



# City of Eureka

Invites Applications For

# FIRE FIGHTER

PERSONNEL DEPARTMENT  
531 K Street  
Eureka, CA 95501  
(707) 441-4124

24 Hour Job Line  
(707) 441-4134  
[www.ci.eureka.ca.gov](http://www.ci.eureka.ca.gov)

Monthly Salary: \$3,661 - \$4,452

Final Filing Date: 5:00 p.m. Friday, September 9, 2011

**Lateral candidates are encouraged to apply. There are 5 steps in the salary range and an appointment can be made at any step depending on qualifications.**

### General Statement of Duties

Responds to fires, medical emergencies, and other emergency and non-emergency situations to protect life and property; performs directly related work as required. To apply, candidates must possess:

- A valid State of California Emergency Medical Technician I Certificate
- A valid California State Fire Training Firefighter I Certificate
- CPAT card obtained within the past year

The California Fire Fighter Joint Apprenticeship Committee (CFFJAC) administers the CPAT. To schedule your CPAT, you may do so at <http://www.cffjac.org/go/jac/cpat/>.

### Distinguishing Features of the Class

The principal function of an employee in this class is to respond to fires, medical emergencies, and other emergency and non-emergency situations to ensure the protection of life and property of the general public in the City. The work is performed under the supervision and direction of a Fire Captain, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in various emergency and non-emergency situations, including exposure to hazardous materials, large quantities of smoke, heavy traffic areas, intense heat, direct exposure to flames, decimated structures, extreme weather conditions, blood-borne pathogens, and other related environments in which the employee is subject to potential personal danger.

### Examples of Essential Work (Illustrative Only)

Responds to fire alarms, delivers all equipment, and implements fire suppression and firefighting techniques to rescue victims and protects private and public property; assumes a designated position on an assigned apparatus and follows command structure instructions for fire suppression or related emergency services; serves within a command structure requiring adherence to officers' orders in life threatening situations; responds to structural fires, and performs search and rescue operations to remove persons from burning structures, and fire suppression techniques as appropriate, including laying and connecting hose, operating fire streams as directed, raising and climbing ladders, ventilating roofs, and windows, operating fire pumpers, using extinguishing agents as necessary; operates all types of portable fire extinguishers, pike poles, hand lines, smoke ejectors, salvage covers, forcible entry tools, aerial ladder equipment, emergency medical equipment, and other firefighting and medical equipment as required; performs salvage duties at fire scenes by placing salvage covers, sweeping, vacuuming up water, and removing debris; obtains and preserves evidence at a fire scene, and participates in determining fire origin and cause; participates in fire training sessions, including Fire Fighting Training, EMS Training, and proper use of all related tools and equipment; inspects building structures to ensure code compliance, explains City fire codes and fire prevention policies and procedures to the general public, and prepares complete and accurate reports of inspection activities as required; responds to emergency medical calls, and administers advanced first aid and/or basic life support as appropriate, including assessing patients, CPR, resuscitation, operating automated external defibrillator, rescue breathing, administration of oxygen, recording vital signs, and other related medical treatments as appropriate; responds to emergency rescue calls, including auto accidents requiring extrication, search and rescue, gas system leaks, confined space rescue, and rope rescues; performs overhaul operations to ensure the complete suppression of fire; responds to a variety of alarms and follows established procedures to investigate; operates and maintains a variety of fire vehicles, apparatus, and equipment on a training basis; maintains fire equipment in a clean and operable condition, including performing daily equipment checks, and repairing damaged equipment as necessary; ensures the use of appropriate fire fighting safety apparel and equipment, and follows appropriate safety procedures as required; works closely with other emergency medical staff, public safety, and fire personnel from other agencies, depending upon

