



**THE CITY OF ONTARIO
INVITES APPLICATIONS FOR
THE POSITION OF:**

Firefighter

Human Resources Department - 200 North Cherry Avenue Ontario, CA 91764 - www.ontarioca.gov

SALARY RANGE:

\$38.11 - \$46.30 Hourly
\$6,605.73 - \$8,025.33 Monthly

OPENING DATE: 10/05/20

CLOSING DATE: 10/09/20 05:00 PM

JOB TYPE: Full Time

THE POSITION

Firefighter

The City of Ontario reserves the right, if necessary, to accept only the first five hundred (500) applications from applicants that meet the qualification guidelines below. Additionally, due to the high volume of applications anticipated for this recruitment, the following procedures will apply:

- *Separate Promotional and Open (external) Eligibility Lists will be established.*
- *The Promotional Eligibility List will be comprised of current City employees (full or part-time) who meet the minimum qualifications and successfully complete any required selection processes.*
- *The Open Eligibility List will consist of external applicants who meet the minimum qualifications and successfully complete any required selection processes.*
- *The hiring department will consider the Promotional Eligibility List prior to considering candidates on the Open Eligibility List.*

The Ontario Fire Department is seeking to establish an eligibility list for the position of Firefighter. The Firefighter, under the supervision of a Fire Captain, fights fires and performs emergency medical and rescue work; participates in fire prevention inspections, public education, station maintenance, and training activities; and performs related work as required.

Please take the time to carefully read this entire job bulletin. Application materials (with the exception of your contact information) cannot be modified once submitted. Interested applicants should review the Qualification Guidelines below and make necessary arrangements to meet the position's requirements, including placement on the Firefighter Candidate Testing

Center (FCTC) Statewide Eligibility List, no later than **October 16, 2020**.

Ontario Fire Department

The Ontario Fire Department is a team committed to professional and compassionate public service. The Department responds to more than 20,000 calls per year serving and protecting a population well over 170,000 people, covering nearly 50 square miles, and provides ARFF services at the Ontario International Airport. There are nine fire stations that house eight engine companies and two truck companies. The City of Ontario is in the process of developing 13 square miles in the Ontario Ranch area where the Fire Department will soon begin construction of Fire Station Nine.

Ontario is a full service department providing fire/rescue services; medical services through the department's paramedic program; safety education; fire inspections; plan review; and various specialty teams such as SWAT medics, bomb squad, hazmat, and urban search and rescue.

The Ontario Fire Department is proud to serve the residents, businesses, and visitors of the City of Ontario with a high degree of professionalism. The members of the Ontario Fire Department realize the value of each team member and constantly strive to improve service to the community by living up to the motto: Courtesy - Loyalty - Service.

The City of Ontario

The City of Ontario is a dynamic leading community in the Inland Empire with a variety of full-time and part-time employment and volunteer opportunities. Ontario enjoys the reputation of being a progressive City which provides solid leadership to its citizens and to the business community. The City provides a full range of services to the community including; Police, Fire, Administrative Services, Community Life & Culture, Development, Economic Development, Housing & Neighborhood Preservation, Public Works, and the Ontario Municipal Utilities Company. The City's team is staffed with approximately 1,200 full-time and 200 part-time diverse and talented employees who work to support a common goal of providing excellent service to the community.

We invite you to learn more about the City of Ontario by reviewing the City's website. A few useful links are also listed below:

[Approach to Public Service](#) (Core values for City of Ontario employees)

[OntarioCityEmployees.org](#) (Information about City of Ontario employee benefit plans)

[The Ontario Plan](#) (The City's Comprehensive Business Plan for Development)

EXAMPLES OF ESSENTIAL FUNCTIONS

The essential functions typically performed by the Firefighter include the following:

- Responds to calls for emergency service, including fighting fires, and performing emergency medical / rescue work as part of a team.
- Engages in all types of fire fighting activities which include rescue, protection of exposures, confinement and extinguishment of fires, overhaul of fire scenes, ventilation, and salvage operations.
- Performs fire prevention activities, including pre-fire planning and disaster preparation training.
- Performs routine maintenance of fire fighting equipment and station facilities.
- Participates in regular drills and training.
- Operates/utilizes all types of machinery, equipment, and supplies appropriate for area of assignment including tools, hoses, ladders, medical equipment and supplies, and motor vehicles.
- Participates in a wide range of emergency and rescue activities, including emergency medical services, extrication, and heavy rescue.
- When properly qualified, may perform as a paramedic, hazardous materials specialist, bomb squad member, or other special assignment.
- Performs other job related duties and responsibilities as required.

QUALIFICATION GUIDELINES

Education / Age

High School diploma or recognized equivalent. Must be at least 18 years of age at time of application.

Training

Successful completion of an [Accredited California State Fire Academy](#) OR possession of a [Fire Fighter I certificate issued by the California Office of the State Fire Marshal](#) at time of application.

Required Documentation: Proof of completion of a California State Fire Academy or possession of a Fire Fighter I certificate must be attached to your application. Failure to attach documentation to your application will result in disqualification from the selection process.

