



CITY OF VALLEJO
Department of Human Resources
555 Santa Clara Street (1st Floor), P.O. Box 3068
Vallejo, CA 94590

<http://agency.governmentjobs.com/vallejo>

**INVITES APPLICATIONS FOR THE POSITION OF:
Firefighter/Paramedic**

An Equal Opportunity Employer

SALARY

\$26.63 - \$35.61 Hourly \$2,998.94 - \$4,009.75 Biweekly \$6,497.70 - \$8,687.80
Monthly \$77,972.45 - \$104,253.59 Annually

OPENING DATE: 01/24/20

CLOSING DATE: 03/09/20, 05:00PM Pacific Time

THE POSITION



PLEASE READ THIS BULLETIN IN ITS ENTIRETY

THE CITY OF VALLEJO

The City of Vallejo is located in Solano County and has a population of approximately 121,000 residents. Vallejo is a rapidly changing, highly diverse community located midway between the cities of San Francisco and Sacramento. It is a friendly, active waterfront community that attracts innovative, hardworking people and takes great pride in its 148-year history and maritime heritage. Residents of Vallejo are situated to take advantage of the best of what the area has to offer. Golf, museums, performing arts, boutique shopping, brewpubs and a wide selection of restaurants are all available in Vallejo. Residents and visitors alike enjoy Vallejo's delightful historical downtown area, weekly downtown farmer's market, and beautifully restored Victorian homes and business facades. Vallejo is also home to Six Flags Discovery Kingdom, one of America's only combination wildlife, oceanarium and theme parks.

THE DEPARTMENT

The Vallejo Fire Department consists of 87 employees, who are staffed between Administration, Suppression, EMS, Training, and Fire Prevention Sections. The Department averages over 14,500 calls per year and boasts two of the more active engine companies in the state.

Fire Suppression Section

Fire Suppression has a staff of 76, including Firefighter-Paramedics, Engineers, Captains, and Battalion Chiefs. The staff are spread across three different shifts and six different stations to ensure City coverage to citizens 24/7. Each engine company is supervised by the shift Captain, who is supervised by a Battalion Chief.

Training Section

The Fire Training Section is responsible for providing continuous training and education to internal members; overseeing the Department's three-year Apprenticeship program, running the Apprentice Recruit Academy, and managing the Emergency Medical Services (EMS). Training staff consists of one Battalion Chief and a Fire Captain.

Fire Prevention Section

The Fire Prevention Section is responsible for conducting fire/life safety inspections, plan checks and permits, fire reports and investigations, brush clearance, public education and outreach programs. The Fire Prevention Section staff consists of a Prevention Manager, two Fire Inspectors, and one Secretary.

For more information about the Vallejo Fire Department please visit their webpage by clicking [here](#).

THE POSITION

This recruitment is being conducted to fill 8 regular, full-time, vacancies and 12 limited-term, full-time vacancies for Firefighter/Paramedic. The list established by this recruitment may be used to fill future full-time, part-time, limited term, and temporary vacancies for up to one year.

Regular, full-time positions are approved by Council and allocated in the budget. These are benefited positions, considered part of the classified service, and are represented by IAFF.

Limited-term positions are typically established under grant funded or other contract programs that have a specified duration which is longer than that of extra help or temporary positions. They are generally 40 hours per week, are eligible for benefits and covered by City policies and applicable MOU's. These particular limited term positions are for SAFER grant positions and are full-time, benefited positions. While SAFER grant positions may be terminated after the three year grant period, the department anticipates retaining all hires through attrition.

The Vallejo Fire Department is actively seeking highly motivated persons who have successfully been placed on the Firefighter Candidate Testing Center Statewide Eligibility List (FCTC) and who possess both a valid EMT-Paramedic License and a valid Cal-Jac Candidate Physical Ability Test (CPAT) Card. The ideal candidates will have a desire to actively support our commitment to

providing a high level of service to our community through innovation, training (employees and the community), and cutting edge technology.

Recruits will undergo a fire training academy and receive additional departmental training designed to provide an overview of the fire service in various regulations and procedures, firefighter techniques, and other related duties. During the academy, recruits will be assigned to a 40/hour work week schedule. Upon completion, academy graduates will transition to a 56.3/hour work week.

DISTINGUISHING CHARACTERISTICS

Firefighters/Paramedics receive paramedic specialty pay on top of base salary of Firefighter for their possession of required certifications and licenses.

SALARY

Firefighter/Paramedic: \$26.63 - \$35.61 Hourly \$2,998.94 - \$4,009.75 Bi-Weekly \$6,497.70 - \$8,687.80 Monthly \$77,972.45 - \$104,253.59 Annual

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from supervisory or management staff.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Important responsibilities and duties may include, but are not limited to, the following:

- Responds to alarms and assists in the suppression of fires, including rescue, entry, ventilating and salvage work.
- Performs clean up and overhaul work and checking, testing and maintenance activities on apparatus and equipment to return it to readiness for further alarms.
- Assists in maintaining fire apparatus and equipment and fire station and grounds.
- Responds to emergency calls.
- Operates resuscitators and inhalators and administers first aid.
- Drives equipment to fire scenes and assumes responsibility for readiness of firefighting apparatus.
- Assists in making residential, commercial and industrial inspections to discover and eliminate potential fire hazards, to educate the public in fire prevention and to be prepared for fire suppression tactics.
- Participates in a continuing training and instruction program by individual study of technical material and attendance at scheduled drills and classes; may serve in the fire prevention unit.
- Acts as relief fire captain as assigned.
- Responds to major alarms while off duty.
- May be required to work irregular hours, to stand by for calls, and to be quartered overnight at a fire station.

TYPICAL QUALIFICATIONS

Knowledge of:

- Elementary chemistry and mechanics.

Ability to:

- Learn technical firefighting principles and techniques and principles of hydraulics applied to fire suppression.
- Understand and follow oral and written directions.
- Establish and maintain cooperative relationships with fellow employees and the public.
- Keep simple records and prepare reports.
- Mechanical aptitude; physical endurance and agility.
- Meet standards as to age, height, weight and physical condition.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Any combination of education and experience equivalent to graduation from high school.

ADDITIONAL QUALIFICATIONS:

Candidates for Firefighter/Paramedic must possess the following licenses/certifications prior to submitting an application:

1. Valid Cal- JAC Candidate Physical Abilities Test (CPAT) Card dated between **03/9/2019-3/9/2020.**
2. Passing score (70% or higher) on the Firefighter Candidate Testing Center (FCTC) Written Test (FCTCOnline.org).
3. Valid EMT-Paramedic License
4. Must be active on the Firefighter Candidate Testing Center Statewide Eligibility List (FCTC) before the closing date listed on the job bulletin.

Candidates for Firefighter/Paramedic must possess the following licenses/certifications prior to hire:

1. Advanced Cardiac Life Support Certificate (ACLS)
2. Pediatric Advanced Life Support Certificate (PALS) or Pediatric Education for Prehospital Professional Certificate (PEPP)
3. Pre Hospital Trauma Life Support Certificate (PHTLS) or Basic Trauma Life Support Certification (BTLS) or International Trauma Life Support Certification (ITLS)
4. A Valid Emergency Medical Technician-1 Certification
5. Valid California Driver's License must be obtained prior to employment with the City of Vallejo

Driver's License: Individuals who are appointed to this position will be required to maintain a valid California Driver's License with a Firefighter's endorsement throughout the tenure of their employment.

Physical Requirements for both levels:

Must be physically capable of performing all essential duties required of a City of Vallejo Firefighter/Paramedic, including rigorous activities associated with emergency operations. Fitness will initially be determined by possession of a Cal- JAC Candidate Physical Abilities Test (CPAT), and ability to pass a medical evaluation.

