ABOUT THE POSITION

The City of St. Helena Fire Department has an exciting opportunity and will hire the City’s first full-time firefighters. The City will be establishing a pool of qualified firefighters and will place the top candidates for two (2) full-time benefited positions starting Fiscal Year 2018/19, the remaining candidates will be place on an eligibility list for one year that will used for any future vacancies in the department. The open positions are day time, Monday-Friday, full-time, and benefited positions. Subject to an 18-month probationary period.

Application Deadline: June 7, 2018 at 9:00 am.
Oral Board Interviews: June 17 or 18, 2018
Distinguishing Characteristics:
The Firefighter is a journey level class within the Fire Department responsible for performing a variety of duties and responsibilities in support of the department’s fire prevention and suppression responsibility. This classification is distinguished from the next higher classification of Engineer in that the Engineer is responsible for operating and maintaining a variety of fire equipment and apparatus.

The Engineer is the journey level class responsible for the operation and general maintenance of firefighting apparatus, equipment, vehicles and tools. This classification is distinguished from the next lower classification of Firefighter by the driving of fire apparatus and vehicles and the operation of apparatus, equipment, and tools at an emergency scene; serve as Fire Captain as assigned.

The Captain is a supervisory level class responsible for managing an engine company of firefighting personnel. This classification is distinguished from the next lower classification of Fire Engineer by the performance of supervisory duties and the responsibility of managing all employees for an entire engine company.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)
❖ Perform a variety of fire prevention and fire suppression duties and responsibilities at a fire scene such as responding to alarms, hooking lines to hydrants, laying lines of hose, conducting initial attacks on fires, directing streams of water, carrying and setting up ladders, ventilating buildings, performing search and rescue, administering first aid, sweeping, and cleaning after fires, as well as performing salvage and overhaul.
❖ Perform medical emergency duties such as performing CPR, giving oxygen, hooking up monitors, and stripping IVs.
❖ Maintain firefighting equipment which may include washing, polishing and servicing fire apparatus and equipment; test, wash and hang hose.
❖ Participate in drills and training exercises with engine company employees; attend special training sessions on firefighting and prevention techniques.
❖ Study and learn City layout and water systems.
❖ Participate in engine company fire prevention inspections of local businesses and companies.
❖ May participate in fire investigations as to the cause and origin.
❖ Demonstrate a general understanding of applicable policies, procedures and work methods associated with assigned duties.
❖ Respond to questions and concerns from the general public; provide information as is appropriate and resolve complaints.
❖ Participate in public education programs in the areas of fire suppression and fire prevention.
❖ Work Monday-Friday, times to be to determined; be available for calls when off duty at time and a half.
❖ Extinguish fires and take proper precautions to prevent rekindle thereof.
❖ Respond, as designated, with their units to all alarms and emergency calls, and perform duties as required.
❖ Keep the apparatus, equipment, tools and station premises neat, clean and in good order.
❖ Perform related work as their superior officer may require.
❖ For expedience in response to alarms they shall acquaint themselves with the streets, topography, physical conditions and other matters affecting response in the Fire Department.
❖ They shall, under supervision of their superior officers, be responsible for the condition and operation of apparatus to which they are assigned and are held accountable for its readiness for service.
❖ They shall be continually familiar with practices and procedures relative to water supply, hydrants, fire streams, pump capacities and other operations which will enable them to perform their duties efficiently.
❖ They shall work as a company unit under the command of their company officer while at fires or other
emergencies unless ordered otherwise.
❖ They shall follow the chain of command in all communications regarding Department business.
❖ All inquiries from the press shall be referred to the incident commander
❖ Perform other related duties as required.

Working Conditions:
Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot, and cold. The incumbent may work around or in contact with hazardous materials, blood products and other potentially toxic substances. Incumbent may be subject to physical threats, verbal abuse, or other stressful situations. During fire suppression activities, incumbent wears self-contained breathing apparatus and enters smoke filled buildings.

Qualifications:

FIREFIGHTER
Education and/or Experience:
Any combination of education and experience that has provided the necessary knowledge, skills, and abilities necessary for a Firefighter. A typical way of obtaining the required qualifications is to possess the equivalent of a high school diploma. Equivalent of one years of municipal fire suppression experience (preferred).

License/Certificate:
❖ Possession of a valid Class ‘C’ California driver’s license and no more than 2-points on driving record.
❖ California State Certificate Firefighter I
❖ California State EMT Certificate (must obtain within 18 months of hire)

ENGINEER
Education and/or Experience:
Any combination of education and experience that has provided the necessary knowledge, skills, and abilities necessary for a Firefighter. A typical way of obtaining the required qualifications is to possess the equivalent of a high school diploma. Equivalent of three years of municipal fire suppression experience.

License/Certificate:
❖ California State Certificate Firefighter I
❖ Possession of a valid California Class B driver’s license or Firefighters Class B driver’s license and a satisfactory driving record.
❖ Possession of valid EMT-1A and CPR Certifications (must obtain within 18-months of hire).
❖ Possession of Associate of Arts/Science degree (desirable).

CAPTAIN
Education and/or Experience:
Any combination of education and experience that has provided the necessary knowledge, skills, and abilities necessary for a Firefighter. A typical way of obtaining the required qualifications is to possess the equivalent of a high school diploma. Equivalent of five years of municipal fire suppression experience. Successful completion of one-half of the State Certified Fire Officer course requirements or successful completion of three of the five core
classes for an AS/AA degree in Fire Technology,

**License/Certificate:**
- California State Certificate Firefighter I
- Possession of a valid California Class B driver’s license or Firefighters Class B driver’s license and a satisfactory driving record.
- Possession of valid EMT-1A and CPR Certifications.
- Possession of Associate of Arts/Science degree (desirable).

**KNOWLEDGE/ABILITIES/SKILLS:** (The following are a representative sample of the KAS’s necessary to perform essential duties of the position.)

**Knowledge of:**
- Complex principles, practices and procedures of modern firefighting.
- Principles and practices involved with the general maintenance of fire fighting vehicles, equipment and apparatus.
- Purposes and uses of a variety of vehicles, equipment, tools, and apparatus used in firefighting, rescue, and medical assistance operations.
- Occupational hazards and standard safety practices.
- Methods and techniques for record keeping.
- Proper English, spelling and grammar.

**Ability to:**
- Learn and implement firefighting principles and techniques.
- Demonstrate mechanical aptitude as required in the operation of firefighting equipment.
- Work a variety of shifts including weekends, holidays, and emergency call back, when off duty.
- Understand and follow instructions.
- Work independently.
- Make adjustments to standard operating guidelines at an emergency scene as is appropriate.
- Remain calm and implement appropriate responses to emergency scenes.
- Establish and maintain effective working relationship.
- Meet standards for height, weight and physical fitness.

**Skill to:**
- Effectively operate firefighting and life safety equipment and tools.
- Effectively operate a motor vehicle on City streets.
- Operate computer and applicable software.
- Follow oral directions in emergency situations.
- Operate mechanical equipment.
- Meet the minimum requirements.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**Compliance with Americans with Disabilities Act (ADA):** With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make every attempt to offer reasonable accommodations for qualified applicants and employees with disabilities.
**Benefits:**
- CalPERS defined benefit retirement: 1/2% at 55 formula for current members; 2% at 57 for new members. The employee is responsible for payment of the employee share of the pension cost. *City employees also participate in the Social Security system.*
- City-paid health, dental and vision insurance coverage for employee and dependents.
- Vacation accrues at varying rates for full-time employees.
- Twelve holidays annually.
- Two personal convenience days per year (increases to five day after five years).
- Sick leave (twelve days per year).
- Life Insurance.
- Dependent Care program.
- Employee Assistance program.
- Bereavement Pay - 3 days in state/5 days out of state
- Longevity Pay and Bilingual Pay

**Application and Selection Procedure:**

**Application and Resume**
Thursday, June 7, 2018 | 9:00 AM

To apply for this position please submit the following documents to Human Resources no later than 5:00 pm on Thursday, June 7, 2018:
- Detailed resume
- City of St. Helena Employment Application

All resumes will be reviewed to select those applicants whose training and experience most closely match the requirements of this position. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the evaluation process which may include interviews, written exercises, or simulated work problems.

Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.

**Oral Board (tentative)**
Sunday, June 17, 2018 or Monday, June 18 | Starting at 8:00 am

Oral Board interview will be conducted in the Fire House Conference House.

**Final Selection**
Thursday, June 21, 2018 | 6:30 pm
Final selection and announcement.

There is a no smoking policy in effect within the City offices and vehicles. St. Helena is an equal opportunity employer. The City of St. Helena will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire.