



The City of Calimesa Fire Department

Phy. Address: 906 Park Avenue, Calimesa CA92320

US Mail: 908 Park Avenue, Calimesa, CA 92320

(909) 795-9801 www.CityofCalimesa.net

City of Calimesa Fire Department Job Announcement

The City of Calimesa Fire Department is testing for the position of:

Reserve Firefighter- EMT or EMR

****Recruitment Continuous****

24-Hour Shift Per Week // Reserve Stipend Rate: \$50.00 to \$100.00 Per 24-Hour Shift // Volunteer Position With No Medical or Retirement Benefits // \$200 Annual Uniform Allowance

Ideal Candidate

The ideal candidate will demonstrate characteristics of leadership skills with the ability to work effectively with the Fire Chief, Fire Department personnel, city staff and community members in the course of delivering fire service methods to the community. The candidate shall have a general knowledge of fire service operations and problem solving.

About the Position

Under the direction from the Fire Chief, executive fire management staff, Fire Captains, and Firefighters, the Reserve Firefighter will be tasked with participating in fire service related duties including, but not limited to: fire suppression, emergency medical services, hazardous materials services, technical rescue services, communitywide emergency management issues, fire prevention, public education, public relations, training events, maintenance of equipment, buildings and grounds and other duties as assigned. The Reserve Firefighter will represent the Fire Department in the absence of the Fire Chief, executive fire management staff, the Fire Captain and Firefighters.

Minimum Requirements

Education: High school diploma or Equivalent

Licenses: Valid California Class C driver's license; Valid California State EMT-1 **or** EMR; American Heart Association CPR Healthcare Professional/BLS; Valid Firefighter's Physical Ability Test consisting of a Biddle or CPAT

Certificates: Firefighter I **or** Completion From An Accredited Fighter I Academy **or** Completion From Copper Mountain College Fire Academy, ICS-200, NIMS IS-700, NIMS IS-800, Fire Control 3, Low Angle Rope Rescue, S-190 Introduction to Wildland Fire Behavior, S-130 Firefighting Training, Hazmat Fro, Auto Extrication

Experience: None.

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 employee 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 of (909) 795-9801

Recruitment for this position is continuous.

The City of Calimesa is an Equal Opportunity Employer



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RESERVE FIREFIGHTER- EMT OR EMR

24 Hour Volunteer Shift Per Week

Range F-2 - Reserve Stipend Rate: \$50.00 - \$100.00 Per 24 Hour Shift

DEPARTMENT: FIRE DEPARTMENT

FLSA STATUS: EXEMPT

POSITION STATUS: RESERVE

REPORTS TO: FIRE CAPTAIN

DEFINITION

Under general supervision, performs a full range of firefighting duties to include the suppression of various types of fires, emergency medical services, fire training, prevention and public relations activities, fire station, equipment and apparatus maintenance; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Reserve Firefighter is a novice 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 higher classifications in that higher classifications are responsible for operating and maintaining a variety of fire equipment and apparatus.

ESSENTIAL JOB FUNCTIONS

- Responds to fire alarms, rescue alarms, medical emergency and other emergency calls to protect life and property; lays and connects hoses; holds nozzle and directs water streams in the control and extinguishing of fires in structures; uses forcible entry tools, bars, hooks, life lines, aerial ladders, chemical extinguishers, and other auxiliary equipment.
- Raises and climbs ladders; ventilates structures using such techniques as opening windows and cutting or chopping holes through the roof; accomplishes rescue work; removes persons from danger; accomplishes salvage operations such as placing or throwing salvage covers, sweeping water, and removing debris.
- Responds to requests for medical emergencies to provide immediate care; observes and reports vital signs, cares for victims of accidents or illness; administers medical treatment to injured or ill persons; provides emergency care at the scene; operates emergency vehicles in compliance with Fire Department Operations Directives, Local, State and Federal rules and regulations; works 24-hour shifts and overtime unless otherwise assigned; may be recalled to duty in cases of emergency.
- Accomplishes preventive maintenance and daily inspections on fire apparatus and equipment; inspects fire apparatus after each operation to ensure proper and efficient operating condition; participates in routine daily housekeeping and maintenance of fire facilities; cleans, washes, and services fire apparatus; tests, washes, hangs, and dries hoses; changes hoses on fire apparatus; reports worn, damaged, or lost parts and tools.
- Completes and maintains various records and reports; participates in fire inspection, prevention, and suppression training programs to maintain occupational skills; attends drills and training classes regarding fire fighting techniques, operation of specialized firefighting equipment, design and construction of buildings, location of exits, entrances, fire alarm boxes, fire hydrants, sprinkler systems, and other related topics; assists with public education programs.

- Studies technical material on modern fire fighting techniques and water systems; accomplishes general maintenance work in the upkeep of the fire station and grounds, accomplishes routine housekeeping chores such as sweeping, mopping, cooking, washing and cleaning.
- Secures and maintains all certifications and licenses as required by Fire Department.
- Perform other duties as required.

MINIMUM QUALIFICATIONS

Experience

None

Education

High School Diploma or Equivalent

Certifications

- Firefighter I **or** Completion from Accredited Firefighter I Academy **or** Completion from Copper Mountain College Fire Academy
- ICS 200
- National Incident Management System (NIMS) IS-700
- National Incident Management System (NIMS) IS-800
- Low Angle Rope Rescue
- S-190 Introduction to Wildland Fire Behavior
- S-130 Firefighter Training
- Hazmat FRO
- Auto Extrication
- Fire Control 3

Licenses

- Valid California Class C Driver's License
- Valid State of California EMT-1 **or** EMR
- Valid American Heart Association CPR Healthcare Professional/ Basic Life Support (BLS)
- Valid Firefighters Physical Agility 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
- Understanding of standard office equipment including personal computer, fax, copier, calculator
- ICS- 100
- Rescue System 1
- Water Rescue Awareness
- Hazmat Decon

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: _____

SEX:

- Female
- Male

AGE:

(Please circle age range)

- | | |
|-------|-------|
| 18-25 | 46-50 |
| 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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