

The City of Pasadena is pleased to announce its recruitment for the position of:

FIREFIGHTER TRAINEE

Firefighter Trainee: \$32.9489/Hour (during training tower)

Firefighter (56 HRS): \$71,710.86- \$114,858.12/Annual (upon graduation/12 Mo. probation)

THE DEPARTMENT

The mission of the Pasadena Fire Department is to provide protection of life, property, and the environment from the effects of fires, medical emergencies, and hazards; we engage the community in our mission through progressive community outreach.

Come work for a renowned Fire Department within a World-Class City with exposure to dynamic fire and rescue call responses, a challenging emergency medical services environment, the wildland urban interface, and Urban Search and Rescue opportunities; all within a diverse culture, community and workforce. We are looking for individuals who embody accountability, integrity, and flexibility.

***TENTATIVE TEST SCHEDULE**

Panel/ Chief Interviews – Tentatively scheduled week of April 22, 2024 **

Biddle Testing - Tentatively scheduled for May 10-11, 2024 **

*Subject to change

EXAMINATION PROCESS

The City of Pasadena Human Resources Department and the Pasadena Fire Department have collaborated with the **Firefighter Candidate Testing Center** (FCTC) to select the best individuals suited to become firefighters. **Read the following information carefully.**

- You must submit an employment application to the City of Pasadena. The City of Pasadena application-filing period opens March 14, 2024, and closes March 28, 2024, at 11:59 p.m. All certificates or licenses must be submitted with your FCTC registration. Hard copies will not be accepted by the City of Pasadena.

- Must be current on the Firefighter Candidate Testing Center (FCTC) Statewide Eligibility List (SEL) on 03/28/24. (For more information on how to be placed on the FCTC SEL, visit <https://www.fctconline.org/find-a-job/fctc-statewide-list/>)
- Cal-JAC CPAT (Candidate Physical Ability Test) Card must be dated between 03/28/23 and 03/28/24.
- A passing score on the FCTC Written Test must be dated 03/28/23 and 03/28/24 (12 months from your application deadline).
- To view upcoming Cal-JAC CPAT and FCTC Written Test dates, click here (<https://www.fctconline.org/candidates/upcoming-test-schedule/>).
- Candidates experiencing financial hardship may qualify for financial aid to pay for their FCTC testing fees. (<https://www.fctconline.org/grants/>)
- You must possess a valid California issued EMT certification, a valid National Registry issued EMT certification or Paramedic license to be eligible for the FCTC SEL. All certificates or licenses must be submitted with your FCTC registration. Hard copies will not be accepted by the City of Pasadena.
- FCTC provides study materials, a test prep course, and financial hardship grants to qualified individuals.
- The top scoring candidates on the SEL will be invited to participate in structured interviews later at the City of Pasadena.

Essential Functions

A Firefighter Trainee is trained to perform the full range of fire safety activities, including:

- Lay hose; set up ladders; operate Fire Department equipment.
- Conduct rescue and salvage work.
- Administer first aid and assist in medical incidents.
- Perform basic fire prevention and code enforcement duties, including life safety inspections.
- Perform support and maintenance activities such as servicing fire hydrants, fire equipment maintenance and repair, and station and grounds maintenance.
- Keep abreast of current firefighting methods and operations, city geography, and departmental policies and procedures.
- Conduct public education and information activities including assisting in the preparation and dissemination of informational materials and making public presentations.
- Perform vehicle and apparatus repair and maintenance; may operate fire apparatus.

Qualification Guidelines

EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from high school or GED equivalent.
- Must be 18 years of age or older at the time of appointment.
- Possession of a valid Class C Driver's License.

ELIGIBILITY REQUIREMENTS

- Applicants must possess a valid CAL-JAC CPAT card.
- Applicants must be active on the FCTC SEL by March 28, 2024, and no earlier than March 28, 2023.
- Applicants must submit an employment application to the City of Pasadena by March 28, 2024.
- Applicants must possess a California issued EMT certification or a current National Registry EMT certification or paramedic license.
- Possession of a California State Fire Fighter I certificate (must be attached to the application during submission).

DESIRED QUALIFICATIONS

- Possession of a California State Paramedic license or a National Registry paramedic certification eligible for California certification.
- Possession of an Associates of Arts or Associate of Science in Fire Science or above.
- Preference will be given to Pasadena residents. Proof of residency (valid California driver's license or identification card or copy of utility bill) will be required at the time of applying and will also be verified at the time of appointment.
- Preference will be given to applicants involved in Pasadena Fire Department Programs: Pasadena Fire Explorers, Pasadena EMS Reserves, Pasadena Paramedic Internship, or Pasadena Fire Department Local Fire Academy Sponsorship.

COMPETENCIES

The following list represents some of the core competencies for this position; see the **job description** for more detailed information:

- **Trainable** - Ability to be trained instructed and supervised in all aspects of fire suppression, fire prevention, and emergency medical procedures.

- **Cooperation-Interpersonal Skills** - Ability to establish and maintain cooperative relationships in a community living environment and with the public.
- **Physical Abilities** - Possess the physical endurance and ability to perform a wide variety of strenuous fire suppression activities, ability to lift heavy loads, bend in all directions, climb ladders and poles, squeeze with arms and hands, pull and lower heavy loads, operate machinery using hands and legs, and work outdoors in all kinds of weather.
- **Accountability** - Members of the Pasadena Fire Department will be accountable to each other and the community we serve. We accept responsibility for our decisions and actions.
- **Integrity** - As members of the Pasadena Fire Department, we strive for honesty and fairness in our dealings with our customers and each other. We are honorable to our profession, and we inspire each other to maintain trustworthiness, openness, and sincerity.
- **Flexibility** - Pasadena Fire Department members will adapt to the ever-changing needs of our community, the organization, and the environment.

SELECTION PROCESS

- Only the top scoring applicants on the SEL will be invited to participate in the oral interviews.
- Applicants whose qualifications best meet the Department's needs will be invited to continue in the selection process.
- **Qualified candidates will be invited to take the Biddle (Physical Agility Test) at the City's expense as part of the selection process.**
- Candidates not invited to oral interviews will be placed on an eligible list for one year for possible future consideration.

Special Requirements

- Candidates will be required to undergo a thorough background and medical review including psychological screen and drug test.
- Candidates must be a non-smoker and remain a non-smoker for the duration of employment.
- Paramedic certified candidates must maintain paramedic certification for the duration of employment.
- New hires may be required to obtain a state of California Paramedic training and certification.
- Out-of-state candidates must apply for a state of California Driver's License when the conditional offer of employment is made.
- The Firefighter Trainee is an FLSA Non-exempt and At-Will classification.

Please visit www.FCTCOnline.org for information about how to be placed on the FCTC Statewide Eligibility List, how to register for CPAT, and the written tests. Information and study materials can be found on the website along with information about financial hardship grants and testing fees.

Firefighter Trainee Supplemental Questionnaire

*QUESTION 1

To further assist us with reviewing your qualifications, please answer the following questions. Please complete all sections of this form truthfully and completely. Your responses will be validated if you are considered one of the most qualified applicants. Please enter your initials to reflect that you have read and understood this statement:

*QUESTION 2

Are you 18 years of age or older?

- Yes
- No

*QUESTION 3

Do you possess a valid Class C Driver's License?

- Yes
- No

*QUESTION 4

Do you possess a California State Fire Fighter I certificate? (If yes, you must attach a copy to FCTC and to this application)

- Yes
- No

*QUESTION 5

Select the option that best describes the certification you possess.

- California issued EMT certification.
- National Registry EMT certification that is eligible for California certification.

I do not possess either of the certifications listed above.

***QUESTION 6**

Are you a California or National Registry certified paramedic? (If yes, you must attach a copy to FCTC and to this application)

Yes

No

***QUESTION 7**

Have you graduated from high school or earned a GED or equivalent?

Yes

No

***QUESTION 8**

Do you have an A.A./ A.S. or B.A/B. S in Fire Science or related field?

Yes

No

***QUESTION 9**

Are you a current City of Pasadena resident? (Proof of residency - valid CA driver's license or identification card or copy of utility bill is required at the time of applying in order to receive residential preference.)

Yes

No

***QUESTION 10**

Have you recently participated in any Pasadena Fire Department programs: (Fire Explorers or EMS Reserve Program, Local Fire Academy Sponsorship)? Please make sure it is noted under your work history.

Yes

No

***QUESTION 11**

If selected to move forward to the next step of the selection process, you must possess a valid CAL-JAC - CPAT CARD dated March 28, 2023, through March 28,

2024. Enter your initials to reflect that you have read and understood the above statement:

***QUESTION 12**

If selected to move forward to the next step of the selection process, you must successfully pass the Firefighter Candidate Testing Center (FCTC) written examination dated March 28, 2023, through March 28, 2024. Enter your initials to reflect that you have read and understood the above statement:

*** Required Question**