialized area.
4. Production
Employee labor products are of high quality and produced in a timely and cost-effective manner.
5. Critical Thinking
Decisions are made utilizing appropriate problem solving, identification, analysis, and evaluation processes with a continual emphasis on innovation, ethics, and professionalism.
6. Teamwork

Goals common to the organization are achieved through co-operation, co-ordination, and the development of professional relationships.

7. Professional Development

Employees are empowered to perform their jobs at the highest level and are encouraged to improve both personally and professionally. The overall quality of professionalism in the organization is improved through commitment, training, involvement, and education.

8. Leadership

Efficiency, effectiveness, and teamwork are promoted by all employees. The values of the District are properly communicated through the behavior of organizational leaders in a manner appropriate to their positions.

ESSENTIAL DUTIES

The individual in this position will work 72 hours per workweek on a schedule determined by the District. This is a full-time "at will" benefited position. The individual's primary duties will include responding to emergencies and non-emergency activities as directed by the Fire Chief or his/her designee. These duties include but not limited to tasks associated with firefighting, medical emergencies (Ambulance), rescues including confined space, auto extrication, hazardous materials incidents, and out of district assignments. Duties include but are not limited to maintenance of the station, apparatus, and equipment. The incumbent may be required to be on-call for emergencies and non-emergency events as determined by the Fire Chief and his/her designee.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

1. Responds to fire alarms, emergency medical calls, and other requests for assistance to protect life and property in accordance with departmental policies, procedures, and chain of command.
2. Drives, operates, and maintains trucks and other fire department vehicles; operate pumps and apparatus; uses ladders, hoses, and other fire suppression equipment with efficiency and within safety protocols.
3. Handles power and hand tools to perform fire suppression, prevention, rescue, inspection, equipment and facility maintenance, and other related subjects.
4. Participates in drills and training classes in fire-science, emergency first-aid, medical emergency techniques and response, hazardous material handling, fire station and equipment maintenance, and other related subjects.
5. Assists in performing inspections of commercial, industrial, and specified residential facilities in accordance with state and local fire safety codes and occupancies.
6. May attend and participate in presentations before local organizations and groups in support of fire prevention and fire safety.
7. Provides administrative support to the Fire Captain as assigned.
8. Performs routine maintenance of equipment, tools, vehicles, and fire facilities.
9. Promotes and maintains effective relationships with fire personnel, City staff, and the public; works under pressure and in tense situations; demonstrates strong interpersonal skills.
10. Promotes and develops safe work practices in the workplace; encourages, supports, and promotes the mission, organizational values, goals, and objectives of the Department.
11. Performs related duties and responsibilities as assigned.

OTHER DUTIES BUT NOT LIMITED TO

The individual shall participate in the District's Fire Inspection and Prevention programs. Assist with the District's Pre-Plan program, keeping comprehensive records and preparing reports regarding all fire inspections, as assigned. Gather and disseminate information

regarding current up-to-date data on codes and ordinances pertaining to fire inspections and code enforcement. The incumbent may perform other duties including work in other functions and areas to meet the needs of the District.

MINIMUM QUALIFICATIONS/EDUCATION

- Minimum age of 18
- Possession of high school diploma OR equivalent (provide documentation)
- Possession of a valid driver's license at time of hire (provide documentation)
- Possession of a valid American Heart Association Health Care Provider OR Red Cross BLS/CPR for Healthcare Professionals Certification (provide documentation)
- California Firefighter I Certification, OR completion of a California State Fire Marshal accredited Fire Academy, OR two years of full-time paid experience as a Firefighter with a municipal department, OR five years of Paid Call or Volunteer fire experience (provide documentation)
- A valid EMT/AEMT license and be able to obtain an S-SV accreditation by the time of hire OR a valid Paramedic license and be able to obtain an S-SV accreditation by the time of hire.

Must be current on the Firefighter Candidate Testing Center (FCTC) Statewide Eligibility List (SEL). (For more information on how to be placed on the FCTC SEL, visit <https://www.fctonline.org/find-a-job/fctc-statewide-list/> Cal-JAC CPAT (Candidate Physical Ability Test) Card must be dated within the last 12 months.

A passing score on the FCTC Written Test dated within the last 12 months.

To view upcoming Cal-JAC CPAT and FCTC Written Test dates, click here <https://www.fctonline.org/candidates/upcoming-test-schedule/>

Candidates experiencing financial hardship may qualify for a grant to pay for their FCTC testing fees. <https://www.fctonline.org/grants/>

TESTING PROCESS

Part of the testing process is the candidate's ability to follow instructions for applying for the position. This includes completing an application and providing the required information. All applications will be reviewed for completeness. Applications that are missing required information or documents will not continue in the process.

