



AUGUST 2024
FLSA: Non-Exempt
Unrepresented

RELIEF FIREFIGHTER

DEFINITION

Under immediate to general supervision, responds to fires, medical emergencies, hazardous materials incidents, rescues, and other emergency and non-emergency situations; participates in other fire suppression, prevention, inspection, education, and related activities to prevent or minimize the loss of life and property; performs fire station, equipment, and apparatus maintenance; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate to general supervision from assigned supervisory and management personnel. As employee gains training and experience, general supervision is received. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is an entry-level classification in the fire series. Under close supervision, incumbents learn and perform routine fire suppression, basic medical emergency services, hazardous materials, and other emergency response activities. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently.

Positions at this level perform many of the duties required of the positions at the Firefighter level. Positions at this level are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- ▶ Responds to fires; performs search and rescue operations to remove persons from burning structures; performs fire suppression techniques as appropriate; lays, connects, charges, and uses supply lines and various water appliances to control and extinguish fires; uses chemical extinguishers as required by the nature of the fire; operates fire streams as directed; raises and climbs ladders; ventilates roofs and windows; operates fire pumps; makes forcible entry into buildings when necessary.
- ▶ Responds to fire alarms, delivers all equipment, and implements fire suppression and firefighting

techniques to rescue victims and protect private and public property.

- ▶ Provides support to community members. Actively serves on an on-call basis to respond to community concerns. Assists community members with performing fire prevention tasks as time allows.
- ▶ Performs ventilation procedures and salvage operations to minimize property damage by moving and/or covering furnishings, sweeping water, and removing debris and smoke.
- ▶ Performs triage, primary, and secondary assessments; responds to emergency medical calls and administers first aid and/or basic life support as appropriate, including assessing patients, cardiopulmonary resuscitation (CPR), rescue breathing, administration of oxygen, recording vital signs, and other related medical treatments within scope and authority of licensure.
- ▶ Studies Fire Department rules and regulations, fire hazards, and firefighting techniques; 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, equipment use and maintenance, fire drills, and other related functions.
- ▶ Cleans, washes, and services firefighting vehicles and equipment; inspects, tests, and maintains equipment and pump motors including nozzles, appliances, fittings, hydrants, fire extinguishers, hand and power tools, generators, rescue and first aid, and related equipment.
- ▶ Participates in company fire prevention inspection operations.
- ▶ Assists in the maintenance of clean and orderly conditions in and about the fire station.
- ▶ Performs special assignments including maintenance of resuscitation equipment, public education, upkeep of department library, and maintenance of nozzles, appliances, and fittings.
- ▶ Participates in fire investigation activities; identifies, collects and preserves evidence at fire scenes.
- ▶ Participates in a variety of public awareness activities to promote good public relations and fire safety awareness, including providing demonstrations, classes, and training to the public.
- ▶ 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.
- ▶ Performs a variety of administrative duties including maintaining proper records and documentation on all job-related activities, functions, apparatus, and equipment, preparing reports, forms, recommendations, and other required administrative procedures.
- ▶ Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- ▶ Principles, practices, procedures, techniques, and equipment used in fire, medical, and hazardous materials emergency response, including containment and clean-up; technical and confined response situations.
- ▶ Fire apparatus, equipment, tools, devices, facilities, and their proper use and maintenance requirements.
- ▶ Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- ▶ Techniques of First Aid, CPR, and emergency medical response.
- ▶ Practices and techniques of hazardous materials response, containment, and clean-up.
- ▶ Principles and practices of work safety.
- ▶ Mathematical principles
- ▶ Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- ▶ The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- ▶ Modern equipment and communication tools used for business functions and program, project, and task

coordination, including computers and software programs relevant to work performed.

Ability to:

- ▶ Learn and apply the principles, practices, and procedures of modern firefighting and protection of life and property.
- ▶ Learn firefighting techniques and procedures.
- ▶ Demonstrate mechanical aptitude as required in the operation of firefighting equipment.
- ▶ Learn to drive fire engines and trucks safely and in accordance with traffic laws and ordinances.
- ▶ Learn and apply first aid and CPR principles.
- ▶ Remain calm while working in extremely stressful situations that may present a threat to life and property.
- ▶ Work within a command structure requiring strict adherence to the following of orders.
- ▶ Learn incident command systems and principles.
- ▶ Observe safety rules and work safely without presenting a direct threat to self or others.
- ▶ Understand and act in accordance with departmental policies, rules, instructions, and written material in the field of firefighting.
- ▶ Analyze situations and adopt effective courses of action.
- ▶ Learn the operation and maintenance of voice radio equipment.
- ▶ Think and act quickly and effectively in emergencies.
- ▶ Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- ▶ Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, and professional organizations, and in meetings with individuals.
- ▶ Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- ▶ Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- ▶ Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- ▶ Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- ▶ Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- ▶ Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- ▶ Equivalent to completion of the twelfth (12th) grade.

Experience:

- ▶ See Licenses and Certifications

Licenses and Certifications:

- ▶ Possession of a valid Class "C" California Driver's License, to be maintained throughout employment.
- ▶ Possession of a valid California State Fire Marshal (CSFM) Firefighter I certificate or equivalent, to be obtained within 12 months and maintained throughout employment.
- ▶ Possession of a valid EMR or EMT Certificate, to be maintained throughout employment.
- ▶ Possession of, or successful acquisition within the probationary period, a valid Hazmat F.R.O.

Firefighter Candidate Testing Center (FCTC) Written Test:

Passing score of 70% or higher must be obtained within the past twelve months from the final application filing date.

Candidate Physical Ability Test (CPAT) Certificate:

Possession of a CPAT Certificate issued within the past twelve months from the final application filing date.

PHYSICAL DEMANDS

For fire suppression work, must have the ability to quickly respond to changing emergency conditions and to rapidly don personal protective equipment including self-contained breathing apparatus; mobility, physical strength, and stamina to carry and operate fire hoses and related firefighting equipment; to operate hand and power tools to enter buildings; to climb fire ladders to access higher levels in buildings; and to assist and/or lift/carry victims for long distances under strenuous and hazardous conditions. Incumbents will be required to work in small, cramped crawl spaces, areas where vision is limited, and/or at heights including roof tops and on ladders; vision to operate vehicles at a high rate of speed in all weather conditions, and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access fire scenes and to identify problems or hazards. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform duties; incumbents must meet the physical/mental standards as set forth by the City's physical and other mandated testing and assessment programs.

Positions also work in a station environment, and use standard office equipment, including a computer.

ENVIRONMENTAL ELEMENTS

Employees work in outdoor conditions, and are exposed to unsuppressed fire conditions, vehicle accident scenes, loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and smoke, hazardous or toxic physical substances and fumes. Employees also work in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.