

**Rancho Adobe Fire Protection District
Invites Applications For The Position Of:**

Firefighter/Paramedic

SALARY:	\$26.46 - Starting Hourly \$6,439 - Starting Monthly \$72,274 - Starting Annually
OPENING DATE:	07/31/19
CLOSING DATE:	08/31/19 11:59 PM PDT

SUMMARY/CLASS CHARACTERISTICS:

RANCHO ADOBE FIRE DISTRICT

The Rancho Adobe Fire District is a full service fire and rescue agency. The District operates from three stations located in the City of Cotati, Penngrove and the Liberty Valley. The District staffs three engine companies, a part-time BLS ambulance, and a 24-hour Battalion Chief. Call volume is challenging and varied but still allows time for training and exposure to the many facets that makes the District a place for an exciting career. Three shifts of personnel work a 48-hour on, 96-hour off schedule. You can expect to gain expertise in the following functional areas: EMS response; Structure and Wildland Fire Suppression; Public Education; Fire Prevention; Disaster Preparedness; Hazardous Materials; Rescue Systems; Water Rescue; Confined Space; and more. The response area is a combination of suburban and rural. We have significant vehicle-related challenges, a wildland interface area, and often work with CalFire and surrounding paid and volunteer organizations in Southern Sonoma County. The Rancho Adobe Fire District is an Insurance Services Office (ISO) Class 4 District and recently celebrated its 25th anniversary of service to the community.

THE POSITION

A Firefighter/Paramedic responds to fires, medical emergencies, and other emergency and non-emergency situations and takes appropriate action to protect life and property; perform various staff support assignments in addition to normal emergency response activities. Firefighter/Paramedics will initially be assigned to an engine with a potential of an ambulance coming later. General supervision is provided by the Fire Captain, and responsibilities may include the indirect supervision of support staff.

DUTIES:

Respond to calls for medical aid, including traffic collisions and rescue situations. Provide pre-hospital care, including examining patients and monitoring vital signs; establish I.V. lines, administer medications, insert airway, defibrillate heart and take other basic and advanced first aid and life support actions; communicate with hospital and or health care professionals in person or by radio; complete required reports. Restock supplies and maintain ambulances and other emergency vehicles and equipment in proper working condition.

In a fire emergency, connect supply lines, control and extinguish fires using various size hand-lines, master streams and portable water monitors; connect foam educators and apply foam and chemicals for fire suppression and control.

Deploy ladders, search buildings and rescue victims from buildings and motor vehicles sometimes using specialized power and hand tools; use various hand and power tools to obtain entry to buildings, free trapped accident victims, and provide ventilation. Participate in specialized rescue operations, water, underground and confined space situations, including the use of rigging and

shoring. Contain, control, and decontaminate hazardous material spills.

Participate in clean-up, salvage, overhaul operations; clean, service, and ensure operational readiness of fire vehicles, apparatus, hoses and equipment; assist with the maintenance of stations and facilities.

Participate in various staff support assignments including but not limited to: fire prevention, inspection, and maintenance of inventory records, scheduled inspection of District equipment, fire inspection, and investigation.

Work with the community in a variety of educational, public relations, and service programs; may provide CPR training classes as assigned.

May serve in higher level classification, on a relief basis if certified and/or licensed to do so; may direct the work of others, particularly in a medical emergency.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Basic principles and practices of fire suppression and prevention.

Basic principles and practices of emergency medical care at the basic and advanced life support levels.

Safety practices and precautions pertaining to the work; basic computer report production techniques.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Completion of an accredited firefighter academy or possession of a Firefighter I certificate is required.

Experience:

Ambulance experience as a Paramedic or EMT and previous firefighting experience in a volunteer or paid capacity is highly desirable.

Required Licenses/Certifications

Must possess a valid California Class C driver license. Must obtain a valid California Class B or higher driver license within 18 months of hire.

Completion of Paramedic internship is required at the time of application. Current certification as a Paramedic in advanced life support, either through the National Registry Paramedic or State of California is required prior to a conditional job offer.

Accreditation in the County of Sonoma as an EMT-Paramedic within three months of date of hire.

Must pass and maintain physical requirements as specified by the District and be able to wear self-contained breathing apparatus.

Must be willing to work shifts as structured in the fire district.

You are required to have passed a California Candidate Physical Ability Test (CPAT) or in-house physical ability test prior to interviewing.

Applicants are required to submit proof of successful completion of a California Candidate Physical Ability Test (CPAT) to Human Resources by **August 31, 2019**. The CPAT card of completion must have an issuance date that is less than a year from the date of application for the proof to be valid. Go to fctonline.org/candidates/upcoming-test-schedule/ for upcoming test dates.

If you do not have a valid CPAT card at the time your application is submitted, you must indicate the date and location of your scheduled test on your supplemental questionnaire. Once you have received your CPAT card, please submit a PDF copy via email to rafd@rafd.org as soon as it is available.

Application and Selection Process:

All completed application documents will be reviewed. An application submitted without complete information will not be considered. A screening committee will evaluate the qualifications of each applicant who has met the minimum requirements for the position. The highest-ranking applicants will be invited to continue in the selection process. Applicants meeting the minimum qualifications are not guaranteed advancement in the process, and the decision of the screening committee is final.

Highly Qualified Applicants

Applicants demonstrating the following will be rated as most highly qualified:

- Full-time paid Firefighting experience.
- Experience as EMT and/or Paramedic on an ambulance responding to emergency 911 calls.

Hiring Requirements

Candidates being considered for selection are subject to an oral interview, practical exercise or other qualification testing, background investigation, polygraph, pre-employment medical/psychological examination, and State of California Department of Justice fingerprint search of records. Successful candidates must pass a drug screen as part of the pre-employment medical examination to be considered for appointment. All statements made on application materials must be correct and will be subject to investigation and verification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

While performing the duties of this job, the employee is regularly required to sit; use hands to palpate, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk occasionally require to stand, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The employee must occasionally lift weight in excess of over 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to high, precarious places, fumes or airborne particles; toxic or caustic chemicals; explosives; and vibration. The noise level in the work environment is usually loud.

A Firefighter is required to wear appropriate firefighting and chemical safety apparel and equipment, including turnout gear, helmet, hood, and self-contained breathing apparatus.

RANCHO ADOBE FIRE PROTECTION DISTRICT

11000 Main Street, P. O. Box 1029, Penngrove, California 94951-1029

APPLICATION FOR EMPLOYMENT

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classification.

Please complete all blanks. If not applicable, put N/A in space. A resume will not dismiss the need to complete this form.

Date _____ Position applied for _____

Name _____

Present address _____ How long _____

Previous address _____

Telephone _____ Other phone/describe _____

Are you over 18 years old? _____ Are you authorized to work in the U.S. on an unrestricted basis? _____

California Driver's License Number _____ Expiration date _____ Class _____

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? _____

Can you perform all essential functions of the job? _____

Are there hours or shifts you cannot or will not work? _____

Are you willing to work overtime as required? _____

Describe any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. (Add additional sheets if necessary. Include copies of certificates.)

EDUCATIONAL BACKGROUND

Name & Location	Years Completed	Did you Graduate?		Course of Study
High School				
College		Major	Degree	
Other				

WORK HISTORY

May we contact your present employer? _____

Please provide the following information for your last ten years of employment starting with your most recent job. Attach additional sheets if necessary.

From:	To:	Employer:	Telephone:
Job Title:		Address:	
Immediate Supervisor & Title:		Job duties & Responsibilities:	
Attendance: (check one) Excellent Good Fair Poor			
Reason For Leaving:			
From:	To:	Employer:	Telephone:
Job Title:		Address:	
Immediate Supervisor & Title:		Job duties & Responsibilities:	
Attendance: (check one) Excellent Good Fair Poor			
Reason For Leaving:			
From:	To:	Employer:	Telephone:
Job Title:		Address:	
Immediate Supervisor & Title:		Job duties & Responsibilities:	
Attendance: (check one) Excellent Good Fair Poor			
Reason For Leaving:			

PERSONAL REFERENCES

Name	Telephone	Nature of reference (personal/professional)

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that false statements, omissions or misrepresentations in any documents or verbal statements may result in my dismissal from employment or the hiring process. I authorize the Rancho Adobe Fire Protection District to make an investigation of any of the facts set forth in this application and release the Rancho Adobe Fire District from any liability.

I understand that if I am hired I may be required to wear a uniform and the cost of said uniform is borne by the District; I further understand that if I separate from employment within three (3) months of the District's purchase of my uniform I will be required to reimburse the District for a prorated portion of the uniform purchase. The reimbursement shall be a percentage of the total cost of said uniform equal to 100% less the ratio of the amount of time worked to three (3) months.

I give the Rancho Adobe Fire District the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I understand all applications and hiring materials are confidential, and I waive all rights to have access to such materials.

I hereby release from liability the Rancho Adobe Fire District and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

Date _____ Applicant's Signature _____

Please Note: The inclusion of any resume, portfolio, supplemental questionnaire and/or copies of certifications is encouraged.

Please include valid and current copies of the following: Driver's License, Healthcare Provider CPR Card, and Paramedic/EMT Certification if applicable for the position applied for. Applications that do not provide copies of the above the documents will be considered incomplete and will not be considered.

----- **Initial Here**

Firefighter/Paramedic Supplemental Questionnaire

- * 1. Have you completed a Firefighter 1 Academy OR do you have a Firefighter 1 Certificate? If you answer "No" then you do not meet the minimum requirements for this job and your application will be disqualified.
Yes No
- * 2. Have you completed your Paramedic field internship OR do you hold a valid certification as a Paramedic in advanced life support, either through the National Registry or State of California? If you answer "No" then you do not meet the minimum requirements for this job and your application will be disqualified.
Yes No
- * 3. If you have your State Paramedic license, please indicate when you received it and list any counties where you hold valid accreditation.
- * 4. Do you have experience as a paid full-time firefighter? (Does not include Seasonal Positions) If yes, please indicate the employer(s) and total period of time worked.
- * 5. Do you have experience as a seasonal Firefighter? If yes, Please indicate the agency or agencies and the season(s) worked.
- * 6. Do you have experience as a paid part-time or volunteer firefighter? If yes, please indicate the employer(s) and total period of time worked.
- * 7. Have you worked as a Paramedic on a 911 ambulance? If yes, please indicate the employer(s), total period of time, average hours per week, and average daily call volume.
- * 8. Have you worked as a Paramedic on an Inter-Facility Transfer ambulance? If yes, please indicate the employer(s), total period of time, average hours per week, and average daily call volume.
- * 9. Have you worked as a Paramedic providing engine-based ALS for a Fire Department (including volunteer)? If yes, please indicate the employer(s), total period of time, average hours per week, and average daily call volume.
- * 10. How long were you an EMT before becoming a Paramedic?
- * 11. Have you worked as an EMT on a 911 ambulance? If yes, please indicate the employer(s), total period of time, average hours per week, and average daily call volume.
- * 12. Have you worked as an EMT on an Inter-Facility Transfer ambulance? If yes, please indicate the employer(s), total period of time, average hours per week, and average daily call volume.
- * 13. Have you worked as an EMT providing engine-based BLS for a Fire Department (including volunteer)? If yes, please indicate the employer(s), total period of time, average hours per week, and average daily call volume.
- * 14. If you are invited to the examination process, you will be required to submit proof of successful completion of a California Candidate Physical Ability Test (CPAT) by March 25, 2019. Have you successfully completed a California Candidate Physical Ability Test (CPAT) within the last 12 months? If yes, what is the issuance date? If no, when are you planning to take the CPAT – please list date and location? Go to fctconline.org/candidates/upcoming-test-schedule/ for a list upcoming test dates.
- * 15. In order to be considered, you must attach the following to your application: 1. California State Certified Firefighter 1 OR Certificate of completion from a California State Board of Fire Service Approved Fire Academy 2. Current certification as a Paramedic in advanced life support, either through the National Registry Paramedic or State of California OR proof of completion of Paramedic field internship (letter from school/ copy of field internship evaluation). 3. Copy of valid CPAT, if applicable. Failure to provide this information will result in disqualification from the recruitment process. Do you understand this requirement? Please do not attach documents that are not requested.
Yes No

* Required Question