

Employment Opportunity

Limited Part-time Firefighter/Engineer

Hourly rate: \$26.65/hr.—\$35.71/hr. (DOQ)
Limited Part-time to 950 hours per year



ABOUT THE CITY

The City of St. Helena is located in the center of the premier Napa Valley wine-making region of California, approximately 60 miles north of the San Francisco Bay Area. The City has a population of approximately 6,000 and is a full service city with its own Police Department, Public Library, Building Department, Water and Sewer Departments, and Part-time Fire Department. The City was incorporated in 1876 and is considered one of the most picturesque cities in California.

Application Deadline: Open Until Filled

Distinguishing Characteristics:

The **Firefighter** is a journey level class within the Fire Department responsible for performing a variety of duties and responsibilities in support of the department's fire prevention and suppression responsibility. This classification is distinguished from the next higher classification of Engineer in that the Engineer is responsible for operating and maintaining a variety of fire equipment and apparatus.

The **Engineer** is the journey level class responsible for the operation and general maintenance of firefighting apparatus, equipment, vehicles and tools. This classification is distinguished from the next lower classification of Firefighter by the driving of fire apparatus and vehicles and the operation of apparatus, equipment, and tools at an emergency scene; serve as Fire Captain as assigned.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- ❖ Perform a variety of fire prevention and fire suppression duties and responsibilities at a fire scene such as responding to alarms, hooking lines to hydrants, laying lines of hose, conducting initial attacks on fires, directing streams of water, carrying and setting up ladders, ventilating buildings, performing search and rescue, administering first aid, sweeping, and cleaning after fires, as well as performing salvage and overhaul.
- ❖ Perform medical emergency duties such as performing CPR, giving oxygen, hooking up monitors, and stripping IVs.
- ❖ Maintain firefighting equipment which may include washing, polishing and servicing fire apparatus and equipment; test, wash and hang hose.
- ❖ Participate in drills and training exercises with engine company employees; attend special training sessions on firefighting and prevention techniques.
- ❖ Study and learn City layout and water systems.
- ❖ Participate in engine company fire prevention inspections of local businesses and companies.
- ❖ May participate in fire investigations as to the cause and origin.
- ❖ Demonstrate a general understanding of applicable policies, procedures and work methods associated with assigned duties.
- ❖ Respond to questions and concerns from the general public; provide information as is appropriate and resolve complaints.
- ❖ Participate in public education programs in the areas of fire suppression and fire prevention.
- ❖ Work Monday-Friday, times to be determined; be available for calls when off duty at time and a half.
- ❖ Extinguish fires and take proper precautions to prevent rekindle thereof.
- ❖ Respond, as designated, with their units to all alarms and emergency calls, and perform duties as required.
- ❖ Keep the apparatus, equipment, tools and station premises neat, clean and in good order.
- ❖ Perform related work as their superior officer may require.
- ❖ For expedience in response to alarms they shall acquaint themselves with the streets, topography, physical conditions and other matters affecting response in the Fire Department.
- ❖ They shall, under supervision of their superior officers, be responsible for the condition and operation of apparatus to which they are assigned and are held accountable for its readiness for service.
- ❖ They shall be continually familiar with practices and procedures relative to water supply, hydrants, fire streams, pump capacities and other operations which will enable them to perform their duties efficiently.
- ❖ They shall work as a company unit under the command of their company officer while at fires or other emergencies unless ordered otherwise.
- ❖ They shall follow the chain of command in all communications regarding Department business.
- ❖ All inquiries from the press shall be referred to the incident commander
- ❖ Perform other related duties as required.

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Working Conditions:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot, and cold. The incumbent may work around or in contact with hazardous materials, blood products and other potentially toxic substances. Incumbent may be subject to physical threats, verbal abuse, or other stressful situations. During fire suppression activities, incumbent wears self-contained breathing apparatus and enters smoke filled buildings.

Qualifications:**FIREFIGHTER*****Education and/or Experience:***

Any combination of education and experience that has provided the necessary knowledge, skills, and abilities necessary for a Firefighter. A typical way of obtaining the required qualifications is to possess the equivalent of a high school diploma. Equivalent of one years of municipal fire suppression experience (preferred).

License/Certificate:

- ❖ Possession of a valid Class 'C' California driver's license and no more than 2-points on driving record.
- ❖ California State Certificate Firefighter I
- ❖ California State EMT Certificate and National Registry EMT Card (desired)
- ❖ American Heart Association (AHA) Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) Certification

ENGINEER***Education and/or Experience:***

Any combination of education and experience that has provided the necessary knowledge, skills, and abilities necessary for a Firefighter. A typical way of obtaining the required qualifications is to possess the equivalent of a high school diploma. Equivalent of three years of municipal fire suppression experience.

License/Certificate:

- ❖ California State Certificate Firefighter I
- ❖ Possession of a valid California Class B driver's license or Firefighters Class B driver's license and a satisfactory driving record.
- ❖ California State EMT Certificate and National Registry EMT Card
- ❖ American Heart Association (AHA) Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) Certification
- ❖ Possession of Associate of Arts/Science degree (desirable).

Compliance with Americans with Disabilities Act (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make every attempt to offer reasonable accommodations for qualified applicants and employees with disabilities.

Contact:

City of St. Helena Human Resources Department
1480 Main Street, St. Helena CA 94574
Telephone: (707) 968-2649 | www.cityofsthenana.org

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS's necessary to perform essential duties of the Firefighter & Engineer positions.)

Knowledge of:

- ❖ Complex principles, practices and procedures of modern firefighting.
- ❖ Principles and practices involved with the general maintenance of fire fighting vehicles, equipment and apparatus.
- ❖ Purposes and uses of a variety of vehicles, equipment, tools, and apparatus used in firefighting, rescue, and medical assistance operations.
- ❖ Occupational hazards and standard safety practices.
- ❖ Methods and techniques for record keeping.
- ❖ Proper English, spelling and grammar.

Ability to:

- ❖ Learn and implement firefighting principles and techniques.
- ❖ Demonstrate mechanical aptitude as required in the operation of firefighting equipment.
- ❖ Work a variety of shifts including weekends, and holidays.
- ❖ Understand and follow instructions.
- ❖ Work independently.
- ❖ Make adjustments to standard operating guidelines at an emergency scene as appropriate.
- ❖ Remain calm and implement appropriate responses to emergency scenes.
- ❖ Establish and maintain effective working relationships.
- ❖ Meet standards for height, weight and physical fitness.
- ❖ Attend 66% of Thursday night training drills: 18:00—21:00/22:00 hours (Dinner provided at no charge)
- ❖ Attend Fire Department Association events including but not limited to; 4 social dinners, occasional fundraising events, 6 association meetings per year on Thursday evenings.
- ❖ Work a minimum of two 8 hour shifts per month at (Firefighter, Step A) \$26.65/hr.
- ❖ Be available for strike team assignments; up to a 9-day commitment:
 - * 8 hrs. straight time = \$213.20
 - * 4 hrs. of 1.5 time = \$159.90
 - * 12 hrs. of double time = \$639.60
 - * \$1012.70 gross per 24 hour shift
 - * Portal to Portal for 9 days = Approx. \$9,114.30 gross

Skill to:

- ❖ Effectively operate firefighting and life safety equipment and tools.
- ❖ Effectively operate a motor vehicle on City streets.
- ❖ Operate computer and applicable software.
- ❖ Follow oral directions in emergency situations.
- ❖ Operate mechanical equipment.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

There is a no smoking policy in effect within the City offices and vehicles. St. Helena is an equal opportunity employer. The City of St. Helena will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire.

