



City of Richmond (CA)
Firefighter Trainee 2024

SALARY	\$5,908.40 Monthly	LOCATION	CA 94804, CA
JOB TYPE	Full Time	JOB NUMBER	2024-027
DEPARTMENT	FIRE DEPARTMENT	OPENING DATE	08/26/2024
CLOSING DATE	9/27/2024 11:59 PM Pacific		

Introduction



A Firefighter Trainee attends a City-sponsored sixteen (16) week Firefighter Training Academy and receives fire service training designed to provide an overview of the basic level of skills to function in a line position as a Firefighter. Training may include: firefighting techniques and procedures; emergency medical training; and rescue and hazardous materials training. Firefighter Trainees do not receive the status of a Firefighter until they have successfully completed the academy and are processed through the procedure to become classified Firefighters. The current base salary for Firefighter is \$9,032.00 to \$10,943.50 per month.

DEFINITION

Under close supervision, attends a City sponsored Firefighter Training Academy and receives Fire Service training.

CLASS CHARACTERISTICS

This classification differs from Firefighter in that the Firefighter Trainees are assigned to a Firefighter recruit Academy

designed to provide an overview of the basic level of training to function in a line position as a Firefighter. Training may include firefighting techniques and procedures; emergency medical training; rescue and hazardous materials training. They do not receive the status of a Firefighter until they successfully complete the academy and are processed through the procedure to become classified Firefighters. Exempt employees do not have protected status under the City's merit system, but serve at the pleasure of the appointing authority.

Position Description and Duties

1. Attends a City sponsored Fire Recruit Academy designed to provide an overview of the basic level of training required to satisfactorily perform the duties of a Firefighter.
2. Undergoes training to develop an awareness of functions and responsibilities of firefighters and how they relate to Fire fighting operations.

Minimum Qualifications

Knowledge of: construction materials, principles and techniques.

Ability to: issue orders and instructions; prepare written reports, primarily involving completion of checklists and forms; relate to a variety of individuals and groups in classrooms or while representing the department in a fire prevention program; work with objects requiring mechanical/spatial aptitude, including understanding interrelationships of moving parts in mechanical apparatus; ability to visualize special relationships in more than one dimension; and comprehend "how things work" and be able to create and improvise so that other "things will work; physically perform the work in the expedient manner required, including good strength and proper muscle tone with no muscular-skeletal deficiencies; endurance for sustaining effort to perform tasks; and good eye-hand-foot coordination; develop general mechanical and trades knowledge related to and necessary for performing the work, including knowledge of mechanical principles in operating a variety of complex equipment; to diagnose and repair equipment malfunction; follow complex instructions in maintenance, repairs, and operation of apparatus; solve problems including monitoring equipment and making adjustments necessary to prevent malfunction; develop alternate solutions to job-related problems and improve when necessary; follow specific set procedures or routines in order to obtain a satisfactory outcome; and to assess a situation, draw a valid conclusion, and take appropriate action; and work together as part of a team.

Worker Traits: willing to make personal sacrifices to serve the community; reasonable in expressing individual opinions in order to avoid conflict with others; possess an active interest in working with people and an ability to deal fairly with the public regardless of ethnic background, race, economic level or social status; shows empathy in working with people and resolves problems in a way that shows some sensitivity for their feelings; possesses a desire for self-improvement, and a high degree of interest and self-drive to improve skills and knowledge; possess personal and professional pride in one's demeanor and appearance.

LICENSE/CERTIFICATION

Possession of a valid California class "C" Driver License is a continuing requirement.

Current certification as an Emergency Medical Technician is a continuing requirement.

Proof of current and valid Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), or Paramedic certification from a California Local Emergency Medical Services Agency
OR

Current and valid National Registry EMT, EMT-II or Paramedic certification. Individuals with a National Registry certification must obtain a valid California state issued EMT certification by date of hire.

Candidate Physical Ability Test (CPAT) card issued after September 27, 2023, by the Firefighter Candidate Training Center (FCTC). Candidates are required to pay a fee for the CPAT. Individuals who demonstrate a financial hardship may apply for a grant through the California Fire Foundation. Please visit the FCTC site at www.fctconline.org to obtain additional information, to register for the test (you must create a FCTC profile), to view test dates and test locations, and if necessary, submit an application for a grant. If a test date is

full, please continue to check FCTC online for possible openings or new test dates.

IMPORTANT NOTE: Applicants are required to upload their licenses and certifications to their FCTC profile. If these licenses and certifications are attached to your City of Richmond Application, they will not be reviewed. Licenses and certifications must be current and active on September 27, 2024.

ADDITIONAL REQUIREMENTS

- High School diploma or equivalent
- Be 18 years of age or older
- Be in good physical health, and possess the appropriate physical strengths and abilities to do the work
- Have vision of at least 20/100 in each eye, correctable to 20/30, and normal color vision
- Have proof of U.S. Citizenship or authorization to work in the U.S.
- Be active on the FCTC Statewide Eligibility List on September 27, 2024. You must take the Entry- Level Firefighter Written Test, and submit certain documents in order to be placed on this list. Candidates are required to pay a fee for the written test. Individuals who demonstrate a financial hardship may apply for a grant through the California Fire Foundation. Please visit the FCTC site at www.fctconline.org to obtain additional information, to register for the test (you must create a FCTC profile), to view test dates and test locations, and if necessary, submit an application for a grant. If a test date is full, please continue to check FCTC online for possible openings or new test dates.

Additional Information

APPLICATION AND SELECTION PROCESS

To be considered for this position, you must complete all of the following:

- **SUBMIT** a City of Richmond Employment Application online by the final filing date and time. Applications will only be accepted online and the City of Richmond will not authorize extensions beyond the final filing date and time. Please fill out the application completely, including places of employment with complete addresses (i.e., number and street name, city, state) names of supervisors with telephone numbers, etc. **INCOMPLETE APPLICATIONS WILL BE REJECTED.** Do not attach documents to the City of Richmond application. Any documents, except for proof of Veteran's preference, attached to your application will not be reviewed.
- **OBTAIN** a California Firefighter Joint Apprenticeship Committee (Cal-JAC) CPAT card issued after September 27, 2023. For information on obtaining the CPAT, please visit www.fctconline.org
- **RECEIVE** a score of 70% or above on the Entry-Level Firefighter Written Test administered by FCTC.
- Be on the FCTC Statewide Eligibility List on September 27, 2024. Please visit www.fctconline.org for additional information.
- **UPLOAD**, to your FCTC profile, your current and valid EMT, AEMT, or Paramedic certification from a California Local Emergency Medical Services Agency; OR current and valid National Registry EMT, EMT-II or Paramedic certification. This is in addition to the other documents that you are required to provide to be on the FCTC Statewide Eligibility List.

SELECTION PROCESS

On October 1, 2024, the City of Richmond Human Resources Department will receive a list of eligible candidates from FCTC. Candidates who receive a score of 70 or above on the FCTC written test and who have uploaded all required documents to their FCTC profile and have completed a City of Richmond Employment Application will be placed on the City of Richmond employment list **(WEIGHTED 100%)**.

EMPLOYMENT LIST

Candidates will be placed on the City of Richmond employment list in group "A" (Best Qualified), "B" (Well Qualified) or "C" (Qualified). Placement on the employment list will be determined by the score candidates receive on the FCTC written test. The employment list will be in effect for

two (2) years; however, the list can be canceled without notice after six (6) months. Being on the employment list does not guarantee that a candidate will proceed to the next steps in the selection process.

FIRE DEPARTMENT SELECTION PROCESS

Upon the request of the Fire Department, the Human Resources Department will certify the employment list and submit the appropriate group(s) to the Fire Department for additional evaluation. Successful candidates will be interviewed by the Fire Department and will be subject to a background investigation, and a medical examination, which may include but is not limited to a back x-ray, an eye test, a psychological evaluation, and drug screening. Being on the employment list does not guarantee that the candidate will be interviewed. The better-qualified candidates may interview with the Fire Chief prior to a job offer.

Immigration Reform Act: To comply with the Immigration Reform and Control Act of 1986, all new employees will be required to provide proof of U.S. Citizenship or authorization to work in the United States on their first day of employment.

Non-Discrimination Policy: The City's policy prohibits discrimination against any applicant on the basis of race, color, age, physical or mental disability, religion, creed, sex, sexual orientation or national origin.

Covid 19 policy language:

The City's policy is that all persons hired on or after October 18, 2021, must be fully vaccinated, including the booster, for COVID-19. New employees will be required to provide proof of complete vaccination or have an approved medical or religious accommodation before employment may commence. If you have any questions regarding this policy, please contact Human Resources.

EOE/ADA/DRUG-FREE WORKPLACE

WEBSITE: www.ci.richmond.ca.us

Analyst: K. Florence
August 2024

Agency

City of Richmond (CA)

Address

450 Civic Center Plaza, Suite 310

Richmond, California, 94804-1630

Phone

510-620-6602

Website

<https://www.ci.richmond.ca.us>

Firefighter Trainee 2024 Supplemental Questionnaire

***QUESTION 1**

The purpose of these questions is to obtain additional information to evaluate your qualifications for **FIREFIGHTER TRAINEE**. These questions must be completed and submitted at the time of application. Failure to complete and submit these questions by the final filing date and time will disqualify the candidate from further consideration. Omitted information will not be considered nor assumed. Do you acknowledge that you have read and understood the above information?

- Yes
- No

***QUESTION 2**

Do you possess a high school diploma, G.E.D. equivalency or high school proficiency certificate?

- Yes
- No

***QUESTION 3**

Are you 18 years of age or older on the date of application? If no, your application will not be accepted.

- Yes
- No

***QUESTION 4**

Do you possess a valid California Driver's License or have the ability to obtain one by the date of hire? If yes, you must attach a copy of your current driver's license to your FCTC Profile. Driver's license documents attached to this application will not be reviewed. If no, your application will not be accepted.

- Yes
- No

***QUESTION 5**

I understand that my application will not be accepted if I do not possess a valid California Candidate Physical Ability Test(CPAT) card issued by FCTC after September 27, 2023 and that my CPAT date on my FCTC profile must be current. CPAT documents attached to this application will not be reviewed. If no, your application will not be accepted.

- Yes
- No

* Required Question