



The City of Calimesa Fire Department

Phy. Address: 906 Park Avenue, Calimesa CA 92320

US Mail: 908 Park Avenue, Calimesa, CA 92320

(909) 795-9801 www.CityofCalimesa.net

City of Calimesa Fire Department Job Announcement

Fire Captain- EMT

The purpose of this recruitment is to obtain an eligibility list for the position of Fire Captain-EMT. There are no positions currently open.

48/96 Hour Work Schedule // Rate: \$14.32 to \$18.28 per hour // \$800 per month
Contribution to Flexible Health Benefit Plan// Medical Benefits after 30 Days of
Employment // Retirement Plan // 10 PTO Days per year // \$600 Annual Uniform
Allowance //

Ideal Candidate

The ideal candidate will demonstrate characteristics of superior leadership skills with the ability to positively influence others. The candidate will possess the ability to work effectively with the Fire Chief, Fire Department personnel, City staff and community members in the course of delivering fire service to the community. The candidate shall have a strong knowledge of fire service operations and problem solving.

About the Position

Under the general direction from the Fire Chief and executive fire management staff, the Fire Captain will be tasked with administrative work, commanding and coordinating emergency fire department incidents including, but not limited to: fire suppression, emergency medical services, hazardous materials services, technical rescue services, community-wide emergency management issues, fire prevention, public education, public relations, training staff, maintenance of equipment, buildings and grounds and other duties as assigned. The Fire Captain will represent the Fire Department in the absence of the Fire Chief or other executive fire management staff.

Minimum Requirements

Education: High school diploma or Equivalent

Licenses: Valid California Class C driver's license with Firefighter Endorsement
or California Commercial Class A or B driver's license with Airbrake
and Tank endorsement; Valid California State EMT-1; American

Heart Association CPR Healthcare Professional/BLS; Valid Firefighter's Physical Ability Test consisting of a Biddle or CPAT

Certificates: Driver Operator 1A and Driver Operator 1B, Fire Control 3, Auto Extrication, Hazmat Fro, S-130 Firefighting Training, S-190 Introduction to Wildland Fire Behavior, Low Angle Rope Rescue, NIMS IS-700, NIMS IS-800, Fire Fighter I **and** California State Fire Command 1A, Fire Command 1B, Fire Command 1C, Training Instruction 1B or Fire Instructor 1A, Training Instructor 1A or Fire Instructor 1B, Fire Investigation 1A, Fire Management 1, Fire Prevention 1, ICS-300; **or** California State Fire Company Officer 2A, Company Officer 2B, Company Officer 2C, Company Officer 2D, Company Officer 2E, Instructor I

Experience: Minimum of four (4) years of firefighting experience in an all-risk fire agency with increased responsibility in leadership and management activities.

Candidate's Selection Process:

Persons meeting the minimum requirements shall submit an employment application with supporting documents. Upon review of the application packets, the most qualified applicants will be invited to participate in a written test, oral interview, and practical test. The Most successful candidates will advance to a Fire Chief's oral interview. Conditional employment offers will be given to the candidates who are the most successful in the testing process contingent of passing a pre-employment physical, drug test, and background check.

After accepting employment with the City of Calimesa's Fire Department, the employees will be subjected to an eighteen (18) month employment probation period as an at-will employment term.

COMPLETED APPLICATION PACKETS CAN BE SUBMITTED IN PERSON OR VIA MAIL TO:

City of Calimesa
Attention: Human Resources
908 Park Avenue
Calimesa, CA 92320
(909) 735-6743 or (909) 795-9801

The recruitment for this position is to obtain an eligibility list for Fire Captain

Further Job Description Inquiries and Other Questions Can Be Emailed To:
jjohnson@cityofcalimesa.net or grodriguez@cityofcalimesa.net

The City of Calimesa is an Equal Opportunity Employer.



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FIRE CAPTAIN- EMT

Range F-8 - \$42,816.80 – \$54,657.20 Annually

\$14.32 - \$18.28 Hourly

DEPARTMENT: FIRE DEPARTMENT

FLSA STATUS: NON-EXEMPT

**POSITION STATUS: PART TIME
REGULAR FULL-TIME**

**REPORTS TO: FIRE CHIEF or DEPUTY
FIRE CHIEF**

DEFINITION

Under general supervision of the Chief or Deputy Chief, serves as a first line supervisor for a fire engine company; supervises and directs the work of subordinate fire suppression personnel; responds to fire alarms, medical aids and other emergency calls; conducts fire prevention and suppression training programs; responsible for the overall management of a fire station or program; responsible for the safety and well being of all subordinate personnel; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

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

ESSENTIAL JOB FUNCTIONS

- Serves as a company officer; supervises and directs the work of subordinate firefighters assigned to a fire company; ensures firefighters are in a constant state of readiness; responds to fire alarms, medical aids, and other emergency calls.
- Drives/operates various fire apparatus; operates and adjusts pump controls and other mechanical equipment to maintain correct water pressure consistent with the type of fire; places fire apparatus for best advantage to facilitate fire fighting and crew safety
- Assumes command during alarms and directs operations until relieved by a superior officer; directs fire fighting procedures by transmitting fire suppression attack instructions; observes the nature of, and appraises the potential of each fire to determine and direct the most effective combative method and agent; supervises and participates in laying of hose lines, directing water streams, placing ladders and related fire suppression apparatus and equipment; checks for the presence of additional or adjacent hazards or exposures; directs forcible entry or rescue actions and the evacuation of personnel.
- Ensures that the scene of the fire is protected and that any fire cause evidence is not disturbed prior to evaluation by fire investigators; directs salvage and cleanup operations following a fire; calls for or dismisses fire companies and apparatus at the scene of a fire; prepares operational reports after the suppression of a fire.
- Trains and instructs members of a company in the areas of fire suppression, emergency medical care, fire prevention, pre-fire planning, and other fire department related subjects; may be assigned to the Training Division as a Training Captain; maintains a company journal and records all company activities and operations.
- Implements and participates in all Fire Department programs to include, fire inspection, fire prevention, training, vehicle maintenance, and facilities maintenance; maintains occupational skills.

- Conducts work performance evaluations for subordinate fire suppression personnel; establishes goals for employee's improvement; initiates disciplinary action when necessary.
- Enforces Fire Department, Local, State and Federal policies, procedures, rules, and regulations; makes recommendations to management regarding fire operations; may be required to serve as a substitute Firefighter; works 24 hour shifts and overtime unless otherwise assigned; may be recalled to duty in cases of emergency.
- Responds to emergency medical aid calls; operates emergency medical equipment; relays vital signs and patient care report to appropriate medical personnel.
- Maintains and inspects the fire station, equipment, tools, and grounds; performs general housekeeping duties in a fire station; performs preventative maintenance and daily inspection of fire apparatus; inspects fire apparatus after each call to ensure proper, safe and efficient operating condition; reports worn, damaged or lost parts and tools; completes reports on preventative maintenance; performs routine maintenance and repairs.
- Prepares and maintains reports and records on a variety of company activities and personnel.
- Secures and maintains all certifications and licenses as required by Fire Department and insures that all assigned subordinate personnel are in compliance.
- Provides vacation and temporary relief as required.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

Experience

Minimum of four (4) years of firefighting experience in an all risk fire agency with increased responsibility in leadership and management activities.

Education

High School Diploma or Equivalent

Certifications

- Driver/ Operator 1A
- Driver/ Operator 1B
- Fire Control 3
- Auto Extrication
- Hazmat FRO
- S-130 Firefighter Training
- S-190 Introduction to Wildland Fire Behavior
- Low Angle Rope Rescue
- National Incident Management System (NIMS) IS-700
- National Incident Management System (NIMS) IS-800
- Fire Fighter I

AND

- Fire Command 1A
- Fire Command 1B
- Fire Command 1C
- Training Instructor 1B **or** Fire Instructor 1A
- Training Instructor 1A **or** Fire Instructor 1B
- Fire Investigation 1A
- Fire Management 1
- Fire Prevention 1A
- ICS 300

OR

- Company Officer 2A

- Company Officer 2B
- Company Officer 2C
- Company Officer 2D
- Company Officer 2E
- Instructor I

Licenses

- Valid California Class C Driver's License with Firefighter Endorsement **or** California Commercial Class A or B with air brake and tank endorsement
- Valid State of California EMT-1
- Valid American Heart Association CPR Healthcare Professional/ Basic Life Support (BLS)
- Valid Firefighter's Physical Ability Test consisting of a Biddle or CPAT

