



EMPLOYMENT OPPORTUNITY

FIREFIGHTER

Salary: \$4,360 - \$5,892 monthly / Grade F11

Filing Deadline: Continuous Filing

The City of El Centro is seeking to establish an eligibility list for the position of Firefighter in the El Centro Fire Department. Applicants should possess the required qualifications (as outlined below), a valid class C driver's license, and an acceptable driving record. Interested applicants should submit a completed job application to the Human Resources Department located at 1275 W. Main St., El Centro by the closing date listed above.

Summary: Under general supervision, performs fire prevention, fire suppression, hazardous material incident response and emergency rescue and medical assistance duties to protect life and property; performs other duties as assigned.

Distinguishing Characteristics: These positions report to and receive functional supervision and formal training from an on-duty fire captain and technical direction as needed concerning equipment operation and work methods from a Fire Engineer.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Responds to structural, automotive or wild fires, rescue operations, and hazardous materials calls and alarms by performing search and rescue, forcibly entering buildings and operating fire equipment.
- Raises, lowers, and climbs ladders; scales and repels walls and other structures; ventilates and enters areas sometimes using force; extricates victims, opens up walls, structures and vehicles; extinguishes fires and engages in salvage operations.
- Assists in all operations necessary to ensure the confinement and extinguishment of fires or the elimination of other hazardous conditions, including driving fire apparatus and operating pumps or controls as needed.
- Responds to emergency medical treatment calls and alarms and provides first aid and emergency medical treatment, as qualified, such as stabilizing and evaluating patient condition, performing cardiopulmonary resuscitation, starting IVs, interpreting EKGs, applying bandages and splints and administering proper medications and oxygen levels.
- Participates in fire safety and physical fitness conditioning programs, training programs and coordinated response drills.
- Assists with fire prevention and fire safety and hazardous material inspections and routine fire investigations.
- Inspects, cleans, tests and performs preventative maintenance work on fire apparatus, hoses, tools, medical and firefighting gear and equipment and maintains all assigned apparatus and equipment in a state of readiness to respond to emergency calls.
- Cleans and maintains station grounds, landscaped areas and facilities and assists in electrical, welding, painting, carpentry and equipment maintenance and remodeling work.
- Restocks medical supplies.
- Makes public presentations concerning fire safety, emergency preparedness and emergency medical procedures; conducts station tours.
- Completes incident reports and maintenance records.
- Trains and explains departmental procedures and fire safety practices to other staff.
- Participates on Regional strike teams and completes other special assignments.
- May serve as Fire Engineer, as assigned.

- Serves on callback status to respond to major emergencies.
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities:

- Knowledge of firefighting procedures, techniques and methods.
- Knowledge of medical services techniques, rescue and first aid methods.
- Knowledge of maintenance of apparatus and equipment.
- Knowledge of streets and city water system locations.
- Knowledge of hydrants, water hydraulics and irrigation system.
- Knowledge of city and state fire safety codes.
- Knowledge of hazardous materials, storage and containment practices.
- Knowledge of fire prevention inspection procedures.
- Skill in the operation of a personal computer.
- Skill in the operation of emergency equipment
- Ability to read and understand departmental policies, rules, regulations, and instructions.
- Ability to understand fire inspection, prevention, control and suppression procedures.
- Ability to apply standard firefighting, emergency aid, rescue operations and fire prevention techniques.
- Ability to remain calm and make proper fire safety decisions in life-threatening situations or under hazardous circumstances.
- Ability to follow and effectively communicate oral and written instructions.
- Ability to direct the activities and review the work of co-workers and other staff as assigned.
- Ability to interact with people of different social, economic, and ethnic backgrounds.
- Ability to establish and maintain effective working relationships with others.

Education, Experience, Certifications and Licenses:

- High School diploma or equivalent.
- Ten (10) units, from an accredited college, in Fire Science, fire prevention, fire safety and fire fighting methods and techniques. Valid Class C California Drivers License.
- Ability to obtain a valid Class B California driver's license within six months of employment OR ability to obtain a valid California driver's license Class C with Firefighter Endorsement within six months of employment.
- State Certification, or equivalent, for Firefighter I OR Firefighter I Academy Graduate certificate.
- State of California Emergency Medical Technician B or Paramedic Certification.

Environmental Factors and Conditions/Physical Requirements:

- Ability to climb ladders and work at considerable heights above ground.
- Ability to meet strength, stamina and endurance standards for strenuous and hazardous tasks in emergency situations or during department training and qualification programs.
- Work is routinely performed in inside and outside environments.
- Potential exposure to extreme weather conditions, extreme heat, unstable buildings and structures, hazardous chemicals and materials, disaster situations, body fluids, infectious diseases and air and water borne pathogens.
- Ability to lift 50 pounds from ground to shoulder.
- Ability to carry 75 pounds at shoulder height for 50 feet.

- Ability to drag 165 pounds for 50 feet.
- Required to communicate orally and in writing

Equipment and Tools Utilized:

- Standard and usual fire suppression equipment and apparatus, including safety equipment, breathing gear and power and hand tools.
- Fire department vehicles.
- Radios, cell phones and other communication devices.
- Personal computer and other standard office equipment.

APPLICATION REQUIREMENTS

You must, unless otherwise indicated, meet the following requirements on the date you apply.

1. **Age:** You must be 18 years of age by the time of hire.
2. **Education:**
 - a. Graduation from high school OR passage of the California High School Proficiency Examination or G.E.D. examination. Ten (10) semester units, from an accredited college, in Fire Science, Fire Prevention, Fire Safety or firefighting methods and techniques or completion of the El Centro Fire Department Firefighter Trainee program.
 - b. Ability to obtain a valid Class B California driver's license within six months of employment OR ability to obtain a valid California driver's license Class C with Firefighter Endorsement within six months of employment.
3. **General:** United States citizenship or have the legal right to work in the U.S.
4. **Certificates at Time of Application:** Please submit with your application one (1) copy of the front and back of the following, which must be current and valid at the time of application:
 - a. Emergency Medical Technician Certificate (EMT, EMT-A or EMT-P) issued **ONLY** by the State of California or by the National Registry or by an EMT certifying agency approved by the State of California.
 - b. California State Certification, or equivalent, for Firefighter I OR Firefighter I Academy Graduate certificate.
5. **Certificates/License at Time of Hire Only:** At time of hire, you must have the following current and valid certificates/license:
 - a. California Class C Driver's License which permits you to drive an automobile.
 - b. Emergency Medical Technician Certificate (EMT, EMT-A or EMT-P) issued by the County of Imperial.
 - c. All Certifications and Licenses must be current at time of hire.

DESIRABLE TRAINING AND EXPERIENCE

1. Current and valid Paramedic certificate issued by the State of California or the National Registry.
2. Advanced Cardiac Life Support Provider certification.
3. Full-time paid experience as a Firefighter for a municipal fire department.
4. Documented reserve or volunteer firefighting experience.

APPLICATION

Apply by completing a City of El Centro Employment Application and returning it to the City of El Centro Human Resources Department, 1275 W. Main Street, El Centro, CA 92243. All information regarding your qualifications must be documented on the application; copies of materials verifying your qualifications must be attached. Resumes will not be accepted. Please submit requested materials only.

Applications are available at the City of El Centro Human Resources Department or by download from the City web page - www.cityofelcentro.org/humanresources

THE SCREENING PROCESS

Application:

All applications will be evaluated for applicable education, experience, training and/or certification. Only those applicants whose qualifications most closely relate to the position requirements and have provided all required documents will be approved to continue in the screening process. Incomplete applications will not be approved to proceed through the recruitment process.

Written Test:

All qualified applicants must take a general aptitude written test, which may include but is not limited to the following factors: understanding written information, mechanical ability, mathematical ability and teamwork/public relations/community living. No prior knowledge of firefighting information is necessary to take the test. All the information you need to know will be provided on the test.

Written Test Dates:

Approved applicants will be notified by mail regarding the specific date, time and location of the written test. ****You must have a Written Test Appointment Notice in order to be admitted to the test.****

Physical Ability Test:

1. The El Centro Fire Department Physical Ability Test (PAT) will be administered **ONLY** to those candidates who have passed the written test. Should a candidate be offered a position with the El Centro Fire Department, and more than six (6) months has passed since the time the candidate passed the PAT, the candidate will be required to retake, and pass, the PAT as part of their conditional job offer, or;
2. The City of El Centro will accept a valid CPAT Card from the California Firefighter Joint Apprenticeship Committee in lieu of taking the Physical Ability Test. A copy of the CPAT Card must be included in your application and must stay current during the recruitment process. If placed on an eligibility list, the CPAT Card must be valid at the time of hire.

Oral Interview:

Only those candidates who pass the **Written Test and PAT** will be allowed to participate in the Oral Interview. Candidates will be notified of the specific date and time.

Eligibility List:

Candidates, who are successful in all aspects of the screening process, will be placed on an eligibility list which will be used to fill vacancies for the next one year (or until the list is exhausted). If the list is exhausted, the City may choose to administer the PAT to additional candidates or re-administer the PAT to candidates who did not pass it on a previous attempt. If the City chooses to conduct additional PAT tests, successful candidates may be invited to participate in the Oral Interview. While the City may choose to “extend” the Eligibility List past the initial one year time frame, nothing obligates the City to do so.

As they occur, El Centro Fire Department vacancies may require an emphasis on specific knowledge, skills or abilities; therefore, based upon the needs of the organization, the El Centro Fire Department will review the corresponding list of eligible candidates, and only those candidates with the most appropriate qualifications will be contacted for an interview.

If you have a disability that requires assistance at any point in the recruitment process (for example, filling out applications, testing, interviewing), please notify the Human Resources Department. The City of El Centro performs job-related medical/physical evaluations and pre-employment/promotional drug screening. EEO/ADA.