



**CITY OF PETALUMA**  
**Human Resources**

# Employment Opportunity

**APPLY ONLINE:**  
**[www.calopps.org](http://www.calopps.org)**

**EQUAL OPPORTUNITY  
EMPLOYER**

## **FIREFIGHTER/PARAMEDIC** **Petaluma Fire Department** **Revision 1.0**

**Regular Salary Range: \$6,423.56 - \$7,808.03 per month**  
(Employee pays 9% to CalPERS retirement on a pre-tax basis)

**Filing Deadline: Tuesday, May 29, 2012, 5:00 P.M.**

**Assessment Process Tentatively Scheduled for:**  
**Monday, June 18 and Tuesday, June 19, 2012**

### **PETALUMA FIRE DEPARTMENT**

The Petaluma Fire Department is a full service fire and rescue agency. The Department operates from three stations strategically located around Petaluma. In 2011, the Department responded to over 5,000 emergency calls for service. The Department staffs two engine companies, one truck company, two Advanced Life Support transport ambulances, 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 Petaluma 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 urban, 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 the greater Petaluma area. The Petaluma Fire Department is an Insurance Services Office (ISO) Class Three department and recently celebrated its 150<sup>th</sup> 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 are assigned to both engine and ambulance shifts, with the majority of shifts worked on the ambulance. General supervision is provided by the Fire Captain, and responsibilities may include the indirect supervision of support staff. For the complete copy of the job description go to <http://cityofpetaluma.net/hr/job-descriptions.html>.

### **POSITION REQUIREMENTS**

**Education:** Equivalent to graduation from high school *and* completion of an accredited firefighter academy or a Firefighter I certificate.

**Experience:** One year of full-time paramedic experience or equivalent medical experience. Previous firefighting experience in a volunteer or paid capacity is highly desirable.

**Certificates/Licenses:** A valid California Class C driver license.  
Once hired, a Firefighter/Paramedic must obtain a valid California Class C or higher driver license with a Firefighter Endorsement within 36 months of date of hire.

A current certification as a paramedic in advanced life support, either through the National Registry Paramedic or State of California. Must maintain local certification requirements.

Once hired a Firefighter/Paramedic must obtain accreditation in the County of Sonoma as an EMT-Paramedic within three months of date of hire.

### **California Candidate Physical Ability Test (CPAT)**

An applicant is required to submit proof of successful completion of a California Candidate Physical Ability Test (CPAT) with their application. The CPAT card of completion must have an issuance date after June 1, 2011 for the proof to be valid. Go to <http://www.cffjac.org/go/jac/cpat/schedules/> for upcoming test dates.

An applicant and Firefighter/Paramedic must pass and maintain physical requirements as specified by the City and be able to wear self-contained breathing apparatus.

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

Rev. 1 - Opening Date of Recruitment: April 16, 2012

**COPY OF CERTIFICATES MUST BE SUBMITTED WITH THE EMPLOYMENT APPLICATION**

**PLEASE NOTE - SCAN ALL CERTIFICATES AND LICENSES INTO A SINGLE PDF AND ATTACH TO YOUR EMPLOYMENT APPLICATION**

**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.

**PHYSICAL DEMANDS OF THE POSITION**

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.

**Application/Selection Process**

To apply you are required to make application online at [www.Calopps.org](http://www.Calopps.org). Copies of your certifications may be attached to your application electronically, submitted in person, or by email or mail. Documents submitted in person or by email or mail must be clearly marked with your name and the title of the position you are applying for. All documents must be received by the final filing date.

**You must have a working email address. All communication will be by email.**

Questions about application submittals or submission of certificates can be directed to Jo Hudson, Human Resources Assistant at [jhudson@ci.petaluma.ca.us](mailto:jhudson@ci.petaluma.ca.us), 707-778-4534, or City of Petaluma, Human Resources, 11 English Street, Petaluma, CA 94952.

Questions about the selection process can be directed to Pamala Stephens, Human Resources Manager at [pstephens@ci.petaluma.ca.us](mailto:pstephens@ci.petaluma.ca.us) or (707) 778-4343.

Questions about the Fire Department and individual qualifications can be directed to Jeff Schach, EMS Battalion Chief at [jschach@ci.petaluma.ca.us](mailto:jschach@ci.petaluma.ca.us) or 707-778-4492.

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. Applicants will be notified within 10 business days after the filing deadline as to the status of his/her application.

**Hiring Requirements**

Candidates being considered for selection are subject to an oral interview, practical exercise or other qualification testing, background investigation, pre-employment medical examination, polygraph, 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.

**Special Accommodations**

If you need special accommodation for any stage of the examination process, please visit the City's website and complete the Special Testing Accommodation Request Form at <http://cityofpetaluma.net/hr/forms.html>. You may also contact the Human Resources Division at (707) 778-4534 or via email at [humanresources@ci.petaluma.ca.us](mailto:humanresources@ci.petaluma.ca.us).

**Employee Benefits**

Information on benefits plans is on the City of Petaluma's Human Resources website (Refer to the Memorandum of Understanding for International Association of Firefighters, Local 1415, Unit 7, located at <http://cityofpetaluma.net/hr/mou.html>).