

City of Grass Valley  
JOB DESCRIPTION



**ENGINEER**

**Department: Fire Department**

**FSLA Status: Non-exempt**

**Reports To: Captain, Battalion Chief, Div Chief, or Fire Chief**

**Unit: 8 / Classified Full- Time**

**Adopted: September 28, 2018**

**Revised: July 2025**

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**SUMMARY OF JOB PURPOSE**

The Fire Engineer is a first line company officer who may be assigned as the lead company officer or the subordinate of a captain while participating in a full range of all-risk emergency and non-emergency activities, including, but not limited to, fire suppression, emergency medical service, hazardous materials response, rescue, fire prevention and inspection programs, fire investigation, fire station maintenance, apparatus and equipment maintenance, training exercises, and related services and activities of an assigned engine company. The Engineer ensures that all assigned activities are carried out effectively, efficiently, safely, and according to department guidelines and policies.

**SUPERVISION RECEIVED AND EXERCISED**

The Engineer may be assigned as a supervisor of a fire company or a subordinate of a captain and under the provisions of a Joint Operations Agreement may be supervised by supervisors from other signatory agencies or may supervise employees of other signatory agencies. The Engineer may work under the direct supervisor of the Fire Captain, Battalion Chief or designated officer while performing all regular and special duties assigned.

**ESSENTIAL FUNCTIONS (includes, but not limited to listed tasks)**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Respond to emergency and non-emergency alarms in either a supervisory or subordinate role as part of a team in all phases of fire suppression work; perform rescue, lay, and connect hoses, carry, and climb ladders, operate hose streams, ventilate buildings, overhaul, salvage, and clean-up activities at fire scene.
- Respond to and assist in emergency medical process and procedures in Advanced Life Support (ALS) - paramedics only, Limited Advanced Life Support (LALS) -if qualified, or Basic Life Support (BLS) while also assisting ALS care givers.
- Communicates medical information to the hospital; dependent on qualification administers advanced, limited advanced, or basic emergency medical care to the sick and injured; documents emergency care rendered; all in compliance with applicable local, state, and federal laws and regulations.

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- Respond to and assist in the mitigation of hazardous material, technical rescue, and non-emergency calls for service as necessary in either a supervisory or subordinate role.
- Write, prepare, and file reports, forms, and recommendations such as emergency incident reports, accident reports, injury reports, exposure reports, apparatus maintenance logs, inspection forms, and other fire-related information.
- Oversees and participates in the performance of routine daily, weekly, and monthly inspections of the fire apparatus and equipment; maintains readiness of fire apparatus and other automotive equipment; maintain fire station and grounds; perform routine cleaning and minor repairs on apparatus, firefighting equipment, and fire stations as necessary; maintains maintenance and inspection records; informs station captain of repair work needed.
- Drive and operate fire apparatus and other automotive equipment.
- Assist with fire prevention in the performance of periodic Uniform Fire Code inspections of industrial and commercial businesses and places of assembly; assist in the enforcement of the fire prevention codes by following through and documenting violations in need of corrective action.
- Conduct and participate in training exercises; develop skills in fire suppression, medical aid, apparatus operation, physical fitness, and other related areas.
- Conduct and assist with public education activities; station tours, grade school presentations, fire drills, and other community education programs that encourage awareness of emergency services and techniques.
- Knowledgeable in the use of Report Management System to record and document responses and activities.
- Maintain appropriate records, logs, and files of work completed and in-progress; prepare statistical and analytical reports as required.
- Conduct and participate in pre-fire planning activities; stay abreast of new innovations relative to fire prevention.
- Participates in testing and record keeping of a variety of department and city fire equipment including protective clothing, breathing apparatus, fire hose, fire hydrants, and other equipment as necessary.

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- Perform related duties and responsibilities as required.

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

**MINIMUM QUALIFICATIONS**

To perform this job successfully, a person must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

**Knowledge of:**

- Principles and practices of supervision and management.
- Modern principles and practices of fire suppression, hazardous material mitigation, and emergency medical services.
- Functions, characteristics, and proper use and maintenance of firefighting and emergency apparatus, equipment, tools, devices, and facilities.
- Emergency medical process and procedures in Advanced Life Support (ALS) - paramedics only, Limited Advanced Life Support (LALS) -if qualified, or Basic Life Support (BLS).
- Modern principles of fire hydraulics, mechanics, and chemistry as applied to fire suppression.
- Current laws and practices pertaining to fire prevention, public education, and safety.
- Rules, regulations, and operational procedures of the City of Grass Valley and the Grass Valley Fire Department
- Basic computer uses and office processes.
- All risk ICS (Incident Command System).

**Ability to:**

- Supervise personnel, assess emergency incidents, set priorities, implement an action plan, and request resources following the best practices of the fire service while under potentially adverse and stressful conditions.
- Understand and learn firefighting and emergency medical care knowledge, techniques, and skills from oral, written, and task demonstrated sources.