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Paid Fire Department Training:

Tuition and Attendance Time Paid - Urban:

❖ Truck Academy	80 hrs.
❖ Rescue Systems 1	40 hrs.
❖ Rescue Systems 2	40 hrs.
❖ Driver Operator 1A	40 hrs.
❖ Driver Operator 1B	40 hrs.
❖ Confined Space Awareness	16 hrs.
❖ Rapid Intervention Crew	
❖ Art of Reading Smoke	8 hrs.
❖ Trench Rescue	24 hrs.
❖ ICS-200	
❖ ICS-300	20 hrs.
❖ Hazmat Awareness	

Officer Classes only available upon completion of the above courses

- ❖ Company Officer 2A – Human Resources
- ❖ Company Officer 2B – General Administration
- ❖ Company Officer 2C – Fire Prevention
- ❖ Company Officer 2D – All Hazard Command Operations
- ❖ Company Officer 2E – Wildland Command Operations
- ❖ Instructor I

Tuition Paid Only Classes* (attendance time not paid)

- ❖ Firefighter I
- ❖ Firefighter II
- ❖ EMT

**Any additional courses not listed may be paid for by SHFD with Fire Chief's approval.*

***Pending approval*

****The online S-290 course does not meet the requirement for this position.*

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Paid Fire Department Training (cont.)

Tuition and Attendance Time Paid - Wildland

Wildland Firefighter Type 2 (FFT2) – Required Training:

- ❖ Introduction to ICS (I-100)
- ❖ NIMS an Introduction (IS-700)
- ❖ Firefighter Training (S-130)
- ❖ Human Factors on the Fireline (L-180)
- ❖ Introduction to Wildland Fire Behavior (S-190)

OR

- ❖ State Fire Marshal (SFM) Wildland Firefighter 1

Wildland Firefighter Type 1 (FFT1) – Required Training:

- ❖ Basic ICS (I-200)
- ❖ Firefighter Type 1 (S-131)
- ❖ Portable Pumps and Water Use (S-211)
- ❖ Wildland Fire Chain Saws (S-212)

OR

- ❖ State Fire Marshal (SFM) Wildland Firefighter 2**

Engine Boss (ENGB) – Required Training:

- ❖ Wildland Training for Structural Firefighters (G-231)

OR

- ❖ Fire Operations in the Wildland Urban Interface (S-215)
- ❖ Crew Boss (Single Resource) (S-230)
- ❖ Engine Boss (Single Resource) (S-231)
- ❖ Intermediate Wildland Fire Behavior (S-290)***

Additional All Paid Classes (tuition and attendance):

- ❖ Firing Operations (S-219)
- ❖ Firing Operations in Wildland Urban Interface (S-215)
- ❖ Basic Air Operations (S-270)
- ❖ Wildland Fire Chainsaws (S-212)
- ❖ Initial Attack Incident Command (S-200)

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Benefits:

- ❖ Vacation accrues after your first year of service based on hours worked.
- ❖ Sick leave (earn at least one hour of paid leave for every 30 hours worked).
- ❖ Holiday Pay based on hours worked
- ❖ Computer Purchase Program: \$3,000 Maximum after successful completion of one year probationary period.
- ❖ Use of State of the Art Fitness Center
- ❖ Offsite Fire Department Association owned housing ranging from \$750.00 to \$1,000.00 per month (Based on availability and seniority)
- ❖ Pay increases based on performance and responses. Steps are awarded upon completion of runs on any apparatus responding to calls Code II or Code III. Step pay carries over in the event of a promotion. Minimum 5% increase after each promotion.

Pay Range:

<u>Firefighter Pay</u>	<u>Engineer Pay</u>	<u>Captain Pay</u>	<u>Assistant Chief Pay</u>
Step A \$26.65	Step A \$27.98	Step A \$29.38	Step A \$30.85
Step B \$27.98	Step B \$29.38	Step B \$30.85	Step B \$32.39
Step C \$29.38	Step C \$30.85	Step C \$32.39	Step C \$34.00
Step D \$30.85	Step D \$32.39	Step D \$34.00	Step D \$35.70
Step E \$32.39	Step E \$34.01	Step E \$35.70	Step E \$37.48

Application and Selection Procedure:

Application and Resume

To apply for this position please submit the following documents to Human Resources:

- ❖ Detailed resume
- ❖ [City of St. Helena Employment Application](#) (submitted online through Calopps)
- ❖ Valid Copy of Candidate Physical Abilities Test (CPAT) Card

All resumes will be reviewed to select those applicants whose training and experience most closely match the requirements of this position. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the evaluation process which may include interviews, written exercises, or simulated work problems or physical agility tests.

Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.

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