Certification

Current CPR and "Public Safety First Aid" certification at time of appointment and throughout employment (current EMT or Paramedic certification will satisfy the first aid requirement).

License

Valid Class C California driver's license or officially recognized equivalent and acceptable driving record at time of appointment and throughout employment.

Special Requirements

Candidates must be active on the **Firefighter Candidate Testing Center (FCTC) Statewide Eligibility List** as of **October 16, 2020** which includes the following:

- Successful completion of the Firefighter Candidate Testing Center (FCTC) Entry-Level Firefighter Written Test between October 16, 2019 and October 16, 2020.
- Successful completion of the FCTC Candidate Physical Agility Test (CPAT) issued between October 16, 2019 and October 16, 2020.

Please visit www.fctconline.org for more information on eligibility requirements, scheduled written tests, and available Cal-JAC CPAT dates and locations. It is the candidate's responsibility to ensure all qualifications are met to be placed on the Statewide Eligibility List, including the completion of FCTC's online application (which includes uploading all required documentation), possession of a valid Cal-JAC CPAT card, and receiving a passing score on the FCTC written test.

Background Investigation

Candidates must demonstrate the ability to successfully complete a background investigation which may include, but is not limited to, the following: criminal history, credit history, driving record, neighborhood references, polygraph interview, and a post-offer medical examination (including drug screen) and psychological evaluation.

SUPPLEMENTAL INFORMATION

Firefighter Candidate Testing Center (FCTC)

Firefighter Candidate Testing Center (FCTC), a subsidiary of California Firefighter Joint Apprenticeship Committee (Cal-JAC), conducts entry-level firefighter written and CPAT testing that is fully validated, fair and job-specific. Additional information about FCTC can be found online at www.fctconline.org including:

- Detailed information about the FCTC State Eligibility List requirements and testing process.
- Access to a comprehensive study guide for the written exam including study tips and sample questions.
- Ability to schedule your own CPAT and FCTC written test.

It is a candidate's responsibility to ensure all qualifications are met to be placed on the Statewide Eligibility List. Any costs associated with taking the examinations are the responsibility of the applicant. Individuals who demonstrate a financial hardship may apply for a grant through the California Fire Foundation.

FCTC does not replace the City of Ontario's responsibility and decision making in the testing process. The City of Ontario is not responsible for delayed or unavailable testing results or for an applicant's inability to complete the required testing due to the availability of testing services. For this reason, applicants are encouraged to complete the required examinations as early as possible.

Selection Process

Applications and supplemental questions will be screened to determine if the applicant meets the minimum requirements of the position. Those applications not meeting the position's minimum requirements or lacking proper certification will be rejected. All statements made on an employment application are subject to verification. Any false or misleading information given in the application or any step in the selection process will subject the applicant to disqualification or dismissal.

Candidates must be active on the FCTC Statewide Eligibility List on October 16, 2020. Applicants meeting the position's minimum qualifications and who are active on the FCTC Statewide Eligibility List will be placed on the City's eligibility list in score order. Applicants with similar scores will be placed into bands and will be forwarded to the Fire Department for consideration.

How to Apply

Apply online by clicking on the "Apply" link at the top of this announcement. If this is the first time applying for a position using governmentjobs.com you will be prompted to create a new user account, otherwise log in with your user name and password. Your application and responses to any supplemental questions will be used to evaluate your qualifications for this position. It is suggested that your application include the following:

- List any relevant experience and education that demonstrates that you qualify for the position.
- List all periods of employment for at least the past 10 years, beginning with your most recent or present employer (including if applicable, all employment with the City of Ontario).
- Separately list each position held, including different positions with the same employer.

A resume may be attached to your application but will not substitute for the proper completion of your application. Applications that are not properly completed may be rejected. Applicants must submit all transcripts or other documentation of required certification at the time of application. This documentation should be uploaded as a PDF or word document and attached to your online application using the system's resume attachment feature. Failure to provide required documentation will result in disqualification from the selection process.

Supplemental Questions

To complete your application for this position you will be prompted to respond to supplemental questions. This information will be used as part of the application screening and selection process and is designed to help you present your qualifications for this position. This may include a selection step in which your application and supplemental questions are reviewed and scored by a panel of raters familiar with this position.

Incomplete responses, false statements, omission, or partial information may result in disqualification from the selection process. Your responses should be consistent with the information provided on your application.

Please provide succinct, concise, descriptive, and detailed information for each question. If you have no experience, write "no experience" for the appropriate question.

Email Notices

Email is the primary way that the Human Resources or Hiring Department will communicate with you. Please check your email account (including the SPAM folder) on a regular basis for any emails related to the application or selection process. Emails from the City of Ontario will come from "@ontarioca.gov" or "governmentjobs.com." If you change your email address after submitting your application please visit governmentjobs.com and update your profile.

Frequently Asked Questions

If you have any additional questions regarding the application process, please refer to our [Frequently Asked Questions](#) page.

Must I complete all of the required testing?

Yes. If you fail to complete and pass the required testing your application will be rejected. Required application materials must be attached to your application and will not be accepted after the closing date of the recruitment. The City of Ontario is not responsible for delayed or unavailable testing results or for an applicant's inability to complete the required testing due to the availability of testing services. For this reason, applicants are encouraged to immediately complete their required testing.