- The Application will be reviewed for completeness
- The Oral Interview is a pass or fail
- The Fire Chief Interview
- Extensive Background Check - DOJ background check
- Medical Exam including a drug screening

Knowledge, Skills, and Abilities

The ability to communicate effectively, exercise sound judgement, and utilize hand tools and light equipment is required.

Knowledge of the following is required: modern principles and practices of fire prevention, hazardous materials, suppression, and emergency medical services; current laws and regulations pertinent to fire prevention and safety; District geography, fire hazards, and firefighting resources; fire apparatus, equipment, tools, devices, facilities, and their proper use; District rules and regulations; hazardous materials storage, transportation, and use; and basic English and arithmetic.

The ability to perform the following is required: to interpret current laws, rules, and regulations pertaining to fire prevention and safety; identify hazard conditions and obtain

code compliance with minimal technical support; analyze situations and adopt effective course and action; operate various types of firefighting and medical rescue equipment; maintain firefighting and EMS equipment and station facilities; provide emergency medical services at the paramedic level as applicable; transport the sick or injured; suppress fires; communicate clearly and concisely both in writing and verbally; drive and operate the full range of fire apparatus and equipment used by the District effectively and safely; and establish and maintain effective working relationships with all members of the District.

Physical Demands and Working Conditions:

Physical mobility to sit, stand, walk, crawl, kneel, crouch, squat, lay on back or stomach, climb and balance, reach at shoulder length and above shoulder length, push, pull, twist and rotate for periods of between five minutes to two and one-half hours per eight-hour shift.

Stamina to run, walk, and stand wearing protective equipment weighing up to 100 pounds, for periods of time ranging from 5 minutes to two and one-half hours.

Physical agility to walk and run over uneven, wet surfaces, climb ladders of up to 105 feet in height, push/pull, squat, twist, turn, bend, stoop, climb and reach overhead. No severe allergic reactions to dust or pollen.

Physical strength to lift, carry and drag persons weighing more than 120 pounds for transport to triage, and up to 300 pounds with assistance, while carrying fifty pounds of equipment attached to the body. Physical strength to lift up to 75 pounds on a frequent basis, and to pull, drag and extend a two and one half-inch charged fire hose and 75-pound ladders.

Ability to work at heights on an aerial lift of up to 105 feet above ground. Manual dexterity of neck, wrists, waist, hands and fingers sufficient to wear respirators and other protective gear, to climb through small, confined spaces, use hand and power tools, handling and grasping equipment and or debris, and to administer first aid.

Hearing and speaking ability sufficient to converse over the telephone, two-way radio and in person often over the noise of machinery and traffic, to detect and describe noises in machinery or to hear running water. Uncorrected vision of 20/40 or better in one eye, and 20/100 in the other, or corrected to 20/20 in one eye and 20/40 in the other; ability to distinguish colors to recognize flame, smoke, hazardous materials placards and skin signs. Mental acuity to act under stress in life threatening situations, and to maintain calm efficient judgment in serious situations involving quick action or mental stress.

A Firefighter is required to wear protective gear, carry appropriate tools, and wear self-contained breathing apparatus, weighing a combined total of 100 pounds, while performing many of the emergency-related duties. Firefighters work in a variety of very hot and very cold temperatures, and often in a wet environment. The Firefighter must be able to respond physically to alarms and/or calls for help and be in a full sprint from a standstill or sleep, in a matter of seconds.

While performing emergency aid, a Firefighter may lift and carry victims and move equipment requiring the use of stomach and back muscles. It is required that they be able to hear a variety of warning devices and alarms, gas leaks or calls for help. Tools used by a firefighter require precise arm-hand positioning movements such as when operating a chain saw or using emergency medical equipment. The operation of said equipment often requires the coordinated movement of more than one limb simultaneously. Emergency situations may require work to be performed in small, cramped crawl spaces, areas where vision is limited, and/or heights including roof-tops and ladders. Balance is required working in slippery wet conditions, maneuvering on beams and other structural parts of building, hillsides, and fences.

Other

As an absolute condition of employment, employees are required upon hire to sign a substance-free workplace agreement and an agreement to submit to random drug testing.

The position is an at-will position and serves at the pleasure of the Fire Chief. The statements contained in the job description reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functions and areas in order to meet the needs of the District.