SUPPLEMENTAL INFORMATION

The Recruitment & Selection Process

1. To be considered for this position candidates must complete a City of Vallejo online application and must scan and attach the required documents and certificates listed below to their application packet at time of submittal for consideration. Complete application packets **must be submitted by Monday, March 9, 2020 at 5:00PM. No consideration will be given to incomplete applications.**

*****IMPORTANT: To be considered you must attach the following documents and certificates to your online application:**

Front and back copies of certificates:

- Valid Cal- JAC Candidate Physical Abilities Test (CPAT) Card
- EMT-Paramedic License
- Valid California Driver's License must be obtained prior to employment with the City of Vallejo

Applications received without the required attachments will be considered incomplete and will not be given further consideration.

If you currently possess any or all of the following certificates/licenses required for all City of Vallejo Firefighter/Paramedics before completing their probationary period, please attach front and back copies to your application:

- Advanced Cardiac Life Support Certificate (ACLS)
- Pediatric Advanced Life Support Certificate (PALS) or Pediatric Education for Prehospital Professional Certificate (PEPP)
- Pre Hospital Trauma Life Support Certificate (PHTLS) or Basic Trauma Life Support Certification (BTLS) or International Trauma Life Support Certification (ITLS)
- Valid Emergency Medical Technician-1 Certification

Applications may be obtained and completed and submitted online at:

<https://www.governmentjobs.com/careers/vallejo> or go to the City of Vallejo website; click on Human Resources Department then, click on "Employment Opportunities"

NOTE: If you have problems creating a user account, obtaining your already created account information, or submitting your online application, please contact [governmentjobs.com](https://www.governmentjobs.com) applicant support directly at 855-524-5627. City of Vallejo staff are unable to assist with these issues.

2. Applications containing all required materials (see step 1 under Recruitment & Selection Process for required documents/certifications) will be screened for overall qualifications the week of **March 9, 2020**. Candidates with complete application packets, who are found to be

the best qualified, and who meet all of the minimum requirements, and who achieved a score of 70% or higher on the FCTC Written Examination will be invited to participate in Oral Panel Interviews.

The City reserves the right to limit the number of candidates to those determined to be best qualified based upon all requested application materials, including training and experience, current resume, and responses to supplemental questions.

3. Oral Panel Interviews are weighted at 100% of the candidate's score. Candidates must achieve a minimum passing score of 70% or higher in order to be placed on the Registered List of Eligibles. Candidates placed on the Registered List of Eligibles will be notified by email.

4. Candidates placed on the Register of Eligibles List will be referred to the Department for further consideration.

5. Candidates who are placed on the Registered List of Eligibles will be asked to participate in a Firefighter/Paramedic Assessment process and an Oral Interview with the Fire Chief. The Fire Chief will have final discretion in the candidate selections.

PRIOR TO HIRE

The selected candidate(s) will be required to: 1) Provide personal references 2) Submit to and successfully pass a pre-employment background check, including fingerprint check.

3) Successfully complete a job-related pre-placement medical exam. 4) Provide proof of legal right to work in the United States. 5) Take a loyalty Oath of Office.

In addition, candidates selected to move forward in the hiring process for this position must successfully complete/pass the Apprentice Training Fire Academy in order to maintain employment with the City of Vallejo.

REASONABLE ACCOMMODATIONS

The City of Vallejo is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application, assessment or selection process may contact the Human Resources Department to request an accommodation. Please contact Alex Clark at (707) 648-5402 or send an email to: alex.cruz@cityofvallejo.net no later than March 9, 2020 at 5:00 p.m.

Disaster Service Workers - All City of Vallejo ("City") employees are designated Disaster Service Workers ("DSW") by state law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all DSW-related training as assigned and to return to work as ordered in the event of an emergency.

Veteran's Preference - Veteran's preference points will be applied in accordance with Civil Service Rule 24. A copy of the DD 214 form must be filed at time of application.

Equal Opportunity Employer (EOE) - The City of Vallejo is an Equal Opportunity Employer. It is the policy of the City of Vallejo to provide equal employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (cancer and genetic characteristics), genetic information, or denial of medical and family care leave, or any other non-job-related factors.

