City of Glendale (CA)
Firefighter Recruit

**SALARY**  $6,574.28 Monthly  **LOCATION**  Glendale, CA

**JOB TYPE**  Salaried - Full-time  **JOB NUMBER**  23-12345

**DEPARTMENT**  Fire Department  **OPENING DATE**  07/31/2023

**CLOSING DATE**  8/11/2023 11:59 PM Pacific  **FLSA**  Non-Exempt

The Position

**NOTE:** A Valid State of California EMT Certification issued by an approved State Certifying entity at the time of application is required and a valid State of California Paramedic License is highly desirable. As such, priority will be given to those candidates that possess a valid State of California Paramedic License.

Appointees to the Glendale Fire Department will remain as non-sworn probationary Firefighter Recruits throughout the academy training period. Such employees serve on an "at-will" basis for the duration of the training academy and while on probation. The salary of the Firefighter Recruit classification is $6,574.28/month while in the 16 week academy.

Upon graduation from the 16 week academy, Firefighter Recruits who possess a valid State of California Paramedic License will be placed in the classification of Firefighter Paramedic A, a sworn position, which functions both as a Firefighter and a Paramedic, salary step 1 - $8,160.76/month with a one year probationary period. At the successful completion of 6 months of service, an employee shall advance to salary step 2 - $8,569.18/month. Upon successful completion of the one year probationary period, employee will be placed in the classification of Firefighter Paramedic B, salary step 2- $9,244.51/month pursuant to the City/GFFA Memorandum of Understanding.

Upon graduation from the 16 week academy, Firefighter Recruits who possess a valid Emergency Medical Technician (EMT) certification will be placed in the classification of Firefighter, a sworn position which functions as a Firefighter, salary step 1 - $7,448.99/month with a one year probationary period. At the successful completion of 6 months of service, an employee shall advance to salary step 2 - $7,890.57/month. Upon successful completion of the one year probationary period as a Firefighter, employee will be required to attend and pass a Department assigned Paramedic School. Upon successful completion of Paramedic School and attainment of a valid State of California Paramedic License, employees will be placed in the classification of Firefighter Paramedic A, salary step 2- $8,569.18/month with a one year probationary period. Upon successful completion of the one year probationary period, employee will be placed in the classification of Firefighter Paramedic B. If the employee is not successful in obtaining Paramedic Licensure within the required timeframe, they will be subject to termination.

The top step salary for Firefighter Paramedic B is $11,066.82/mo. Appointees who are unable to meet the standards of the respective positions (Firefighter or Firefighter Paramedic) will be subject to termination during the probationary period.

The Position

A non-sworn trainee position that receives paramedic training and basic instruction in the areas of firefighter work in the protection of life and property.
**Schedule**
48/96 operations schedule.

**Essential functions of the job include, but are not limited to, the following:**
Advances and extends hoses.

Performs straight/natural, reverse and multiple hose lays.

Loads hose on to apparatus.

Connects/disconnects fire hoses to fire protection equipment, such as fire hydrants, sprinkler and standpipe systems or fire apparatus.

Operates nozzles.

Shuts off and turns on fire hydrants.

Carries ladders.

Climbs up or down ladders.

Raises or lowers and positions ladders.

Carries equipment, tools and hose lines up or down ladders.

Performs lock-in procedures to ladders.

Ties specific knots used in various firefighting rescue operations.

Uses self-contained breathing apparatus.

Participates in on-the-job training both in the classroom and on the drill field; this includes paramedic training and basic instruction in the areas of firefighter work

Participates in physical fitness programs.

Conducts public education on fire safety and life safety.

Ensures Department services are provided with exceptional customer service and the highest level of ethical standards.

May drive City vehicles and fire apparatus as necessary.

Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient manner.

Performs other related duties as assigned or as the situation requires.

**Minimum Requirements**

**Knowledge, Skills & Abilities**

**Knowledge of:**
A foreign language used by any large segment of the residents of the community is desirable.
City geography and street layout.
Mathematical computations such as averages, percentages and fractions.

**Knowledge of and skill in:**
Emergency Medical Services (EMS) procedures and equipment.
Emergency Medical Technician (EMT) practices and procedures.
Exceptional customer service practices.

Skill in:
Applying common sense and logic in decision making.

Ability to:
Communicate effectively in English, both orally and in writing.
Correct misunderstandings.
Develop necessary skills from on-the-job training and meet standards of performance for the classification by the end of the recruit period.
Establish and maintain smooth working relationships, and resolve interpersonal conflicts.
Foster a teamwork environment.
Lift Fire Department equipment in a safe manner.
Listen carefully to understand others.
Maintain physical activity over long periods of time.
Model and practice the highest standards of ethical conduct.
Perform basic research.
Read, write and comprehend directions and training materials in English.
Work at heights and in confined spaces.

Other Characteristics
Willingness to:
Applicants must be of good moral character.
Assume responsibility for maintaining a safe working environment.
Work overtime as requested.
Work outside in all kinds of weather.

Age Requirement
Must be 18 years of age at time of appointment.

Experience
A minimum of six months of actual and recent (within two years) EMT experience is required at the time of appointment.

Education/Training
Graduation from high school or attainment of GED or CHSPE certificate is required.
An Associate of Arts or Associate of Science Degree in a related field is desirable.
Completion of a certified EMT program is required.

License(s)/Certification(s)
Valid California Class C driver's license with an acceptable driving history is required. Note: All Firefighters must possess a driver's license which meets State and Department requirements for driving all emergency fire apparatus by the end of probation.

Valid State of California EMT Certification issued by an approved State Certifying entity at the time of application is required. Note: A valid State of California Paramedic License may substitute for the EMT certification; out-of-State Paramedics may apply with a valid out-of-State Paramedic License or valid National Registry Emergency Medical Technician (NREMT) Paramedic certification, but must acquire a State of California Paramedic License by oral interview exam, tentatively scheduled to take place in early September, 2023.

Valid Basic Life Support (BLS) level Cardiopulmonary Resuscitation (CPR) card is required at the time of application.

Desirable Qualifications
An Associate of Arts or Associate of Science Degree in a related field is desirable.
Valid State of California Paramedic License at the time of application is highly desirable. Therefore, priority will be given to those candidates that possess a valid State of California Paramedic License.

Candidates who possess an AA Degree/CA State Fire Officer Certification or a higher degree may be eligible to receive educational/career development incentive pay ($200-$300/month).

Bilingual abilities in languages spoken in the community, such as Armenian, Korean, and Spanish. Upon successfully graduating from the Glendale Fire Recruit Academy, unit employees assigned to the Foreign Language or Sign Language Interpreter Proficiency Program may be eligible to receive bilingual pay ($70-$140/month).

**Special Condition**

TATTOO POLICY: Unless otherwise exempted, no employee of the GFD shall have any "visible" tattoos or other skin markings. Tattoos, or other skin markings, shall be covered while on duty with a long-sleeved uniform shirt, long-sleeved work t-shirt, work pants, sweatpants, or a tattoo wrap/sleeve (100% cotton-NFPA compliant) approved by the Department. Cosmetic tattoos on the face (e.g. eye brows, eye liner, and lip liner) and wedding band tattoos on the ring finger will be reviewed by the Fire Chief on a case by case basis. Marks or scars from injuries or medical procedures are exempt from these policy restrictions. For further information regarding this policy, please contact Human Resources at (818) 548-2110.

**Medical Standards/Non-Smoking Requirement**

Upon being offered employment, candidates must pass a pre-placement medical examination, which includes a drug and alcohol screening, as well as a psychological examination. Candidates selected for the Glendale Fire Department must meet medical standards in compliance with National Fire Protection Association 1582 Standards on Medical Requirements for Firefighters, adopted by the City of Glendale Civil Service Commission. Newly hired employees selected for the Glendale Fire Department for this position will be required to sign a condition of employment statement that they do not smoke nor use tobacco products.

**Note**

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

**Exceptional Customer Service Policy**

The City of Glendale places a high importance on quality customer service and prides itself on the high level of customer service provided by every employee of the organization. As employees of the City of Glendale, we are committed to providing our diverse community and each other with courteous, considerate, and personal attention.

