



## **CLASS SPECIFICATION**

### **FIREFIGHTER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under general supervision, responds to emergency calls and performs a wide variety of administrative and technical tasks and functions in support of fire suppression, emergency medical care, hazardous materials, fire prevention, inspection and investigation activities, and other activities that support the protection of life and property; provides medical services at the Emergency Medical Technician (EMT-Basic) level or Paramedic (EMT-P) level; assists in fire station maintenance and care, and maintenance of apparatus and equipment; serves in specialized departmental roles as assigned; provides information and assistance to the public; participates in training exercises and studying firefighting techniques; and performs related duties as assigned.

#### **IDENTIFYING CHARACTERISTICS**

Under general supervision, the Firefighter is an entry/journey level class responsible for performance of the full scope of assigned fire suppression, fire prevention, emergency medical care responsibilities, and for the protection of life and property. New incumbents may have limited related experience but are expected to learn the full range of duties and responsibilities, perform duties with minimal direct supervision, and exercise sound judgment and discretion in making decisions. This classification is distinguished from the next higher classification of Fire Engineer in that the latter is responsible for the proper operation and maintenance of assigned fire equipment and apparatus.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Responds to emergency calls and provides basic and advanced medical services; assists in the emergency transportation of patients to medical facilities as required.

Responds to fire alarms, emergency rescues, hazardous materials incidents, public service calls or other incidents, which require the mitigation of circumstances that may threaten life or property.

Lays and connects hose lines; operates nozzles to direct a proper stream of water on fires.

Searches and rescues victims from buildings, motor vehicles, water hazards, and other locations.

Works closely with other emergency medical staff and assists with coordination of public safety and fire personnel from other agencies; responds to mutual aid situations.

Isolates and minimizes hazardous materials spill; participates in investigations, clean-up, salvage, and overhaul operations.

Participates in the fire inspections of buildings and properties within the City on a regularly scheduled basis.

Maintains the station and living quarters in a clean and orderly condition; performs minor maintenance on facilities and station equipment.

Participates in the maintenance of apparatus and vehicles; performs minor maintenance and repair on equipment; reports the need for major repair.

Learns to drive and operate fire equipment and apparatus; learns to operate pumpers.

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Participates in all assigned drills and training sessions.

Develops and maintains effective working relationships with the community; presents a variety of educational and public services programs to children, as well as youth and community groups.

May coordinate specific program or project areas, such as EMT; hazardous materials, CPR and First Aid training; and specialty equipment acquisition and maintenance.

Prepares reports, prepares and maintains logs, records, and accurate files.

Performs related duties as assigned.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Principles and practices of fire suppression, hazardous materials containment, rescue, clean-up, and salvage.

Principles and practices of providing emergency medical care at the EMT or Paramedic level.

Practices and techniques of driving various vehicles and operating a wide range of fire apparatus.

Basic maintenance practices for fire services vehicles, equipment, and facilities.

Applicable laws, codes, ordinances, safety practices and equipment related to the work.

Techniques of First Aid and CPR.

Techniques for effectively solving problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, both in person and over the telephone, often in emergency or stressful situations.

Principles and practices of records management.

Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

Perform fire suppression, hazardous materials containment, and associated rescue and salvage work in safe and effective manner.

Apply the mechanics of firefighting and emergency medical care at an EMT or Paramedic level.

Learn to operate vehicles and apparatus safely in conformance with department procedures and traffic laws.

Make sound, independent decisions in emergency situations.

Learn the geographic layout of the city and the surrounding areas, as well as the location of various fire suppression utilities.

Maintain accurate records and prepare clear and accurate reports and other written material.

Interpret, explain, and apply protocols and procedures, codes, regulations, and ordinances.

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Coordinate and carry out special assignments.

Understand, interpret, and carryout oral and written direction.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.

Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

Effectively use computer systems, software applications, and modern business equipment, and two-way radios to perform a variety of work tasks.

**Education and Experience Guidelines** – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A high school diploma or equivalent is required, and successful completion of state-certified fire academy and other required certification courses. Additional college level coursework in fire science or closely related field is highly desirable.

**Experience:**

No prior experience is required.

**License or Certificate:**

Possession of a valid California class C driver's license is required.

Possession of Firefighter I certification issued by the California State Fire Marshal is required.

Possession of a valid EMT and CPR certifications.

Some positions may require possession and maintenance of a valid Paramedic certification.

**Substitution:**

A certificate verifying completion of a California State Fire Marshal Accredited Regional Fire Academy may substitute for the Firefighter I certification, however the California Firefighter I certificate must be completed prior to and as a condition of passing probation.

**Supplemental Requirements:**

Firefighter Task Book: The Firefighter Task Book must be completed within the probationary period. The completion period of the Task Book may be extended at the discretion of the Fire Chief if the probationary period is also extended.

Academy Graduates and entry level applicants who possess their Firefighter I certification, require a passing score (> 70%) on the Fire Candidate Testing Center written test (FCTCOnline.org). The FCTC written test shall be waived for lateral applicants, currently employed in a full-time capacity as a Firefighter and have completed their probationary period.

Possession of a California Physical Ability Test (CPAT) within 12 months prior to the date of appointment. The CPAT requirement shall be waived for lateral applicants, currently employed in a full-time capacity as a Firefighter and have completed their probationary period.

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**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Employees work in the field with exposure to emergency circumstances, including loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, hazardous chemical substances and fumes, criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

**Physical:** Must possess mobility, physical strength, and stamina to respond to emergency situations and use all emergency tools and equipment, including the ability to operate motor vehicles, while wearing personal protective equipment; think and act quickly under emergency conditions; lift and move individuals or objects weighing more than 100 pounds; ability to work in a standard office setting and use standard office equipment, including a computer; vision to read gauges, documents, and street maps; accurate depth perception; ability to communicate verbally, including projecting a voice that can be heard in a noisy environment; ability to hear and distinguish various sounds, such as alarms, voices of co-workers, and warning horns or sirens in both quiet and noisy environments; ability to stand, walk, bend, and reach at, above or below shoulder height for extended periods of time; and sustained concentration and prolonged commitment to job tasks.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**OTHER REQUIREMENTS**

Work Hours: Firefighters work a 48/96 work schedule, comprised of two 24-hour shifts followed by four 24-hour days off, averaging 56 hours per week.

Candidates who have accepted a conditional offer of employment must pass a pre-employment physical, including drug-screen and background investigation, including fingerprinting.

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