



**The City of Sebastopol Invites Applications for the Position of  
FIRE ENGINEER**

**Salary: \$6,201 - \$7,537 Monthly  
\$2,862 - \$3,478 Biweekly  
Plus an exceptional benefits package  
4/10 Work Schedule: M – Th or Th - Sun**

**Open Until List is Established and Position Filled. First review period May 3, 2024**

Are you ready to fulfill your dream and as a full-time member of the City of Sebastopol Fire Department? Right now, may be the time. The City of Sebastopol is currently seeking qualified candidates to fill one current full-time Fire Engineer position and to build a list of eligible candidates for possible anticipated openings in the future. The Fire Engineer participates in fire suppression, training, prevention, rescue, inspection, and public education activities in protecting life, property, and the environment. The incumbent drives and operates all fire apparatus and equipment; responds to all emergency calls for service; and provides emergency medical care to the sick and injured. In addition, perform training, other safety and prevention duties as assigned.

This recruitment will be both Open and Promotional. Current City employees who qualify and wish to be considered now or in the future should apply during this open period.

**IDEAL CANDIDATE:** The ideal candidate will possess the following:

- Make sound, independent decisions within established policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Ability to conduct fire safety inspections and understand the principles of fire prevention codes and ordinances.
- Analyze, and compile data as necessary to produce staff reports.
- Be technically proficient in the use of iPads, computers, Tablet Command and RMS reporting applications.
- Represent the department in a professional manner when working with internal and external customers.
- Be leader in the fostering of the volunteer recruitment, training, and retention program.
- Capable of delivering training presentations to volunteer staff.
- Serve as a role model and mentor to the volunteer firefighters.

**ABOUT THE COMMUNITY:** The City of Sebastopol is located in Sonoma County, a region that produces the majority of the world supply of Gravenstein apples a significant volume of grapes used to curate high quality wines. Sebastopol is also the gateway to the popular Russian River and it's surrounding redwood forests, as well as Bodega and Jenner's coastal recreation areas. Whether you live, work or play here; or even if you are just passing through, you are a part of our community, and we welcome you.

**EXAMPLES OF DUTIES:**

*Depending upon assignment, duties may include, but are not limited to, the following:*

- Respond to all emergency calls for service.
- Perform firefighting, rescue, hazardous materials management, inspection, and emergency medical tasks as necessary.
- Drive and operate all fire apparatus and equipment.
- Operate a variety of tools and equipment related to fire suppression, rescue, hazardous materials management, and medical emergencies.

- Inspect and perform routine maintenance on rescue equipment, fire apparatus, hydrants, hoses, and other support equipment.
- Receive, process and respond to reports and inquiries from the public.
- Perform daily, weekly, and monthly equipment checks and maintain related records.
- Participate in continuous training in fire suppression, prevention, and inspection through on-the-job training.
- Assist in the inspection of commercial, residential, and other occupancies for fire hazards and compliance with building and fire prevention codes and ordinances.
- Conduct public education presentations at local schools.
- Clean and maintain station quarters and apparatus bays.
- Update and maintain department maps and equipment records.
- Attend, participate, and teach in scheduled training sessions.
- Assist the Fire Chief in fire investigations and report writing.
- Perform weed abatement inspections and notifications.
- Assist during blood drives, station tours and events.
- Operate communication equipment.
- Assist in the implementation of department programs and policies to accomplish established goals and objectives.
- Performs other duties as assigned.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- The proper operating and mechanical principles of fire apparatus and equipment.
- Operation of firefighting equipment
- The physical layout of the City, including street location, water distribution system and major traffic and fire hazards
- Rules, regulations and operational procedures of the Fire Department
- Firefighting methods and techniques
- Basic life support medical procedures; and hazardous material first responder operational level methods and techniques.