Please click on the link to read the Exceptional Customer Service Policy.

**Selection Process**

**WRITTEN EXAMINATION:** Must be active on the Firefighter Candidate Testing Center’s (FCTC) Statewide Eligibility List (SEL) by the final filing date of August 11, 2023 and no earlier than August 11, 2022. Please visit the FCTC site to view SEL requirements and to register and the view alternate test dates and locations.

**EVALUATION OF APPLICATION:** Submitted Firefighter Recruit Application will be reviewed to ensure applicants meet the minimum requirements.

**PHYSICAL PERFORMANCE (BIDDLE TEST):** Evaluates the applicants’ ability to perform the physical aspects of firefighting. Candidates must successfully pass the Biddle Test between the dates of May 1, 2023 and the November 1, 2023 and must present a valid certificate of successful completion by attaching the certificate to the application or e-mailing it to ibabayan@glendaleca.gov by November 1, 2023. Failure to do so will preclude candidates from participating in the further stages of the recruitment process.

**ORAL INTERVIEW EXAMINATION:** (Weight of 100%) To evaluate the applicants' experience, education, and general background for the position.
BACKGROUND INVESTIGATION: A comprehensive background investigation will be conducted on all finalists, which will review and verify personal history including, but not limited to, financial responsibility, criminal history, drug use history, driving record, and verification of application materials. Significant issues or omissions in the above-stated areas may be grounds for disqualification. Background investigation will include a polygraph.


ENTRY-LEVEL EXAMINATION – VETERAN’S CREDIT AWARDED FOR QUALIFIED APPLICANTS.

TIME AND PLACE OF THE EXAMINATION WILL BE ANNOUNCED. The City of Glendale conforms with State and Federal obligations to make reasonable accommodation for applicants and employees with disabilities. The Human Resources Department asks that it be advised of special needs at least five days prior to the first portion of the exam so that a reasonable accommodation may be made. The provisions of this bulletin do not constitute an express or implied contract. In compliance with the Immigration Reform and Control Act of 1986, the City of Glendale requires that all new employees provide documentation to establish both work authorization and identity.

Agency
City of Glendale (CA)

Address
613 E. Broadway, Room 100
Glendale, California, 91206

Phone
818-548-2110

Website
http://www.glendaleca.gov

Firefighter Recruit Supplemental Questionnaire

*QUESTION 1
Are you a high school graduate or have you passed either a proficiency exam or the GED test?
- Yes
- No

*QUESTION 2
Will you be at least 18 years of age or older at the time of the appointment?
- Yes
- No

*QUESTION 3
Do you possess a valid California Class "C: Driver's License with an acceptable driving history?
- Yes
- No

*QUESTION 4
Please identify which of the following certifications you possess: You MUST attach a copy of the applicable certificate to your application.
- Emergency Medical Technician (EMT)
- Paramedic
**QUESTION 5**
If you do not possess a Paramedic certificate, are you currently enrolled in a certified Paramedic school?

- Yes
- No

**QUESTION 6**
If your response to question #5 is YES, do you acknowledge the requirement to successfully complete the National Registry by the oral interview exam, tentatively scheduled to take place in early September, 2023? If you already possess the California Paramedic License, please enter N/A.

- Yes
- No
- N/A

**QUESTION 7**
Candidates must successfully pass the Biddle Test between the dates of May 1, 2023 and November 1, 2023 and must present a valid certificate of successful completion of the Biddle Test by November 1, 2023. Failure to do so will preclude you from participating in the further stages of the recruitment process. Please acknowledge that you understand this requirement as stated on the job bulletin.

- Yes
- No

**QUESTION 8**
Are you claiming Veteran's Preference? If YES, proof of honorable discharge (DD214) from U.S. Armed Forces MUST be attached to your application.

- Yes
- No

**QUESTION 9**
How did you FIRST learn about this position?

- City of Glendale Website
- Visited Human Resources in person
- Currently a City employee
- GTV6
- Glassdoor
- GovernmentJobs
- Indeed
- LinkedIn
- Twitter
- Other

* Required Question