Note: The provisions in this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://agency.governmentjobs.com/vallejo>

OR

555 Santa Clara Street (1st Floor), P.O. Box 3068
Vallejo, CA 94590

EXAM #2019-FF
FIREFIGHTER/PARAMEDIC
AC

Firefighter/Paramedic Supplemental Questionnaire

- * 1. **Instructions for Supplemental Questionnaire:** Thank you for your interest in employment with the City of Vallejo's Fire Department! We sincerely value your time and hope to make your application experience as positive as possible. The following supplemental questions are an important step in the examination and selection process to assist us in determining if you possess the knowledge, skills, and abilities needed to succeed in the posted vacancy. A lack of a complete and thorough responses to each of the supplemental questions in the space provided, may result in disqualification from the selection process. In addition, the selections you make or responses you provide in the questionnaire must accurately reflect what is documented in your work history. **I have read the Firefighter/Paramedic job bulletin in its entirety and understand that failure to accurately provide proof or the possession of required certifications and documents listed in the job bulletin may result in elimination from further consideration. Please indicate below that you have read and understand the instructions presented above.**
- ☐ Yes ☐ No
- * 2. This position requires candidates to obtain a valid California Driver's License prior to employment with the City of Vallejo. Please indicate that you have the possession of, or the ability to, obtain a valid California Driver's License. **If you currently possess a valid California Driver's License please be sure to upload/attach a copy to your application.**
- ☐ Yes ☐ No
- * 3. This position requires candidates to possess a valid Cal-JAC Candidate Physical Abilities (CPAT) Card before submitting an application with the City of Vallejo. Please indicate that you possess a valid Cal-JAC Candidate Physical Abilities (CPAT) Card. **(Please upload/attach a copy to your application)**
- ☐ Yes ☐ No
- * 4. This position requires candidates to possess a valid California Paramedic Certification before submitting an application with the City of Vallejo. Please indicate that you possess a valid California Paramedic Certification. **(Please upload/attach a copy to your application)**
- ☐ Yes ☐ No

- * 5. This position requires candidates to possess an EMT-Paramedic License and Advanced Cardiac Life Support Certificate (ACLS) before submitting an application with the City of Vallejo. Please indicate that you possess an EMT-Paramedic License. **(Please upload/attach both copies to your application)**

☐ Yes ☐ No

- * 6. This position requires candidates to possess a Pediatric Advanced Life Support Certificate (PALS) or a Pediatric Education for Prehospital Professional Certificate (PEPP) prior to completing their probationary period as a Firefighter/Paramedic with the City of Vallejo. Please indicate whether or not you currently possess a Pediatric Advanced Life Support Certificate (PALS) or a Pediatric Education for Prehospital Professional Certificate (PEPP). **(Please upload/attach a copy of either certificate to your application)**

☐ Yes ☐ No

- * 7. This position requires candidates to possess a Pre Hospital Trauma Life Support Certificate (PHTLS) or a Basic Trauma Life Support Certification (BTLS) or an International Trauma Life Support Certification (ITLS) prior to completing their probationary period as a Firefighter/Paramedic with the City of Vallejo. Please indicate whether or not you currently possess a Pre Hospital Trauma Life Support Certificate (PHTLS) or a Basic Trauma Life Support Certification (BTLS) or an International Trauma Life Support Certification (ITLS). **(Please upload/attach a copy of any of the certificates listed above to your application)**

☐ Yes ☐ No

- * 8. This position requires candidates to be active on the Firefighter Candidate Testing Center Statewide Eligibility List (FCTC) before submitting an application with the City of Vallejo. Please indicate that you are currently active on the Firefighter Candidate Testing Center Statewide Eligibility List (FCTC).

☐ Yes ☐ No

- * 9. I understand that the City of Vallejo Human Resources Department is not responsible for any lost or redirected emails and that it is my responsibility to add info@governmentjobs.com to my email contact list to avoid email notifications related to this examination from being classified as "spam" or "junk" mail. **Please indicate below that you have read and understand the statement above.**

☐ Yes ☐ No

- * Required Question