Desired Qualifications:

- Knowledge of Microsoft Office software applications
- Preparing and maintaining accurate reports and records
- Establish and maintain effective working relationships with city staff, elected officials and the public
- Communicate effectively
- Use standard office equipment including personal computer, fax, copier, calculator
- ICS- 100
- ICS- 200
- Fire Apparatus Driver/ Operator I **or** Fire Apparatus Driver/ Operator Pump
- Fire Apparatus Driver/ Operator Wildland
- Fire Apparatus Driver/ Operator Water Tender
- Fire Fighter II
- Rescue System 1
- Fire Officer **or** Company Officer
- Hazmat Decon
- Water Rescue Awareness

Special Requirements:

Applicant must have a satisfactory driving record that will allow the individual to be insurable with the Fire Department's insurance company.

Persons seeking appointment to this class must meet the safety health and physical condition standards deemed necessary and proper for performance of the duties established by the Fire Department.

Physical Requirements and Environmental Conditions:

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for this job may include frequent climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, feeling, talking, hearing, the ability to lift, carry, push, pull greater than 50 pounds. Specific vision abilities required by this job include near and far sight acuity, depth perception, color vision, field of vision, peripheral vision, and the ability to adjust focus. Flexibility is important because of the need to enter and exit vehicles quickly, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is important because of the need to make fine distinctions and decisions concerning subtle cues to impending danger. Physical and mental demands

may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, the employee must maintain a physical and mental state of fitness and readiness that will enable them to handle recurrent contacts and involvement with dangerous and potentially dangerous situations. While performing the duties of this job, the employee is required to maintain the ability to walk up and down stairs, utilize protective equipment, including eye wear, footwear, respiratory aid, hard hat, gloves, and protective clothing, endure moderate exposure to weather, extreme heat and/or cold, wet and/or humid conditions, high level noise intensity, vibration, darkness/poor lighting, moving mechanical parts/hazards, high, exposed places, toxic/caustic chemicals, dirt/dust, odors, and other environmental conditions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. While performing the duties of this job, the employee will be subjected to electrical hazards, fire hazards and unsafe conditions and may be exposed to wet and/or humid conditions, fumes, hazardous chemicals and materials, intense heat, extreme cold, natural and man-made disasters and hazards associated with working in and near traffic. The noise level in the work environment varies from moderate to extreme.

This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.



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EMPLOYMENT APPLICATION

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

NOTICE TO APPLICANTS: Please fill every field in this application to best of your ability and knowledge. Failing to provide full, true and accurate information or falsifying any of the information provided will disqualify applicants from eligibility for employment by the City of Calimesa Fire Department.

POSITION APPLIED FOR: _____

NAME OF APPLICANT: _____
(First) (Middle) (Last)

ADDRESS: _____
(Street) (Apt. #) (City) (State) (Zip code)

PHONE NUMBER (H): (____) _____ PHONE MESSAGE: (____) _____

EMAIL ADDRESS: _____

ADDITIONAL INFORMATION

Are you now, or have you ever been, employed by the Fire Department?

Yes No If "Yes," Explain under Remarks below.

Have you ever been discharged or forced/asked to resign?

Yes No If "Yes," Explain under Remarks below.

Do you have a valid California Driver's License?

Yes No If "No," Explain under Remarks below.

Are you related to anyone working for the Fire Department?

Yes No If "Yes," Explain under Remarks below.

DL# _____ Class: _____ State Issued: _____ Exp. Date: _____

REMARKS (IF ADDITIONAL SPACE IS NEEDED, USE SEPARATE SHEET)

EDUCATION

Circle the highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 High School Diploma: G.E.D. Certificate:

Name of College or University Major Completed Units Degree

Other educational course work: _____

Vocational Training: _____

Special Trades or Skills: _____

EXPERIENCE

List all positions you have held in the last 10 years. If you feel volunteer, part-time or military positions are applicable, list those. List each title or promotion separately. Resumes may be attached but WILL NOT be acceptable in lieu of COMPLETE ANSWERS. Start with your present or most recent position and work backwards. Attach additional sheets as necessary.

WORK HISTORY

Organization/Company Name: _____
Address: _____ Phone Number: (____) _____
Position Title: _____ Salary: \$ _____ per, Month Week Hour
Dates of Employment: (Month, Year) Full-time Part-Time From: _____ To: _____ Length of service _____ Yrs. _____ Mo
Name of Supervisor: _____ Reason for leaving: _____
Duties: _____

Organization/Company Name: _____
Address: _____ Phone Number: (____) _____
Position Title: _____ Salary: \$ _____ per, Month Week Hour
Dates of Employment: (Month, Year) Full-time Part-Time From: _____ To: _____ Length of service _____ Yrs. _____ Mo
Name of Supervisor: _____ Reason for leaving: _____
Duties: _____

Organization/Company Name: _____
Address: _____ Phone Number: (____) _____
Position Title: _____ Salary: \$ _____ per, Month Week Hour
Dates of Employment: (Month, Year) Full-time Part-Time From: _____ To: _____ Length of service _____ Yrs. _____ Mo
Name of Supervisor: _____ Reason for leaving: _____
Duties: _____

Organization/Company Name: _____
Address: _____ Phone Number: (____) _____
Position Title: _____ Salary: \$ _____ per, Month Week Hour
Dates of Employment: (Month, Year) Full-time Part-Time From: _____ To: _____ Length of service _____ Yrs. _____ Mo
Name of Supervisor: _____ Reason for leaving: _____
Duties: _____

REFERENCES

Do you object to our contacting your past employers? Yes No

If "Yes", please briefly explain: _____

AGREEMENT (READ CAREFULLY BEFORE SIGNING)

I certify that all statements in this Application are true and complete, and I authorize investigation of all matters contained. I agree and understand that any misrepresentation or omission of a matter of fact may be justification for rejection of my Application, refusal of employment, removal of my name from an Eligibility List, and/or dismissal from employment with The City of Calimesa Fire Dept. I agree to undergo a physical examination by a City of Calimesa Physician and fully understand that employment is contingent upon meeting The City of Calimesa physical requirements, background investigation, including criminal history and employment history drug test and verification of educational qualifications, certifications and licenses. I further agree to be fingerprinted and to furnish proof of age and citizenship as may be directed. I authorize the employers, schools and persons named above to provide any additional information regarding my qualifications and character.

APPLICANT SIGNATURE: _____ DATE: _____

CITY OF CALIMESA FIRE DEPARTMENT

908 Park Avenue, Calimesa, CA 92320, (909) 795-9801

The City of Calimesa Fire Department is committed to a program of Affirmative Action to address Women, minority groups and the handicapped in obtaining equal employment opportunities. We request the following information to assist us in complying with State and Federal laws to report statistics regarding our applicants.

Completion of the following questionnaire is voluntary and will not affect your chances of employment.

This portion of the application will be detached when you file your application and be used for recording purposes only. Thank you for your cooperation.

ETHNIC IDENTIFICATION

Check this group to which you commonly identify yourself:

- African American
- Hispanic (Mexican, Spanish, Puerto Rican, South American)
- White or Caucasian
- Asian American/Pacific Islander
- Native American – Name of Tribal Affiliation: _____
- Other: _____

- | | | |
|---------------------------------|--------------------|---------------------------|
| <u>SEX:</u> | <u>AGE:</u> | (Please circle age range) |
| <input type="checkbox"/> Female | 18-25 | 46-50 |
| <input type="checkbox"/> Male | 26-30 | 51-55 |
| | 31-35 | 56-60 |
| | 36-40 | 61-65 |
| | 41-45 | 66+ |

DATE: _____

I RESIDE IN: _____
(City) (State) (Zip Code)

I HEARD ABOUT THIS JOB: (Please circle number)

1. A friend
2. A relative
3. A website If, "Yes" Which one? _____
4. A Newspaper ad. If, "Yes" Which one? _____
5. A Professional magazine, journal or newsletter. If, "Yes" Which one? _____
6. An Educational placement center. If, "Yes" Which one? _____
7. An Employment agency or special employment office. Which one? _____
8. Other: _____

**Please send a complete copy of your resume, application and a copy of all certifications to:
City of Calimesa, Attention Human Resources, 908 Park Avenue, Calimesa, CA 92320 - (909) 795-9801
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