

**CITY OF SANTA CLARA, CALIFORNIA  
CLASS SPECIFICATION**

**TITLE: FIREFIGHTER I (JOB CODE 487)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Fire	Varies	Non-Exempt

**CLASS SUMMARY**

The Firefighter I is the entry level classification in the Firefighter series. An incumbent in this classification responds to medical emergencies, fire alarms, performs rescue services, and protects life and property endangered by fire. When qualified and assigned, Firefighter I's may be assigned to paramedic duties. Performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the entry-level classification in the Firefighter series, responsible for becoming proficient in lifesaving and firefighting methods. Incumbents will receive specialized training and education, learn and become proficient in diverse tasks, policies, and procedures within the Department, and learn various techniques in emergency medical services and firefighting duties. Work is rigidly structured, highly supervised, and incumbents are continuously evaluated and provided feedback regularly. Firefighter I incumbents must successfully pass the Fire Academy and meet all education and training requirements in order to be appointed to the class of Firefighter II and retain employment in the job series.

**MINIMUM QUALIFICATIONS**

***EDUCATION AND EXPERIENCE***

- Graduation from high school or possession of a GED.
- No experience is required.

***ACCEPTABLE SUBSTITUTION***

None.

***LICENSES/CERTIFICATIONS***

- A valid National Registry or State of California Emergency Medical Technician (EMT) certificate or proof of course enrollment in a valid EMT program is required at time of application. Upon appointment to the classification, a valid National Registry or State of California Emergency Medical Technician (EMT) certificate is required to be possessed and maintained as a condition of employment.
- A valid California Firefighter Joint Apprenticeship Committee (CFFJAC) Candidate Physical Ability Test (CPAT) card issued within 6 months prior to the date of a conditional offer of employment.
- Successful completion of a City of Santa Clara approved Fire Academy is required within 6 months of appointment.
- Possession of a valid California Class C driver's license is required at time of appointment. A valid California Class C driver's license with Firefighter endorsement is required within 24 months of appointment.
- All of the listed licenses and certifications must be maintained as a condition of continued

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employment in this classification for as long as they are required.

### ***DESIRABLE QUALIFICATIONS***

- Demonstrated proficiency in a second language, in accordance with the City's needs
- Military experience, journey-level status in the building construction trades, or other work experience relevant to the fire service
- Community service experience
- Completion of thirty (30) or more units of coursework in Fire Science/Technology at an accredited college
- An associate's or higher-level degree from an accredited college or university
- Possession of a valid California Paramedic (EMT-P) license (required prior to appointment to a Paramedic assignment)
- A valid California Class A or B commercial driver's license

### ***PHYSICAL REQUIREMENTS***

- At least 21 years of age
- Able to distinguish primary colors (red, green, amber), each eye free of any abnormal condition or disease which might affect performance of job duties, visual acuity in each eye of at least 20/50 vision (uncorrected) and 20/30 (corrected), and normal night vision
- Normal hearing without correction in both ears
- Free from disabling speech impediments, disabling neuroses or psychoses, and disabling physical conditions or diseases
- Strength and physical abilities necessary to perform the duties of a Firefighter I. A valid CFFJAC CPAT card issued within 6 months prior to the date of a conditional offer of employment is required.

### ***OTHER REQUIREMENTS***

- Typically assigned to a 56-hour workweek (24-hour shifts); may be assigned to a 40-hour workweek as required
- May be required to work odd and unusual hours, including weekends and designated holidays and to be subject to call-back in the performance of job duties
- Must be able to perform all of the essential functions of the job assignment

### **TYPICAL DUTIES**

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under immediate supervision, the incumbent will:

- Responds to routine calls and emergencies for protection of life and property
- Assists in all phases of firefighting operations and medical emergencies as directed
- Operates firefighting and first aid equipment, including two-way radios
- Maintains and inspects equipment and makes minor adjustments and repairs to same

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- Assists in the maintenance and clean-up in and about fire stations and other Department facilities
- Communicates with a diverse community and other City employees, engaging with empathy, answering general questions and providing information as necessary
- Identifies fire hazards and conducts or assists in fire inspections of buildings within the City as directed
- Interprets Department training evolutions and assists in the training of regular and volunteer fire personnel
- Conducts or participates in Fire Department demonstrations as directed
- Participates in special Department programs and projects as directed
- Carries out City and Department rules and regulations, adheres to policies and procedures
- Maintains good public relations, works and cooperates with other City employees
- Participates in and/or directs Department physical fitness activities
- Attends special schools, conferences, seminars, etc. as required by the Department or City
- Collaborates within a team setting in the Department and other employees
- May act as Driver/Engineer and assume the responsibilities of that position on an assigned shift
- Works in assigned Fire Division, at an assigned station, on an assigned shift, as determined by the Department
- Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, & ABILITIES**

### Knowledge of:

- Basic mathematics and mechanical principles

### Ability to:

- Learn and apply firefighting and rescue methods and techniques
- Learn the basic operation, mechanics, and maintenance of firefighting equipment and fire apparatus
- Learn to drive fire apparatus with care and safety in accordance with the California Code during emergency and non-emergency situations
- Learn the geography of the City
- Learn pertinent federal, state, and local laws and regulations
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
- Identify fire hazards and conduct inspections
- Interpret, understand and carry out City and Department rules and regulations, policies, procedures and training evolutions
- Read and interpret maps, run cards, and pre-fire plan drawings
- Interpret and follow oral and written instructions
- Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
- Establish and maintain courteous and effective working relationships with those

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contacted in the course of work, including City staff, members of other governmental agencies, and community

- Work effectively as part of a group or team to achieve common goals
- Maintain professionalism and composure at all times, including stressful situations
- Take direction and follow established policies and procedures
- Demonstrate empathy, collaboration, and de-escalations skills when working with the community
- Demonstrate physical endurance, agility, strength, and stamina in the performance of duties
- Work as part of a highly functional team during stressful situations
- Be mentored and mentor others when necessary

In addition, the following Knowledge, Skills, and Abilities are required for a Paramedic assignment:

### **Knowledge of:**

- Advanced Life Support pre-hospital emergency care techniques, principles, and practices
- Basic human anatomy and physiology
- Medical terminology, techniques and analytical processes used in the description and assessment of patient status
- Categories, applications, contraindications, and appropriate dosage levels
- Procedures and equipment used in vital sign monitoring
- Symptoms of impaired cardiac and respiratory functioning, altered states of consciousness, various types of toxicity and poisoning, shock and common diseases

### **Ability to:**

- Use and manipulate tools, medical equipment and conditions at the scene
- Determine appropriate basic and advanced life support procedures
- Make paramedical decisions rapidly and under stressful conditions
- Perform basic and advanced life support procedures including cardiac and pulmonary resuscitation, cardiac monitoring and defibrillation, trauma response, and administration of medications
- Communicate technical information effectively with those encountered in the course of the work

### **SUPERVISION RECEIVED**

Receives general supervision from a Fire Captain or other supervisor as assigned.

### **SUPERVISION EXERCISED**

May assist in the training of new and/or volunteer personnel.

### **CLASSIFICATION HISTORY**

Created 05/2013, Rev. 05/2018; Rev. 09/2022