response situation; responds to hazardous materials emergencies, including scene assessment, identifying the extent of damage and/or potential hazard to the community, implementing containment plans, and protecting fire personnel and civilians from exposure to chemicals; responds to man made and natural disasters, including fires, floods, earthquakes, crash rescues and other catastrophic events, including providing medical assistance and removing persons from harmful structures or exposure to fire, smoke, adverse weather conditions, and harmful materials; maintains an awareness of other Fire personnel on detail for the purpose of protecting other Firefighters' lives as necessary; participates in Fire drills; makes verbal and written analyses of activities involved in any fire emergency situation; performs all necessary training activities as assigned and in accordance with readiness and preparation for firefighting activities, including training in fire suppression, emergency medical training, hazardous materials, vehicle extrication, technical rescues, equipment use and maintenance, and other related functions; performs physical fitness training to maintain physical abilities necessary for firefighting; maintains station and personal living areas in a clean and orderly manner, and maintains surrounding grounds to ensure a safe and pleasant environment for fire personnel and the general public; participates in a variety of public awareness activities to promote good public relations and fire safety awareness, including providing tours of fire facilities and giving presentations at local schools as requested; keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems; attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas; responds to questions and comments from the public in a courteous and timely manner; communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities; performs other directly related duties consistent with the role and function of the classification.

### **Required Knowledge, Skills, and Abilities**

**Knowledge of:** Fire Department policies, rules, and procedures; principles and practices of fire suppression, rescue, and salvage; principles and practices of providing basic first aid; properties of hazardous materials and appropriate containment and clean-up techniques; related Federal, State, and local laws, codes, ordinances, and regulations; basic operational and maintenance practices and methods for a variety of fire apparatus and equipment; principles, practices, procedures, equipment, and apparatuses used in firefighting, chemical and hazardous materials, rescue, and various other emergency responses; geography of the City.

**Ability to:** Act in accordance with departmental policies, rules, and instructions related to firefighting operations; quickly learn the principles, practices, and procedures of modern firefighting; demonstrate the mechanical aptitude necessary to maintain and operate all related fire fighting equipment; demonstrate physical aptitude as determined by the Department; meet the first aid requirement as prescribed by the State of California and to safely and effectively administer first aid as necessary; learn the City's water main system and street numbering system; effectively analyze fire and emergency situations and adopt effective courses of action; effectively operate and maintain voice radio equipment; efficiently perform fire suppression, rescue, and salvage work; maintain a calm and professional demeanor when responding to emergency situations; use sound judgement and effectively treat victims in emergency situations; learn the geographical layout of the City and related surrounding areas; effectively function as a team member working under the leadership of a command officer; efficiently operate and maintain fire suppression equipment, supplies, and vehicles; establish and maintain effective working relationships with the Command Officers, other Fire Department personnel, other City employees, area businesses, civic and community organizations, and the general public; effectively deal with individuals from various socio-economic and ethnic backgrounds; communicate effectively with others, both orally and in writing, using both technical and non-technical language; understand and follow oral and/or written policies, procedures, and instructions; prepare and present accurate and reliable reports containing findings and recommendations; operate a personal computer using standard or customized software applications appropriate to assigned tasks; use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions; perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines; quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Any combination of training and/or experience which is equivalent to:

- High School Diploma or equivalent

### **Essential Physical Abilities**

Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively; sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to review a wide variety of materials in electronic or hard copy form, operate related vehicles and equipment,

inspect fire scenes, and perform all fire prevention, fire suppression, and other related fire operations as required; sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a personal computer, telephone, and other related office equipment and use firefighting equipment in emergency situations; sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position; sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to easily access a variety of City locations and efficiently and effectively carry out all physical duties involved in suppression and prevention of firefighting.

### Benefits

**RETIREMENT** - PERS (3% at 50). The employee contribution is paid by the employee. The City does not participate in Social Security except for the 1.45% required Medicare contribution; therefore, earnings from this job are not covered under Social Security. When you retire you may receive a pension based on earnings from this job. If you do, your pension may affect the amount of Social Security benefits you may receive. For more information go to [www.socialsecurity.gov/form1945](http://www.socialsecurity.gov/form1945).

**MEDICAL** - The City's workers' compensation coverage is self-funded. Medical coverage for employees and eligible dependents is provided through REMIF (Anthem Blue Cross Plan). A majority of the health insurance premium is paid by the City; a small portion is paid by the employee. REMIF offers a regular plan and, if eligible, a high deductible health plan (HDHP) with a Health Savings Account (HSA). HSA plans allow employees to accrue funds from year to year in an HSA account that can be used to pay health insurance costs both now and after retirement. The annual deductibles for this plan are \$1,200 for Employee Only and \$2,400 for Employees with Dependent(s). The City will contribute the applicable deductible as negotiated to your HSA account each year. You can withdraw funds from this account to pay eligible health insurance costs, and/or you can accumulate funds in the account for future use. The HSA account funds belong to employees, and will remain yours after you leave City services. Dental and Vision coverage is paid by the City. Note: There are specific requirements for continuing health insurance as a retiree.

