

Milpitas Fire Department Recruitment Guide



Firefighter – EMT
Lateral Firefighter – EMT
Lateral Firefighter Paramedic



Human Resources Department

*The information contained herein is subject to change and does not constitute either an expressed or implied contract.
Revised January 25, 2018*

TABLE OF CONTENTS

Table of Contents	2
Overview	3
The Position	4
Minimum Requirements	5
The Selection Process	6
Examination Preparation	8
The Milpitas Fire Department	10
The Community	11

OVERVIEW

This guide is designed for individuals interested in pursuing a career as a Firefighter – EMT, Lateral Firefighter - EMT or Lateral Firefighter Paramedic with the Milpitas Fire Department. The official Job Announcement for Firefighter – EMT, Lateral Firefighter- EMT and Lateral Firefighter Paramedic can accessed at www.ci.milpitas.ca.gov/jobs beginning on April 23, 2018.

Candidates are advised to carefully review this guide in addition to the official Firefighter – EMT and Lateral Firefighter – EMT / Lateral Firefighter Paramedic Job Announcement, paying particular attention to the minimum qualifications and the selection process timeline. Please submit an Employment Application beginning on April 23, 2018 only if you meet the minimum qualifications for the position(s). Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an oral board interview.

Below is the timeline for the 2018 Firefighter selection process (additional details on the individual steps of the process are provided in this guide):

FIREFIGHTER SELECTION PROCESS TIMELINE	
COMPONENT	TENTATIVE DATES
Job Advertised	January 29, 2018 - April 20, 2018 Candidates must complete Cal-JAC written exam and physical exam to meet testing requirements below.
Application Process	April 23, 2018 8:00 a.m. – May 5, 2018 5:00 p.m. <i>Apply via Calopps at www.calopps.org Applications will not be accepted prior to April 23, 2018 (8am) or after May 5, 2018 (5pm).</i> https://www.calopps.org/
Written Examination <i>Weighted Pass/Fail</i>	Successful completion of the Cal-JAC’s FCTC written exam dated between May 5, 2017 and May 5, 2018. https://www.fctconline.org/candidates/upcoming-test-schedule/
Physical Ability Examination <i>Weighted Pass/Fail</i>	Successful completion of the California Firefighter Joint Apprenticeship Committee (Cal-JAC) CPAT (Candidate Physical Ability Test) dated between May 5, 2017 and May 5, 2018. http://www.cffjac.org/go/jac/cpat/
FCTC Statewide Eligibility List	Applicants must be on the FCTC Statewide Eligibility List on May 5, 2018. https://www.fctconline.org/media/uploads/faq_sel_november_2016.pdf
Oral Examination #1 ** <i>Weighted Pass/Fail</i>	Week of June 11, 2018 (tentative)
Oral Examination #2 ** <i>Weighted 100%</i>	Week of June 25, 2018 (tentative)
Chief’s Oral Interviews	Week of July 9, 2018 (tentative)
Background investigation, polygraph, drug screening, and medical examination	After conditional offer of employment extended
Firefighter Orientation	August 13, 2018 (tentative)

* The Oral Examination #1 and #2 will be conducted between the hours of 8:00 am – 5:00 pm Monday through Friday in Milpitas. The number of days will depend on the number of candidates being invited to the examination.

THE POSITION

Firefighting involves extremely difficult and dangerous physical work, often involving emergency and life-or-death situations. The physical and mental demands of the job are considerable and the selection process is challenging. The Milpitas Fire Department is a public safety organization with a clearly defined chain of command focused on service to the community. All personnel must adhere to established standards regarding personal conduct and the organizational mission. Adherence to discipline is a mandatory responsibility of each member of the Milpitas Fire Department. Firefighter – EMT, Lateral Firefighter – EMT, and Lateral Firefighter Paramedic candidates are expected to effectively apply prior knowledge, skills, and abilities not only during the probationary period but throughout employment with the City of Milpitas.

Once hired into the position, Firefighter – EMT, Lateral Firefighter – EMT, and Lateral Firefighter Paramedic will be assigned to an orientation process focused on reinforcing the skills necessary to perform the job. After completing the orientation, the typical work schedule for a Milpitas Firefighter consists of a 2/4 or 48/96 schedule (two 24-hour shifts or 48 hours on duty followed by 4 24-hour shifts or 96 hours off).