Will there be a separate recruitment for lateral Firefighters?

At this time, the City of Ontario is not conducting a separate recruitment for lateral Firefighters.

How do I attach documents to my online application?

Documents should be scanned in black and white at the lowest possible resolution and then converted into a PDF or a MS Word document. It is recommended that each document be attached separately. If you are unable to attach a document, it is more than likely that the file size is too large. To attach a document to an online application, click on the "Add supplemental attachments" link under Attachments, select the appropriate Attachment Type, and click Upload to locate the document you would like to attach to your application. Select Open to complete the attachment process.

I currently work as a Firefighter in another state, how do I obtain the required certifications?

The City's requirements include successful completion of an accredited California State Fire Academy or possession of a Fire Fighter I certificate issued by the California Office of the State Fire Marshal at time of application. For information regarding the Fire Fighter I certificate

reciprocity process, please visit the California Office of the State Fire Marshal's website at <http://osfm.fire.ca.gov/training/firefighter1>.

GENERAL PROCESS

All applications received by the filing deadline will be screened. Those candidates determined to be the best qualified on the basis of experience, training and education, as submitted, will be invited to continue in the selection process.

- Candidates who successfully complete all phases of the selection process will be placed on an eligibility list. Current and future vacancies will be filled from this list. Lists typically last for 12 months but may be extended or abolished based upon the needs of the City.
- The City encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act and the Fair Employment and Housing Act. Individuals who require a reasonable accommodation to participate in any phase of the selection process must make such a request during the application process. Applicants with disabilities that affect sensory, manual, or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such a need.
- All potential employees are required to pass a fingerprint review and a pre-employment physical examination prior to appointment.
- The City supports a Drug-Free Workplace. The pre-employment physical may include a drug screen.
- Successful candidates shall be required to complete a verification form designated by the Department of Homeland Security United States Citizenship and Immigration Services that certifies eligibility for employment in the United States of America.
- All City employees are required to sign a loyalty oath in accordance with California Government Code Section 3100.
- The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.
- If applicable, official college transcripts may be required prior to receiving an offer of employment.

APPLICATIONS MAY BE REQUESTED AND FILED ONLINE

AT:

<http://www.ontarioca.gov>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

200 North Cherry Avenue

Ontario, CA 91764

909.395.2442

909.395.2000

Fax 909.395.2072

recruitment@ontarioca.gov

Job #050520 Firefighter

FIREFIGHTER

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An Equal Opportunity Employer

Firefighter Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The information on your application and the following supplemental questionnaire will be used in the evaluation of your qualifications. Detailed responses

should be provided in order to ensure that your qualifications are properly considered. If the item does not apply, please enter N/A. By continuing you are certifying that all information provided in the supplemental questionnaire is true to the best of your knowledge.

I understand the above statement.

* 2. Do you have a high school diploma or a recognized equivalent?

Yes

No

* 3. Are you at least 18 years of age as of today?

Yes

No

* 4. Do you currently possess a Fire Fighter I certificate issued by the California Office of the State Fire Marshal? **Please ensure a copy of your certificate is attached to your application.** Failure to attach a copy will result in disqualification.

Yes

No

* 5. Please select from the following list of Accredited California State Fire Academies, the Academy you attended and successfully completed. **Please ensure a copy of your certificate is attached to your application.** Failure to attach a copy will result in disqualification.

Alameda County Fire Department

Allan Hancock College

American River College

Antelope Valley College

Bakersfield College / Olive Drive Training Cntr.

Berkeley Fire Department

Butte Community College

Cal Fire-Training Center

Chabot Community College / Los Positas

City College of San Francisco

Clovis Fire Department

College of the Desert

College of the Sequoias

College of the Siskiyous

Columbia College

Contra Costa Co. Fire Protection District

Cosumnes Fire Department

Crafton Hills Community College

El Camino College

Fremont FD

Fresno City College

Fresno Fire Department

Glendale Community College / Verdugo Fire Academy

Glendale Fire Department

Hayward Fire Department

Imperial Valley College

Lake Tahoe Community College

- Livermore-Pleasanton Fire Department
- Los Angeles City FD
- Los Angeles County FD
- Los Medanos Community College
- Modesto Jr. College
- Monterey Peninsula College
- Moreno Valley College / Ben Clark Training Cntr.
- Mt. San Antonio Community College
- Oakland FD
- Oxnard College
- Palomar College
- Porterville Community College
- Rio Hondo College
- Sacramento Fire Department
- Sacramento Metro Fire
- San Diego FD
- San Diego Miramar College
- San Francisco Fire Department
- San Jose FD
- San Mateo College
- San Pasqual Reservation FD
- Santa Ana College
- Santa Monica Fire Department
- Santa Rosa Junior College
- Shasta Community College
- Sierra College
- Solano Community College, Vacaville Center
- South Bay Regional Safety Consortium
- Vallejo Fire Department
- Victor Valley College
- Yuba College
- I have not successfully completed any of the academies listed above

* Required Question