**VACATION** - Vacation is accumulated at 7 shifts per year and increases with time in service. The maximum accrual is 15 shifts.

**SICK LEAVE** - Sick Leave is accrued at 1/2 shift per month with no limit. Up to three shifts of Family Sick Leave are also allowed per fiscal year and are deducted from employee's accrued sick leave. An employee may be allowed Family Death Leave up to 3 shifts per incident. This is not accruable.

**HOLIDAYS** - The City pays for 10 1/2 fixed holidays and 2 floating holidays.

**LIFE INSURANCE** - The City pays the premium on a \$5,000 life insurance policy for employees, including eligible dependent coverage at \$1,000 each.

**ADDITIONAL BENEFITS** - Other benefits include optional participation in deferred compensation plans, City-paid membership in an Employee Assistance Program (EAP) for the employee and eligible dependents, free membership at the Adorni Recreation Center and discounted membership for spouse and dependent children, an educational reimbursement program, and optional participation in supplemental health coverage's through AFLAC.

*Note: Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.*

### Application materials are available from:

City of Eureka  
Personnel Department  
531 K Street, Eureka, CA 95501-1165  
(707) 441-4134 (24 hour recording)  
Or apply online at [www.ci.eureka.ca.gov](http://www.ci.eureka.ca.gov)

**Cover letters, resumes and/or additional materials will not be accepted, AND WILL BE RETURNED IF SUBMITTED.** If necessary, you may attach additional information requested on the application (i.e., job experience, a valid State of California Emergency Medical Technician I Certificate and/or a valid California State Fire Training Firefighter I Certificate). List this information in the same format as on the application. **POSTMARKS WILL NOT BE ACCEPTED.**

*The City reserves the right to extend the final filing date as necessary.*

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The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked. The City of Eureka is an Equal Opportunity Employer, and does not discriminate on the basis of handicap status in the admission, access to, treatment, or employment for its programs, or activities, whether funded by the City or by grants. Women, persons with disabilities, and minorities are encouraged to apply.

In accordance with the Americans with Disabilities Act (ADA), the Personnel Department will make reasonable efforts in the examination process to accommodate people with special physical or mental requirements. If you have special needs, please call (707) 441-4124 prior to the examination date. When indicating you have a special need, one of the following definitions will apply to you. A disabled person is anyone who: (1) has a physical or mental impairment which substantially limits one or more major life activities: i.e., walking, seeing, hearing, speaking, working or learning; or (2) has a record of such impairment; or (3) is regarded as having such an impairment.

## Required Special Qualifications

- A valid Class C California State Driver's License.
- A valid State of California Emergency Medical Technician I Certificate
- A valid California State Fire Training Firefighter I Certificate
- CPAT card obtained within the past year

**Please attach copies of a valid State of California EMT1 Certificate and a valid California State Fire Training Firefighter I Certificate to your application. Your CPAT card will be required on the date of the written exam.**

### **Possession of or ability to obtain, within twelve (12) months of appointment:**

- A valid Class B California Driver's License;
- ETAD Certificate;
- A valid Medical Examiners Certificate (CDL);
- A valid Hazardous Materials First Responder Operations Certificate (FRO);
- A valid Hazardous Materials First Responder Operations Decontamination Certificate (Decon);
- Defibrillation certificate (if not included with State of California Emergency Medical Technician I Certificate).

## TESTING SCHEDULE

### **Written Examination: Saturday, October 8, 2011**

After the final filing date, letters will be mailed to candidates confirming the test date and specifying a time and location. Candidates must receive a minimum score of 70% on the written examination to continue in the testing process.

### **Oral Board Examination: Tentatively schedule for the second week of October, 2011**

Candidates who pass the written test will be invited to an oral board examination to establish an eligibility list. Candidates must achieve a score of 70% or better to continue in the testing process.

The eligibility list will be comprised of all candidates who pass the written examination, and oral board examination. The top candidates on the eligibility list will proceed to a department interview. The eligibility list may be used fill future full-time, regular part-time, substitute, and temporary positions.

***NOTE: Failure to pass any component of the testing process will eliminate candidates from further testing in this recruitment process.***

Additional testing for Firefighters includes a background investigation, a psychological evaluation and a complete physical examination (including a drug screen).