#### **Ability to:**

- Drive, operate effectively and safely a full range of fire apparatus and equipment used by the Fire Department.
- Remain calm, think clearly, make sound decisions and act quickly in emergency situations.
- Work effectively as a member of a team.
- Understand and follow oral and written directions promptly and accurately.
- Communicate orally effectively to individuals or in a group setting.
- Demonstrate a high degree of mechanical aptitude.
- Learn through structured lectures in a classroom setting and through oral instruction in an on-the-job setting.
- Comprehend and make inferences from written material.
- Operate and enter data into a computer terminal, personal computer or keyboard device.
- Produce written documents using proper grammar and punctuation.
- Deal courteously and effectively with the public.
- Establish and maintain cooperative relationships with all those contacted in the course of work; and instruct in a classroom setting.

### **EDUCATION AND EXPERIENCE:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

**Education:** Equivalent to completion of the twelfth grade and completion of the California State Fire Marshal approved Driver/Operator 1A and 1B courses.

**Experience:** Three (3) years' experience with a fire department performing firefighter duties and operating fire apparatus and equipment responding to calls for all risks, including structure fires, wildland fires, medical aid, and urban search and rescue.

**License, Certifications, Registrations:**

This classification requires the use of a City vehicle while conducting City business. To drive, individuals must be physically capable of operating the vehicles safely and must possess and maintain throughout employment, a valid California Class C with a Firefighter Endorsement or higher-level (Class B or Class A) motor vehicle operator's license.

Current Emergency Medical Technician – 1 (EMT-1) certification and current Cardio-Pulmonary Resuscitation (CPR) certification are required and must be maintained throughout employment.

**BENEFITS OVERVIEW:** The City of Sebastopol provides an excellent compensation and benefits package that includes the following:

- Choice of Kaiser or REMIF Anthem Blue Cross Health Insurance for employee and dependents
- Employer contributes 100% Kaiser premium. Employee pays premium difference for Blue Cross
- Health insurance in lieu of benefit program pays 20% of medical contribution premium
- Employer contributes 100% Dental & Vision Benefits
- Life Ins. - \$50,000 for employee. Increased coverage may be purchased by employee
- Long-term Disability Ins. – 66 2/3% of employee's salary, up to a maximum benefit of 3,000 per month.
- PERS Pension Plan (2% @ 55 for Classic Members. 2% @ 62 for PEPRA Members (hired after 01/01/13).
- Deferred Compensation Plans are available
- Worker's Compensation benefits
- Vacation, and Sick Leave accrual benefits. Holidays. Funeral, Medical, Family & Personal Leave
- Cash in lieu of vacation pay option
- Payroll Direct Deposit
- Longevity Pay granted after completion of 5 years at 2%, increase 2% in the increment of every 5 years and max at 10% at 25 years
- Section 125 pre-tax premium plan available
- Mileage Allowance & Business Travel expense reimbursement per Travel Policy
- Work Schedule 4/10 Monday to Thursday or Thursday to Sunday upon the Fire Chief's discretion.

Please refer to the Management/Mid-Management Un-represented Memorandum of Understanding for a comprehensive list of benefits and services at

<https://www.cityofsebastopol.gov/employee-benefits/>

**SELECTION PROCESS:**

It is important to complete all required application materials. Applications will be reviewed in detail to identify the most qualified candidates to interview. The most qualified will be invited to a multiple-choice exam. Those who score the highest on the exam will be invited to a panel interview. City employees who qualify for promotional status and are currently serving as a Fire Volunteer with the City may be passed through the exam process.

**APPLICATION PROCESS:**

To be considered for this exciting opportunity, candidates should apply through CalOpps.org. Complete an online application and the required supplemental questionnaire. All materials must be included to be considered as a candidate.

**Open until a list is established and the position is filled. The first review of applications will be on May 3, 2024**

Candidates with a disability who may require special assistance in any phase of the recruitment process or additional inquiries about the position may be directed to Danielle Oliveira from Muchmore Than Consulting [danielle@muchmorethanconsulting.org](mailto:danielle@muchmorethanconsulting.org).

The City of Sebastopol is not responsible for the failure of internet forms or email in submitting your application.

**THE CITY OF SEBASTOPOL  
IS AN EQUAL OPPORTUNITY EMPLOYER**

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

**Recruitment Services Provided by, Muchmore Than Consulting, LLC.**