

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

### **FIREFIGHTER TRAINEE**

Firefighter Trainee: \$31.9892/Hour (during training tower)

Firefighter (56 HRS): \$68,622.84- \$109,912.14/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.

### **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 16, 2023 and closes April 6, 2023, at 11:59 p.m. All certificates or licenses must be submitted with your FCTC registration and not the City of Pasadena. You may not attach documents to your City of Pasadena application. Hard copies will not be accepted.
- You must pass the FCTC written examination and be active on the FCTC Statewide Eligibility List (SEL) by April 6, 2023 and no earlier than April 6, 2022. **Click here to visit the FCTC site to register** for a written examination and view test dates and locations.
- You must possess a valid CAL-JAC Candidate Physical Ability Card (CPAT). CAL-JAC CPAT cards are only valid one year after the issue date and must be dated April 6, 2022-April 6, 2023. **Click here for more information about the CPAT**
- 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 April 6, 2023 and no earlier than April 6, 2022.
- Applicants must submit an employment application to the City of Pasadena by April 6, 2023.
- 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 or above.

### **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 drivers 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.
- 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.FCTOnline.org](http://www.FCTOnline.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**

- \* 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:
- \* 2. Are you 18 years of age or older?  
 Yes    No
- \* 3. Do you possess a valid Class C Driver's License?  
 Yes    No
- \* 4. Do you possess a California State Fire Fighter I certificate?  
 Yes    No

- \* 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
- \* 6. Are you a California or National Registry certified paramedic?
  - Yes  No
- \* 7. Have you graduated from high school or earned a GED or equivalent?
  - Yes  No
- \* 8. Do you have an A.A./ A.S. or B.A/B.S in Fire Science or related field?
  - Yes  No
- 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
- 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
- \* 11. If selected to move forward to the next step of the selection process, you must possess a valid CAL-JAC - CPAT CARD dated April 6, 2022, through April 6, 2023. Enter your initials to reflect that you have read and understood the above statement:
- \* 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 April 6, 2022 through April 6, 2023. Enter your initials to reflect that you have read and understood the above statement: