

Career Firefighter Information Packet

SALARY:

\$3,687.33 - \$4,065.28 PER MONTH

FIREFIGHTER RECRUITMENT

The Arcata Fire District is using the Firefighter Candidate Testing Center (FCTC) Statewide Eligibility List (SEL) to fill **ONE Full Time Career Firefighter Position**. If you are interested in the position, please review FCTC's SEL minimum requirements. Arcata Fire District hires directly off the FCTC SEL. Candidates applying for a position with Arcata Fire District must be **Active** on the FCTC SEL as of DECEMBER 14, 2018.

HELPFUL LINKS

[Arcata Fire District Website](#)

[FCTC Website](#)

[Application Packet](#)

[FF Job Description](#)

MINIMUM QUALIFICATIONS AT TIME OF APPLICATION

- California State Fire Marshal - Firefighter I Certified (***) **Current Arcata Fire Volunteers in good standing will not be required to hold a FF1 Certificate until time of hire** (***)
- Possess a current, valid California or National Registry EMT-1 or Paramedic certification (note: persons possessing a National Registry Certification will be required to register as a California EMT-1 or Paramedic prior to appointment).
- Valid California Class "C" Driver's License with a clean driving record.
- Active placement on the Firefighter Candidate Testing Center (FCTC) State Eligibility List (SEL) as of December 14, 2018. For more information, please visit: www.fctconline.org .
- U.S. Citizen, eligible to work in the United States
- Must have High School Diploma or G.E.D.
- Must be 18 years or older

ABOUT THE DISTRICT

- The District covers **3 stations** each staffed with one FF and one Captain
- Employees work a **48/96** or 2 on 4 off schedule
- The Arcata Fire District is protects **37,000 residents** living amongst industrial, commercial, residential, agricultural, beaches, and Wildland Urban Interface areas.
- We are located on the remote and isolated coast of Northern California and protect the City of Arcata, the communities of McKinleyville, Bayside, Manila, Jacoby Creek and other rural areas for a total service area of 62 square miles.

BENEFITS

Although benefits have been reported as accurately as possible, there is no guarantee of complete benefit summary intended. All information provided is subject to the terms of the legal documents that control benefit programs. Applicants can review [Arcata Professional Firefighters Local 4981 Memorandum Of Understanding 2015](#) at the Districts website.

- Represented by the International Association of Firefighters Local 4981 Labor Agreement
- Retirement – PERS (3% at 55 for classic/ 2.7% at 57 for new). The District is not a Social Security Agency, and no deductions will be made for Social Security.
- Medical – The Districts workers' compensation coverage, medical, dental, and vision coverage for employees and eligible dependents is provided. District pays the total contribution until retirement or termination.
- Vacation – Vacation is accumulated at 6 shifts per year after the first year and increases with time in service. The maximum accrual is 20 shifts.
- Sick Leave – Sick Leave is accrued at ½ shift per month with no limit. Up to three shifts of Family Sick Leave are also allowed per fiscal year and are deducted from employee's accrued sick leave.
- Holidays – The District pays for 8 shifts in lieu of holidays worked.
- Life Insurance – The District pays the premium on a life insurance policy for employees.
- Additional Benefits – Other benefits include a deferred compensation program, uniform allowance, short term disability insurance, and a corporate family membership in an air ambulance program.

APPLICATION PROCESS

The District application packet (including all supplemental documents) is available on the District's website at www.arcatafire.org

HOW TO APPLY

*Applications will only be accepted electronically via email or via hard copy in person or United States Postal Service; **faxed applications will be rejected without notification.***

Submit a **completed application packet** by **December 14, 2018** at 4:00 p.m. (PST).

Include only the following documents:

- Completed and Signed Application
- Copy of California EMT Certification
- Copy of CSFM FF 1 Certification
- Copy of Current CPR/AED Certification

DO NOT attach a resume; you will have an opportunity to provide a resume and other documentation if you are selected to proceed to the Oral Interview.

Send electronic application packets to bschuette@arcatafire.org

Emailed application packets will receive a confirmation reply via the email address provided. Please ensure the email address you provide is clear and your spam folder is checked if you do not hear back from the District.

Hard copy application packets may be mailed or delivered to:

Firefighter Hiring Coordinator

2149 Central Ave.

McKinleyville, CA 95519

TESTING PROCESS

This testing process will include an Oral Board, Chief's Interview, Background Investigator interview, and 4-6 hour ride along.

ORAL BOARD – Qualifying candidates will be invited to an Oral Board on one of the following dates: January 10, 11, or 12, 2019. Candidates should **bring a current resume to the Oral Board**. Candidates will be notified of their interview time through email. Candidates must provide a current email address to receive this communication.

CHIEF'S INTERVIEW – The **top three** passing candidates from the Oral Board will be invited to a Chief's interview on January 15 or 16, 2019. Candidates will be notified of their interview time through email communication.

BACKGROUND INVESTIGATOR INTERVIEW - If candidates are selected by the Fire Chief, they will go directly to an interview with a Background Investigator. Candidates **MUST BRING A COMPLETED BACKGROUND PACKET** to the Chief's interview to continue.

RIDE-ALONG - Following the Chief's interview, candidates will be invited to participate in a ride along at with the on duty crew for 4-6 hours.

SCORING: Each portion of the process will be weighted at the following percentages:

FCTC Written: 30%

Oral Interview: 40%

Chief's Interview: 30%

CPAT: Pass/Fail

For additional information contact:

Firefighter Nick Hurn at 650-483-0848 or nhurn@arcatafire.org

TENTATIVE TIMELINE – Dates and times may be subject to change.

NOV 14, 2018	Application period opens at 1600 hrs. (PST)
DEC 14, 2018	Application period closes at 1600 hrs. (PST)
DEC 21, 2018	Candidates are notified of acceptance or rejection to exam process
JAN 10-12, 2019	Oral Board – 2149 Central Ave. McKinleyville, CA 95519
JAN 15-16, 2019	Chief’s Interview, Background Interview, Ride along
JAN 22, 2019	Conditional offer for the position of Firefighter
FEB 4, 2019	Anticipated start date