Upon completion of the orientation process, each Firefighter – EMT, Lateral Firefighter – EMT, and Lateral Firefighter Paramedic will be assigned to a company for a three-month interval. During this time, a probationary Firefighter will continue to receive training from the Department and are expected to apply previous knowledge, skills, and abilities toward successful completion of a series of performance evaluations. During Department drills, each Firefighter is expected to pay attention, observe the techniques being demonstrated, participate actively, and ask questions. There are defined study and drill requirements that must be met; a formal evaluation will be conducted each month by the Company Officer. After the initial three-month period, the probationary Firefighter will be assigned to another company for three-month intervals during the probationary period. The Department will also monitor the progress and skill level of each probationary Firefighter with periodic testing that will take the form of written, manipulative and oral examinations. It is expected that a probationary Firefighter will successfully pass all of these examinations.

Lateral Firefighters must successfully complete a one (1) year probationary period to be considered for permanent appointment to the position.

The complete job description, salary schedule, summary of benefits, and Memorandum of Understanding for this position can be viewed at <http://www.ci.milpitas.ca.gov>

MINIMUM REQUIREMENTS

To participate in the selection process, interested candidates must meet all of the following requirements at time of application:

Firefighter EMT

- Graduation from high school or equivalent
- A valid California driver license
- A California Emergency Medical Technician – I (EMT-I) certificate or a valid California Emergency Medical Technician – Paramedic (EMT-P) license
- Possession of and ability to maintain a current CPR certification from the American Heart Association
- Ability to obtain an Emergency Medical Technician-Paramedic or EMT-B Certificate from the County of Santa Clara within sixty days of appointment to this job classification

Lateral Firefighter - EMT / Lateral Firefighter Paramedic

- Graduation from high school or equivalent
- A valid California driver license with Firefighter Apparatus Endorsement
- A California Emergency Medical Technician – Paramedic (EMT-P) license
- Possession of and ability to maintain a current CPR certification from the American Heart Association
- Ability to obtain an Emergency Medical Technician-Paramedic from the County of Santa Clara within sixty days of appointment to this job classification
- One (1) year of full-time continuous professional firefighting experience employed as Firefighter with a public agency or special district
- Successful completion of the probationary period as a Firefighter
- Possession of a California State Fire Marshal Firefighter One Certification

THE SELECTION PROCESS

Application Process: April 23, 2018 8:00 a.m. – May 5, 2018 5:00 p.m.

All individuals interested in applying for the position of Firefighter – EMT, Lateral Firefighter – EMT, and Lateral Firefighter Paramedic should first review the qualifications. Candidates who meet these qualifications must submit a completed application with copies of required certifications on-line at <https://www.calopps.org/> between the dates of April 23, 2018, 8:00 a.m. through May 5, 2018 5:00 p.m.

Attachments validating position qualifications will be reviewed via the CalOpps application process. Candidates will be disqualified if they do not meet the minimum qualifications or if they submit a late or incomplete application information.

All applications will be screened to ensure candidates meet the minimum and desirable qualifications. Only the most qualified candidates will be invited to participate in the initial oral interview process.

Written Examination

Applicants will be required to have passed Cal-JAC's FCTC Written Exam between May 5, 2017 and May 5, 2018. More information on the Written Exam process can be located at <https://www.fctconline.org/written-testing/>

Candidate Physical Ability Test (CPAT)

Applicants will be required to have completed the California Firefighter Joint Apprenticeship Committee (Cal-JAC) – Candidate Physical Agility Test (CPAT) evaluation process **prior** to application filing. The CPAT must have been completed within the prior twelve months. More information on the Cal-JAC CPAT process can be located at <http://www.cffjac.org/go/jac/cpat/>

FCTC Statewide Eligibility List (SEL)

Applicants must be on the FCTC Statewide Eligibility List (SEL) on April 20, 2018. https://www.fctconline.org/media/uploads/faq_sel_november_2016.pdf

Oral Examination #1

Depending on logistical considerations and the size of the applicant pool, it is possible that only those candidates earning the highest passing scores on the written examination will be invited to participate in the first oral examination, which is weighted pass/fail. The first oral examination is tentatively scheduled for the week of June 11, 2018. The oral examination #1 will be scheduled between 8:00 am – 5:00 pm Monday through Friday in Milpitas.

Candidates who pass the written examination but do not earn an invitation to the first oral examination will remain eligible to participate in a future oral examination if deemed necessary by the City.

Milpitas Fire Department Recruitment Guide

Oral Examination #2

Candidates who pass the first oral examination will be invited to participate in the second oral examination, which is weighted 100%. The second oral examination is tentatively scheduled for the week of June 25, 2018. The oral examination #2 will be scheduled between 8:00 am – 5:00 pm Monday through Friday in Milpitas.

Departmental Interviews

Only those candidates who successfully pass all phases of the selection process will earn placement on the eligibility list, which may be used for current and future vacancies in the job classification during the life of the Eligibility list. Placement on the eligibility list does not guarantee nor imply that a job offer will follow. Certification of eligible candidates will be made each time the Fire Department intends to fill a vacant position.

Candidates certified to the Fire Department will be contacted to schedule a departmental interview (Chief's oral interview). The Chief will make selections from this group of candidates. Candidates not immediately selected will remain on the eligibility list until its expiration (typically one year) and may be contacted for future vacancies.

Candidates interested in a paramedic assignment will be invited to an additional interview designed to assess Advanced Life Support qualifications. The paramedic interview will not affect candidates' rankings on the Firefighter eligibility list.

Final Steps

If given a conditional offer of employment, candidates will be required to pass a comprehensive background investigation, polygraph, psychological, and medical examination prior to appointment.

Firefighter Orientation Period

Candidates hired into the position of Firefighter will be scheduled to begin the Firefighter orientation tentatively scheduled for July 23, 2018. The orientation period is expected to last approximately 4 weeks.

EXAMINATION PREPARATION

General

Before applying for any job, it is wise to research the position and the organization. In addition to reviewing this guide, candidates may find it useful to talk directly with Milpitas Firefighters and visit the Milpitas Fire Department website at <http://www.ci.milpitas.ca.gov/milpitas/departments/fire/>

Written Test Overview

Candidates will have 2.5 hours to complete the written test. The FCTC Written Exam is a 100 question, multiple choice test consisting of the following four sections:

- Section 1 – **Recall and Comprehend Verbal and Visual Information.**
Candidates will watch two short videos and answer questions based on the scenarios presented.
- Section 2 – **Apply Mechanical Reasoning**
- Section 3 – **Solve Mathematical Problems**
- Section 4 – **Recall and Comprehend Technical Information from Written Materials**

Taking the Test

Please visit the FCTC website to view a schedule of upcoming test dates:

<https://www.fctconline.org/candidates/upcoming-test-schedule/>

The FCTC Written Test is administered at least quarterly, and additional tests will be added as needed, so check this website frequently. FCTC does not administer online tests.

Candidates should allow 2.5 hours for the test and 1 hour for registration at the designated testing site.

On test day, candidates must bring one form of valid government identification -- driver's license, state ID card or U.S. passport -- to be admitted to the test.

Candidates will not be permitted to bring backpacks, notebooks, calculators or any other personal belongings into the testing venue.

Cell phones should be left outside or turned off for the duration of the test. Any candidate whose cell phone audibly rings or buzzes during the test will be immediately dismissed from the test and given a failing grade.

Scores will be added to a candidate's FCTC record within one week of the test date.

Preparing for the Written Test

In order to prepare candidates for the Written Test, FCTC has created a study guide that covers the four sections of the exam, providing study tips and sample questions for prospective test takers.

Use the link below to access the Written Test Study Guide:

https://www.fctconline.org/media/uploads/fctc_study_guide_-_booklet_aug_2017_for_web.pdf

In addition to FCTC's study guide, there are numerous online sites that are designed to help you improve your math and mechanical scores, as well as books at the library or on Amazon that cover all of the subject matter contained on the test.

Milpitas Fire Department Recruitment Guide

If you are still in school, keeping up on your studies, particularly in English and math, will greatly enhance your chances of performing well on the test.

Candidate Physical Ability Test (CPAT)

The Candidate Physical Ability Test (CPAT) consists of eight separate events. The CPAT is a sequence of events requiring candidates to progress along a predetermined path from event to event in a continuous manner. This test was developed to allow fire departments to obtain pools of trainable candidates who are physically able to perform essential job tasks at fire scenes.

This is a pass/fail test based on a validated maximum total time of 10 minutes and 20 seconds to complete eight basic skills: Stair Climb, Hose Drag, Equipment Carry, Ladder Raise, Forcible Entry, Search, Reuse Drag, and Ceiling Breach and Pull.

In these events, candidates will wear a 50-pound (22.68-kg) vest to simulate the weight of self-contained breathing apparatus (SCBA) and fire fighter protective clothing. An additional 25 pounds (11.34 kg), using two 12.5-pound (5.67-kg) weights that simulate a high-rise pack (hose bundle), is added to your shoulders for the stair climb event.

Oral Examination #1 and #2

The first oral examination is a brief panel interview (up to 15 minutes) that is designed to assess the candidates' qualifications in areas such as motivation and preparation for a career in the fire service, understanding of and interest in the position, and personal characteristics.

The second oral examination is a more in-depth panel interview (up to 30 minutes). While this examination may further evaluate the areas assessed in the first oral interview, it is also designed to assess candidates in competencies such as interpersonal skills, oral communication, and analytical skills.

Candidates are encouraged to listen carefully to the questions asked and completely and directly answer each question. Candidates should be completely honest and provide a clear and concise summary of qualifications. As with any interview, candidates should speak clearly and use proper grammar. Since each examination will have a time limit, and it is the responsibility of the candidate to manage time effectively.

THE MILPITAS FIRE DEPARTMENT

The Milpitas Fire Department is dedicated to providing quality and response service for the community. The Fire Department strives to provide customer service while protecting life, property and the environment through education, prevention, emergency preparedness, and emergency response. The Milpitas Fire Department currently consists of approximately 55 line personnel (including 50 in the classification of Firefighter / Firefighter Paramedic) and has a budget of approximately \$14 million. Four fire stations serve the City of Milpitas' 13.6 square miles, including three Engine Companies, two Truck Companies, one Urban Search and Rescue Company, and one Hazardous Materials Unit. Engine and truck companies are assigned one Firefighter, one Engineer, and one Captain. The Department values fire prevention / education, emergency medical response, and fire suppression as our top priorities. There is one suppression Battalion Chief on duty per shift.

Rural/Metro Corporation is the contracted ambulance service for Santa Clara County. The Milpitas Fire Department proposes to augment the delivery of emergency medical services to better serve its constituents by purchasing and staffing a transport capable rescue ambulance in 2018 that will deploy on specific EMS incidents to provide advanced life support transport services to Milpitas residents and visitors, thus maintaining or reducing City of Milpitas response times. The Milpitas Fire Department strives to maintain a response time to all emergency incidents below 4 minutes 30 seconds.

In 2016, the Milpitas Fire Department answered 5,500 calls for service. Medical/rescue incidents were the most common, with 4,300 calls. The Department also responded to 80 hazardous materials events, 102 fires, and 1000 other emergency incidents and non-emergency events.

For more information on the Milpitas Fire Department, please visit our website at <http://www.ci.milpitas.ca.gov/milpitas/departments/fire/>

THE COMMUNITY

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a diverse resident population of 75,521, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers.

Milpitas is an affluent and well-educated community with an average household income of \$94,218. More than 74% of Milpitas households have an annual income that exceeds \$75,000. The homeownership rate is close to 67% with a median home value of \$852,500. Milpitas' housing market remains affordable relative to the majority of Santa Clara County.

Milpitas is often called the "Gateway of Silicon Valley" with most of its 13.63 square miles of land situated between two major freeways (I-880 and I-680), State Route 237, and a County expressway.

A VTA light rail line opened for service in 2004 and an extension of BART including a major multi-modal station is in the completion stage (Opening in 2018). There are approximately 1,790 acres, or 2.9 square miles, designated for various industrial uses. About 271 acres are vacant and available in parcels ranging from ½ acre to 75 acres. There are eight existing industrial parks and 550 manufacturing plants in Milpitas.

An additional 350 acres are dedicated to regional and community retail centers supporting 3.5 million square feet of commercial shops. The Great Mall of the Bay Area is the largest enclosed mall in Northern California, with approximately 1.1 million square feet of leasable space for retail and entertainment operations. Several local shopping centers serve regional needs for Asian-oriented retail and services.

The two largest employers in Milpitas are Cisco Systems and San Disk, Inc., with over 2,500 employees each. Other major employers are Solectron Corporation; LSI Logic Corporation; Linear Technology; KLA-Tencor Corporation; Xicor, Inc.; and Seagate Technology. Several of these top employers have made the City of Milpitas their corporate headquarters as well. Given the City's desirable location for high-tech industry, the daytime population of Milpitas doubles to 130,000. Milpitas is rich in diversity. In 2000, Asians constituted 52% of the population with Filipino the largest Asian group at 15%. Caucasians were 24%; Hispanic 17% and African-American were 3%.

Thirty-one community parks are maintained by Milpitas, in addition to one dog park and 24 tennis courts. The City provides a multitude of outstanding recreational opportunities, including aquatics, cultural arts and theater, sports leagues and activities, youth programming, and senior activities and services.

For more information about the City of Milpitas, visit www.ci.milpitas.ca.gov