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- Think clearly and act decisively as a supervisor or subordinate while applying a wide variety of firefighting duties, methods, and procedures including the operation of firefighting apparatus, equipment, and tools.
- Perform physical and strenuous work while functioning effectively for long hours under high stress conditions in adverse environments.
- Maintain oneself in a state of physical and mental readiness appropriate for the physical and strenuous demands of the job.
- Return to work for planned and emergency staffing needs created by department trainings, meetings, planned vacancies, and emergency response.
- Know, understand, and apply city and department rules, laws, ordinances, policies, and procedures.
- Know city and local geography and read and interpret maps and fire preplans if necessary.
- Establish and maintain harmonious and effective working relationships with employees, senior management, outside agencies, and the general public.
- Read and write the English language at a level necessary for efficient performance.
- Understand and follow oral instructions.
- Communicate clearly and effectively in oral and written form.

**EDUCATION AND EXPERIENCE**

- Minimum 18 years of age
- Completion of the 12<sup>th</sup> grade with Diploma or General Education Degree.
- Completion of Grass Valley Fire Department Engineer task book.
- 3 years full-time experience with the testing agency (probation included). \*

-OR-

- A combination of 3 years full time experience with the testing agency and an all-risk fire agency comparable to the City of Grass Valley as an Engineer or Firefighter/Driver Operator. \*

\*To participate in promotional ranking process', candidates must have met the minimum qualifications by the final filing date of the examination, unless otherwise noted. Although, based on department needs candidates not meeting the time in grade component, but who will meet that requirement within 6 months

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of the date of the ranking process, will be eligible to participate in the ranking process. Those individuals who successfully pass, but do not meet the time in grade component are considered actors but shall not become active on the ranking list until the experience component is met.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- California State Fire Marshal Firefighter I certificate, or equivalent, obtained through an Accredited California State Fire Marshal Firefighter Academy. Full time experience in an all-risk fire agency may be substituted for the required completion of the California State Fire Marshal Academy as determined by the City.
- Valid California Emergency Medical Technician (EMT) certification (or ability to obtain prior to appointment) and the ability to obtain Expanded scope EMT accreditation provided by the Grass Valley Fire Department. A valid California EMT certification and the Expanded Scope EMT must be maintained as a condition of employment.
- Valid and current CPR certification. CPR certification is a condition of employment.
- Valid unrestricted California Driver's License for operations of fire apparatus or a valid unrestricted California Commercial Driver's License. A valid California Driver's License endorsed for operation of fire apparatus, or a valid California Commercial Driver's License must be maintained as a condition of employment.
- California State Fire Marshall Driver Operator 1A and 1B certification
- ICS-300
- California State Fire Marshall Command 1A and 1B (old curriculum) or Company Officer 2D and 2E (new curriculum) certifications.
- **Engineer Paramedic**- Valid California Paramedic license, Pediatric Advanced Life Support (PALS) and Advanced Cardiac Life Support (ACLS), and the ability to obtain Sierra Sacramento Valley EMS accreditation within 60 days of hire. A valid and current California Paramedic license, PALS and ACLS certification, and local accreditation must be maintained as a condition of employment as an Engineer Paramedic. An Engineer Paramedic may operate as Limited Advanced Life Support (LALS) in lieu of full Advanced Life Support (ALS) if necessary.

**LANGUAGE SKILLS**

Ability to read, write and communicate in English at a level required for successful job performance.

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**MATHEMATICAL SKILLS**

Ability to use and understand basic mathematical concepts such as: adding, subtracting, multiplying, dividing, simple fractions and percentages.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, orally or in diagram form; analyze and resolve problems involving circumstances and or events using standardized methods or procedures.

**PHYSICAL DEMANDS**

- Employee must pass a medical examination to verify the ability to physically perform all required duties.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- The employee must be free from any physical, emotional, or mental condition which might adversely affect the ability to perform essential job duties.
- The employee must have the ability to perform those physical activities required for the execution of essential functions including, but not limited to, regular sitting, walking, standing, performing repetitive motions with hands and wrists such as regular keyboarding. The employee must have the ability to perform normal communications, including in person, two-way radio or on the telephone. The employee must also be able to crouch, kneel, stoop, twist, climb, balance, reach, grasp, push, pull, carry and lift 100 pounds of weight. The employee must be able to work in confined spaces for extended periods of time in all climates and weather.

**WORKING ENVIRONMENT**

- May require exposure to physical hazards such as fumes, chemical and bodily fluids.
- May require working in adverse environmental conditions such as inclement weather, extreme temperature, dust, noise, dim lighting, confined spaces, and other conditions that may arise while performing essential functions.
- May require the ability to wear an air supply / purifying respirator.
- May be required to work for extended periods without days off.

**BACKGROUND**

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Candidates offered employment will be required to successfully pass a background investigation that may include psychological examination, polygraph examination and in-depth background investigation.

**GENERAL**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

***This job description indicates in general the nature and levels of work, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER***