

EMPLOYMENT OPPORTUNITY



CITY OF ST. HELENA, CA FIRE DEPARTMENT

Limited Part-time Firefighter

Hourly rate: \$25.00

Limited Part-time to 950 hours per year

Application Deadline: Open until Filled

The **Firefighter** limited part-time position for the City of St. Helena Fire Department has job duties that include a full array of fire prevention and fire suppression duties. The Firefighter duties include, but are not limited to responding to fire alarms and protecting life and property endangered by fire; learn and demonstrate a full understanding of policies, procedures and work methods associated with assigned duties; may serve as Fire Engineer as assigned. The Firefighter works under the direction of the Fire Officer.

Skills:

Knowledge of:

Complex principles, practices and procedures of modern firefighting.

Principles and practices involved with the general maintenance of fire fighting vehicles, equipment and apparatus.

Purposes and uses of a variety of vehicles, equipment, tools, and apparatus used in firefighting, rescue, and medical assistance operations.

Occupational hazards and standard safety practices.

Methods and techniques for record keeping.

Proper English, spelling and grammar.

Ability to:

Learn and implement firefighting principles and techniques.

Demonstrate mechanical aptitude as required in the operation of firefighting equipment.

Work a variety of shifts including weekends, holidays, and emergency call back, when off duty.

Meet the minimum requirement to respond to call.

Understand and follow instructions.

Work independently.

Make adjustments to standard operating procedures at an emergency scene as is appropriate.

Remain calm and implement appropriate responses to emergency scenes.

Establish and maintain effective working relationship.

Meet physical fitness standards.

Skill to:

Effectively operate firefighting and life safety equipment and tools.

Effectively operate a motor vehicle on City streets.

Operate computer and applicable software.

Follow oral directions in emergency situations.

Operate mechanical equipment.

Experience: Any combination of education and experience that has provided the necessary knowledge, skills, and abilities necessary for a Firefighter. A typical way of obtaining the required qualifications is to possess the equivalent of a high school diploma. **License/Certificate:** Possession of a valid Class 'C' California driver's license and a satisfactory driving record. Possession of valid EMT-1A and CPR Certifications. California State FFI Certified is desirable.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

The City of St. Helena is located in the center of the premier Napa Valley wine-making region of California, approximately 60 miles north of the San Francisco Bay Area. The City has a population of approximately 6,000 and is a full service city with its own Police Department, Public Library, Building Department, Water and Sewer Departments, and Volunteer Fire Department. The City was incorporated in 1876 and is considered one of the most picturesque cities in California.

APPLICATION/SELECTION PROCEDURE:

Contact:	City of St. Helena 1480 Main Street St. Helena, CA 94574	www.cityofsthenela.org Human Resources: (707) 968-2741 Fax: (707) 963-7966
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To apply for this position please submit the following via e-mail to mkellogg@cityofsthenela.org or by mail to the address listed above:

- Cover letter
- Detailed résumé
- City official application form

Résumés will not be accepted in lieu of the City's official application form, but should be submitted in addition to the form. All applications will be reviewed to select those applicants whose training and experience most closely match the requirements of this position. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the evaluation process which may include interviews, written exercises, or simulated work problems.

Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.

PRO-RATED BENEFITS:

- Sick leave (earn at least one hour of paid leave for every 30 hours worked. Accrual begins on the first day of employment or July 1, 2015, whichever is later.).
- Computer Purchase Program
- Retirement: the City participates in Social Security.

There is a no smoking policy in effect within the City offices and vehicles. St. Helena is an equal opportunity employer. The City of St. Helena will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire.

Compliance with Americans with Disabilities Act (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make every attempt to offer reasonable accommodations for qualified applicants and employees with disabilities. Information contained herein is subject to change and does not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.