

LEGEND:

*Additions*

*Deletions*

Approved May, 2017

Proposed May, 2018

**CITY OF SANTA CLARA, CALIFORNIA**  
**FIREFIGHTER I**  
**(487)**

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

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

**LICENSES AND/OR CERTIFICATES**

- A valid *National Registry or* State of California Emergency Medical Technician (EMT) ~~license~~*-certificate* is required at time of application
- A valid California Firefighter Joint Apprenticeship Committee (CFFJAC) Candidate Physical Ability Test (CPAT) card issued within 6 months prior to the date of ~~hire~~ *a conditional offer of employment*
- Successful completion of a City of Santa Clara approved Fire Academy is required within ~~4~~*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 endorsements~~s~~ is required within 24 months of appointment
- All of the listed licenses and certifications must be maintained as a condition of continued employment in this classification for as long as they are required

~~The following are desirable:~~

- ~~• 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~~

## **FIREFIGHTER I (continued)**

### PHYSICAL REQUIREMENTS

- At least 21 years of age
- ~~Weight in proportion to height and willing to have weight and personal measurements taken~~
- 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 ~~hire~~ *a conditional offer of employment* is required.

### DISTINGUISHING CHARACTERISTICS

The Firefighter *I* is the entry level classification in the Firefighter series. An incumbent in this classification responds to 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. ~~The Firefighter I classification shall apply to persons hired in the Firefighter job series after Civil Service Commission approval of this job description.~~

### TYPICAL DUTIES:

Duties may include, but are not limited to, the following:

- 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
- Assists in the maintenance and clean-up in and about fire stations and other Department facilities
- Communicates with the public and other City employees, 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, policies and procedures
- Maintains good relations with the public, 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
- 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

## **FIREFIGHTER I (continued)**

### **KNOWLEDGE, SKILLS, AND 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 contacted in the course of work, including City staff, members of other governmental agencies, and the general public
- 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 physical endurance, agility, strength, and stamina in the performance of duties

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

## **FIREFIGHTER I (continued)**

- 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.

### **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

**CITY OF SANTA CLARA, CALIFORNIA**  
**FIREFIGHTER I**  
**(487)**

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications:**

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

**LICENSES AND/OR CERTIFICATES**

- A valid National Registry or State of California Emergency Medical Technician (EMT) certificate is required at time of application
- 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 employment in this classification for as long as they are required

**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

## **FIREFIGHTER I (continued)**

- 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.

### **DISTINGUISHING CHARACTERISTICS**

The Firefighter I is the entry level classification in the Firefighter series. An incumbent in this classification responds to 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.

### **TYPICAL DUTIES:**

Duties may include, but are not limited to, the following:

- 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
- Assists in the maintenance and clean-up in and about fire stations and other Department facilities
- Communicates with the public and other City employees, 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, policies and procedures
- Maintains good relations with the public, 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
- 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, AND 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

## **FIREFIGHTER I (continued)**

- 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 contacted in the course of work, including City staff, members of other governmental agencies, and the general public
- 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 physical endurance, agility, strength, and stamina in the performance of duties

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.

## **FIREFIGHTER I (continued)**

### **SUPERVISION EXERCISED**

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

### **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



LEGEND:

Additions

Deletions

Approved May, 2013

Proposed May, 2018

**CITY OF SANTA CLARA, CALIFORNIA**  
**FIREFIGHTER II**  
**(480)**

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications:**

- Graduation from high school or possession of a GED
- Three (3) years experience as a Firefighter I with the City of Santa Clara ~~is required~~
- ~~Successful completion of three (3) of the following four (4) courses: Driver Operator 1B, Command 1A, Command 1B and English 1A (or its equivalent)~~
- *Successful completion of 120 hours of California State Fire Training courses certified by the California Office of the State Fire Marshal ~~that~~ and are Santa Clara Fire Department promotional course requirements for Driver/Engineer and/or Captain. Courses must have been acquired after graduation from the Santa Clara Fire Recruit Academy.*

***Desirable Qualifications:***

- *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*

**LICENSES AND/OR CERTIFICATES**

- ~~A~~ ~~Valid State of California Emergency Medical Technician~~ ~~—I (EMT-I)~~ ~~and~~ *Cardiopulmonary Resuscitation (CPR)* ~~certificates~~ *is required at time of application*
- Possession of a valid California Class C driver's license with Firefighter endorsements
- All of the listed licenses and certifications must be maintained as a condition of continued employment in this classification for as long as they are required

**~~The following are desirable:~~**

- ~~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
- ~~Weight in proportion to height and willing to have weight and personal measurements taken~~
- 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

## **FIREFIGHTER II (continued)**

- physical conditions or diseases
- Strength and physical abilities necessary to perform the duties of a Firefighter II

### **DISTINGUISHING CHARACTERISTICS**

~~The Firefighter II classification replaces the prior "Firefighter" classification and all persons previously working in the classification of Firefighter shall now be considered Firefighter II's.~~

Firefighter II is the classification in the Firefighter series to which a Firefighter I may promote after three years of experience as a Firefighter I with the City of Santa Clara, and satisfaction of the educational coursework requirements set forth in the second and third bullets under "Minimum Qualification" in this job description. ~~Persons already working as a "Firefighter" as of the date the Civil Service Commission approves this Firefighter II job description are grandfathered from, and need not satisfy, the years of experience and educational coursework requirements.~~

An incumbent in this classification responds to fire alarms, performs rescue services, and protects life and property endangered by fire. When qualified and assigned, Firefighters may be assigned to paramedic duties.

### **TYPICAL DUTIES:**

~~Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.~~ *Duties may include, but are not limited to, the following:*

- 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
- Assists in the maintenance and clean-up in and about fire stations and other Department facilities
- Communicates with the public and other City employees, 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, policies and procedures
- Maintains good relations with the public, 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
- 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

## **FIREFIGHTER II (continued)**

### **KNOWLEDGE, SKILLS, AND 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 contacted in the course of work, including City staff, members of other governmental agencies, and the general public
- 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 physical endurance, agility, strength, and stamina in the performance of duties

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

## **FIREFIGHTER II (continued)**

- 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.

### **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

**CITY OF SANTA CLARA, CALIFORNIA**  
**FIREFIGHTER II**  
**(480)**

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications:**

- Graduation from high school or possession of a GED
- Three (3) years experience as a Firefighter I with the City of Santa Clara
- Successful completion of 120 hours of California State Fire Training courses certified by the California Office of the State Fire Marshal and are Santa Clara Fire Department promotional course requirements for Driver/Engineer and/or Captain. Courses must have been acquired after graduation from the Santa Clara Fire Recruit Academy.

**Desirable Qualifications:**

- 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

**LICENSES AND/OR CERTIFICATES**

- Valid State of California Emergency Medical Technician (EMT) and Cardiopulmonary Resuscitation (CPR) certificates
- Possession of a valid California Class C driver's license with Firefighter endorsement
- All of the listed licenses and certifications must be maintained as a condition of continued employment in this classification for as long as they are required

**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 II

**DISTINGUISHING CHARACTERISTICS**

Firefighter II is the classification in the Firefighter series to which a Firefighter I may promote after three years of experience as a Firefighter I with the City of Santa Clara, and satisfaction of the educational coursework requirements set forth in the second and third bullets under "Minimum Qualification" in this job description.

An incumbent in this classification responds to fire alarms, performs rescue services, and protects life and property endangered by fire. When qualified and assigned, Firefighters may be

## **FIREFIGHTER II (continued)**

assigned to paramedic duties.

### **TYPICAL DUTIES:**

Duties may include, but are not limited to, the following:

- 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
- Assists in the maintenance and clean-up in and about fire stations and other Department facilities
- Communicates with the public and other City employees, 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, policies and procedures
- Maintains good relations with the public, 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
- 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, AND 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

## **FIREFIGHTER II (continued)**

- 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 contacted in the course of work, including City staff, members of other governmental agencies, and the general public
- 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 physical endurance, agility, strength, and stamina in the performance of duties

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.

## **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

**FIREFIGHTER II** (continued)

- Must be able to perform all of the essential functions of the job assignment



LEGEND:

Additions

Deletions

Approved November, 2005

Proposed May, 2018

**CITY OF SANTA CLARA, CALIFORNIA**  
**DRIVER/ENGINEER**  
(380)

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications:**

- Graduation from high school or possession of a GED; ~~and~~
- ~~Completion of the following courses or approved equivalents: Driver/Operator 1A and 1B, Fire Command 1A and 1B, Incident Command System 200, and one semester of English composition (English 1A) or its prerequisite; and~~
- *Completion of the following courses certified by California State Fire Training (or their equivalent):*
  - *Driver Operator 1A: Driver Operator*
  - *Driver Operator 1B: Pumping Apparatus*
  - *Instructor 1*
  - *Hazardous Materials Incident Command*  
*(Prerequisites: Hazardous Materials First Responder Operations, Incident Command System 100 & 200)*
  - *Fire Command 2D All Risk Command Operations*
- *English Composition: An Associate's or Bachelor's degree from an accredited college, OR a passing grade in an English composition class from an accredited college or university*
- Four (4) years of *combined* sworn experience as a Firefighter *I and Firefighter II* with the Santa Clara Fire Department

**Acceptable Substitutions**

~~Prior to January 1, 2009, the minimum qualifications may be substituted with the set of requirements listed below:~~

- ~~Graduation from high school or possession of a GED; and~~
- ~~Completion of the basic Fire Science courses or approved equivalents in hydraulics, fire behavior and control, and apparatus and equipment maintenance; and~~
- ~~Five (5) years of sworn experience as a Firefighter with the Santa Clara Fire Department~~

**LICENSES AND/OR CERTIFICATES**

- A valid California Class ~~BC Fire Fighter~~ driver's license *with Firefighter endorsement* ~~is required at time of appointment~~
- Possession of valid State of California Emergency Medical Technician ~~I (EMT-I); Emergency Medical Technician-Defibrillation (EMT-D);~~ and Cardiopulmonary Resuscitation (CPR) certificates ~~are required~~

## **DRIVER/ENGINEER (continued)**

- All of the listed licenses and certifications must be maintained as a condition of continued employment in this classification for as long as they are required

### **DISTINGUISHING CHARACTERISTICS**

The Driver/Engineer is the second classification in the Firefighter series. In addition to performing the regular duties of a firefighter, an incumbent in this classification has a specialized focus on the driving, operation, and maintenance of fire apparatus.

### **TYPICAL DUTIES**

*Duties may include, but are not limited to, the following:*

- Responds to emergency and non-emergency alarms for the protection of life and property, and may select the most direct route to the alarm; drives and operates all types of fire apparatus and other emergency vehicles of the Santa Clara Fire Department
- Positions fire apparatus at alarms for the most effective and efficient operations; operates fire apparatus, hoses, pumps, and other equipment at the response scene
- Maintains firefighting apparatus and equipment, including cleaning and making minor repairs and adjustments; returns equipment to its rightful place after use or repair; ensures apparatus and equipment are in readiness condition at all times
- Assists in maintaining clean and orderly conditions in and around the assigned fire station
- Assists in all phases of emergency operations and medical emergencies as directed
- Conducts Life and Fire Safety Inspections of buildings and occupancies within the City as directed
- Assists in the training of career and volunteer/reserve personnel
- Conducts or participates in Fire Department demonstrations as directed;
- Prepares and maintains records and reports as required
- Participates in and/or manages special department programs and/or projects as directed
- Communicates, supports, carries out, and maintains all City and Fire Department policies, procedures, and standards, and informs others of any authorized changes
- Maintains good public relations for the City and the Fire Department
- Contributes to a safe working environment in the Fire Department
- May act as Captain or Deputy Fire Marshal as assigned;
- Maintains required proficiency and competency in all mandated training; keeps informed of the latest developments and trends of modern fire apparatus and equipment; attends special schools, conferences, and seminars as directed
- Maintains a level of health and physical fitness consistent with Fire Department standards
- Performs other related duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Principles, practices, and procedures of modern firefighting and the protection of life and property
- The operation and maintenance of fire apparatus and equipment used in the Santa Clara Fire Department

## **DRIVER/ENGINEER (continued)**

- Geography of the City, including the location and size of mains, and major fire hazards within City limits;
- Principles of hydraulics as applied in the fire service
- Emergency medical aid practices
- Pertinent federal, state, and local laws, regulations, and policies

### **Ability to:**

- Operate all firefighting equipment used by the Santa Clara Fire Department and drive fire apparatus with care and safety in accordance with traffic laws, ordinances, and pertinent City and Department policies and procedures
- Demonstrate physical endurance, agility, strength, and stamina in the performance of duties
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Work effectively as part of a group or team to achieve common goals
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
- Understand and follow oral and written instructions
- Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
- Maintain professionalism and composure at all times, including stressful situations
- Take direction and follow established policies and procedures
- Demonstrate physical endurance, agility, strength, and stamina in the performance of duties

### **SUPERVISION RECEIVED**

Receives general supervision from a Fire Captain, and on occasion, of an Acting Fire Captain.

### **SUPERVISION EXERCISED**

May act as Fire Captain or Deputy Fire Marshal as assigned.

### **OTHER REQUIREMENTS**

- Typically assigned to a 56-hour workweek (24-hour shifts); may be assigned to a 40-hour workweek as required
- Must be able to perform all of the essential functions of the job assignment.

**CITY OF SANTA CLARA, CALIFORNIA**  
**DRIVER/ENGINEER**  
**(380)**

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications:**

- Graduation from high school or possession of a GED
- Completion of the following courses certified by California State Fire Training (or their equivalent):
  - Driver Operator 1A: Driver Operator
  - Driver Operator 1B: Pumping Apparatus
  - Instructor 1
  - Hazardous Materials Incident Command  
(Prerequisites: Hazardous Materials First Responder Operations, Incident Command System 100 & 200)
  - Fire Command 2D All Risk Command Operations
- English Composition: An Associate's or Bachelor's degree from an accredited college, OR a passing grade in an English composition class from an accredited college or university
- Four (4) years of combined sworn experience as a Firefighter I and Firefighter II with the Santa Clara Fire Department

**LICENSES AND/OR CERTIFICATES**

- A valid California Class C driver's license with Firefighter endorsement
- Possession of valid State of California Emergency Medical Technician (EMT) and Cardiopulmonary Resuscitation (CPR) certificates
- All of the listed licenses and certifications must be maintained as a condition of continued employment in this classification for as long as they are required

**DISTINGUISHING CHARACTERISTICS**

The Driver/Engineer is the second classification in the Firefighter series. In addition to performing the regular duties of a firefighter, an incumbent in this classification has a specialized focus on the driving, operation, and maintenance of fire apparatus.

**TYPICAL DUTIES**

Duties may include, but are not limited to, the following:

- Responds to emergency and non-emergency alarms for the protection of life and property, and may select the most direct route to the alarm; drives and operates all types of fire apparatus and other emergency vehicles of the Santa Clara Fire Department
- Positions fire apparatus at alarms for the most effective and efficient operations; operates fire apparatus, hoses, pumps, and other equipment at the response scene

## **DRIVER/ENGINEER (continued)**

- Maintains firefighting apparatus and equipment, including cleaning and making minor repairs and adjustments; returns equipment to its rightful place after use or repair; ensures apparatus and equipment are in readiness condition at all times
- Assists in maintaining clean and orderly conditions in and around the assigned fire station
- Assists in all phases of emergency operations and medical emergencies as directed
- Conducts Life and Fire Safety Inspections of buildings and occupancies within the City as directed
- Assists in the training of career and volunteer/reserve personnel
- Conducts or participates in Fire Department demonstrations as directed
- Prepares and maintains records and reports as required
- Participates in and/or manages special department programs and/or projects as directed
- Communicates, supports, carries out, and maintains all City and Fire Department policies, procedures, and standards, and informs others of any authorized changes
- Maintains good public relations for the City and the Fire Department
- Contributes to a safe working environment in the Fire Department
- May act as Captain or Deputy Fire Marshal as assigned
- Maintains required proficiency and competency in all mandated training; keeps informed of the latest developments and trends of modern fire apparatus and equipment; attends special schools, conferences, and seminars as directed
- Maintains a level of health and physical fitness consistent with Fire Department standards
- Performs other related duties as assigned

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Principles, practices, and procedures of modern firefighting and the protection of life and property
- The operation and maintenance of fire apparatus and equipment used in the Santa Clara Fire Department
- Geography of the City, including the location and size of mains, and major fire hazards within City limits
- Principles of hydraulics as applied in the fire service
- Emergency medical aid practices
- Pertinent federal, state, and local laws, regulations, and policies

### **Ability to:**

- Operate all firefighting equipment used by the Santa Clara Fire Department and drive fire apparatus with care and safety in accordance with traffic laws, ordinances, and pertinent City and Department policies and procedures
- Demonstrate physical endurance, agility, strength, and stamina in the performance of duties
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Work effectively as part of a group or team to achieve common goals
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
- Understand and follow oral and written instructions

## **DRIVER/ENGINEER (continued)**

- Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
- Maintain professionalism and composure at all times, including stressful situations
- Take direction and follow established policies and procedures
- Demonstrate physical endurance, agility, strength, and stamina in the performance of duties

### **SUPERVISION RECEIVED**

Receives general supervision from a Fire Captain, and on occasion, of an Acting Fire Captain.

### **SUPERVISION EXERCISED**

May act as Fire Captain or Deputy Fire Marshal as assigned.

### **OTHER REQUIREMENTS**

- Typically assigned to a 56-hour workweek (24-hour shifts); may be assigned to a 40-hour workweek as required
- Must be able to perform all of the essential functions of the job assignment.

LEGEND:

*Additions*

*Deletions*

Approved March, 2012

Proposed May, 2018

**CITY OF SANTA CLARA, CALIFORNIA**  
**FIRE CAPTAIN**  
**(475)**

**EDUCATION AND EXPERIENCE**

Minimum Qualifications: at time of application filing

- ~~One of the following combinations of education:~~
  - ~~Graduation from high school or possession of a GED, certification from the California State Fire Marshal as a Fire Officer, and completion of one semester of English composition (English 1A) from an accredited college; or~~
  - ~~An associate's degree in Fire Science/Technology from an accredited college and completion of Fire Instructor 1A or Training Instructor 1B, and Fire Instructor 1B or Training Instructor 1A, Fire Command 1A and 1B, and Fire Management 1; or~~
  - ~~A bachelor's degree from an accredited college and completion of Fire Instructor 1A or Training Instructor 1B, and Fire Instructor 1B or Training Instructor 1A, Fire Command 1A and 1B, and Fire Management 1; and~~
- *Graduation from high school or possession of a GED*
- *Fire Officer's Certification from State Fire Marshal or completion of the following courses certified by California State Fire Training (or their equivalent):*
  - *Company Officer 2A: HR Management*
  - *Company Officer 2C: Fire Inspections and Investigation*
  - *Company Officer 2D: All-Risk Command Operations*
  - *Instructor I: Instruction Methodology*
- *English Composition: An Associate's or Bachelor's degree from an accredited college; OR a passing grade in an English composition class from an accredited college or university*
- One of the following combinations of experience:
  - Six (6) years of sworn experience with the Santa Clara Fire Department, including permanent status as a Driver/Engineer; or
  - Four (4) years of *combined* sworn experience as a ~~f~~*Firefighter I and Firefighter II* with the Santa Clara Fire Department, plus two (2) years of experience as a Deputy Fire Marshal *II* ~~or Hazardous Materials Specialist~~ with the Santa Clara Fire Department

*Acceptable Substitutions:*

- *Prior to January 1, 2020, the minimum qualification for Company Officer 2C may be met with successful completion of the course within 12 months of appointment.*

*Desirable Qualifications:*

- *An Associate's degree in Fire Science/Technology from an accredited college*
- *A Bachelor's degree from an accredited college*

## **FIRE CAPTAIN (continued)**

### LICENSES AND/OR CERTIFICATES

- Possession of a valid California Class ~~BC Fire Fighter~~ driver's license *with firefighter endorsement is required*
- Possession of valid State of California Emergency Medical Technician ~~I (EMT-I); Emergency Medical Technician—Defibrillation (EMT-D);~~ and Cardiopulmonary Resuscitation (CPR) certificates *are required*
- All of the listed licenses and certifications must be maintained as a condition of continued employment in this classification for as long as they are required

### DISTINGUISHING CHARACTERISTICS

The Fire Captain is the first-line supervisory classification in the Firefighter series. As the officer in charge of a fire station, an incumbent in this classification supervises a fire company and participates in fire suppression, rescue, and related activities.

### TYPICAL DUTIES

~~Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.~~ *Duties may include, but are not limited to, the following:*

- Responds to routine calls and emergencies for the protection of life and property, and may select the most direct route to be taken
- May be responsible for an emergency or non-emergency scene until relieved by a superior officer, and orders the placement of personnel and equipment for the most efficient operations
- Evaluates situations and determines the most effective methods for the saving of life and property
- Supervises and assists in rescue, confinement, extinguishment, overhaul, salvage, and ventilation operations as necessary; supervises and assists in the administration of medical aid as necessary
- Ensures that equipment is returned to its proper place and is cleaned, serviced and in good working order upon the completion of an assignment
- Supervises the day-to-day maintenance of quarters, apparatus and equipment
- Inspects and supervises assigned personnel, maintaining discipline and good morale
- May conduct or assist in the training of regular and volunteer reserve personnel of the Fire Department; may conduct or assist in the training and education of others, both individuals and groups, as directed
- Ensures that all City and Fire Department administrative policies and procedures are implemented, and communicates policy and procedural changes to others as necessary
- Maintains effective public relations for the City and the Fire Department
- Prepares and maintains all station records and reports and is responsible for ensuring that all reports originating from his/her station are clear, accurate, concise, and timely
- Prepares performance evaluation reports on assigned subordinates as directed
- Advises counterparts of activities on his/her shift, noting special instructions and unusual conditions
- Conducts fire and life safety inspections and business license conformance inspections of any occupancy within the City as directed by the Fire Department



## **FIRE CAPTAIN (continued)**

- Attends special schools, conferences, and seminars, as directed
- May act as Battalion Chief as assigned
- Participates in and/or directs Department physical fitness activities
- Performs other related duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Fire department administration and fire company organization
- Pre-fire planning methods and techniques and the principles of the protection of life and property
- Proper operation and maintenance of apparatus and equipment used in modern firefighting activities, including hydraulic equipment
- Principles of fire tactics and strategies and salvage
- First aid and resuscitation practices
- Instructional techniques and training methods
- Common hazardous materials and chemicals
- Principles and practices of supervision
- Pertinent federal, state, and local laws, regulations, and policies

Ability to:

- Effectively supervise others, and maintain discipline
- Work effectively as part of a group or team to achieve common goals
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Operate fire apparatus and equipment, including radiological equipment
- Maintain professionalism and composure at all times, including stressful situations
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
- Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
- Prepare, understand and maintain clear, complete and accurate written reports and records
- Take direction and follow established policies and procedures
- Demonstrate physical endurance, agility, strength, and stamina in the performance of duties

### **SUPERVISION RECEIVED**

Receives direction from the shift Battalion Chief or other supervisor, as assigned.

### **SUPERVISION EXERCISED**

Supervises a company of fire suppression personnel at an assigned fire station.

### **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
- May be assigned when necessary to other shifts or divisions within the Fire Department

## **FIRE CAPTAIN** (continued)

- Must be able to perform all of the essential functions of the job assignment

**CITY OF SANTA CLARA, CALIFORNIA**  
**FIRE CAPTAIN**  
**(475)**

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications:**

- Graduation from high school or possession of a GED
- Fire Officer's Certification from State Fire Marshal or completion of the following courses certified by California State Fire Training (or their equivalent):
  - Company Officer 2A: HR Management
  - Company Officer 2C: Fire Inspections and Investigation
  - Company Officer 2D: All-Risk Command Operations
  - Instructor I: Instruction Methodology
- English Composition: An Associate's or Bachelor's degree from an accredited college; OR a passing grade in an English composition class from an accredited college or university
- One of the following combinations of experience:
  - Six (6) years of sworn experience with the Santa Clara Fire Department, including permanent status as a Driver/Engineer; or
  - Four (4) years of combined sworn experience as a Firefighter I and Firefighter II with the Santa Clara Fire Department, plus two (2) years of experience as a Deputy Fire Marshal II with the Santa Clara Fire Department

**Acceptable Substitutions:**

- Prior to January 1, 2020, the minimum qualification for Company Officer 2C may be met with successful completion of the course within 12 months of appointment.

**Desirable Qualifications:**

- An Associate's degree in Fire Science/Technology from an accredited college
- A Bachelor's degree from an accredited college

**LICENSES AND/OR CERTIFICATES**

- Possession of a valid California Class C driver's license with firefighter endorsement
- Possession of valid State of California Emergency Medical Technician (EMT) and Cardiopulmonary Resuscitation (CPR) certificates
- All of the listed licenses and certifications must be maintained as a condition of continued employment in this classification for as long as they are required

**DISTINGUISHING CHARACTERISTICS**

The Fire Captain is the first-line supervisory classification in the Firefighter series. As the officer in charge of a fire station, an incumbent in this classification supervises a fire company and participates in fire suppression, rescue, and related activities.

**TYPICAL DUTIES**

## **FIRE CAPTAIN (continued)**

Duties may include, but are not limited to, the following:

- Responds to routine calls and emergencies for the protection of life and property, and may select the most direct route to be taken
- May be responsible for an emergency or non-emergency scene until relieved by a superior officer, and orders the placement of personnel and equipment for the most efficient operations
- Evaluates situations and determines the most effective methods for the saving of life and property
- Supervises and assists in rescue, confinement, extinguishment, overhaul, salvage, and ventilation operations as necessary; supervises and assists in the administration of medical aid as necessary
- Ensures that equipment is returned to its proper place and is cleaned, serviced and in good working order upon the completion of an assignment
- Supervises the day-to-day maintenance of quarters, apparatus and equipment
- Inspects and supervises assigned personnel, maintaining discipline and good morale
- May conduct or assist in the training of regular and volunteer reserve personnel of the Fire Department; may conduct or assist in the training and education of others, both individuals and groups, as directed
- Ensures that all City and Fire Department administrative policies and procedures are implemented, and communicates policy and procedural changes to others as necessary
- Maintains effective public relations for the City and the Fire Department
- Prepares and maintains all station records and reports and is responsible for ensuring that all reports originating from his/her station are clear, accurate, concise, and timely
- Prepares performance evaluation reports on assigned subordinates as directed
- Advises counterparts of activities on his/her shift, noting special instructions and unusual conditions
- Conducts fire and life safety inspections and business license conformance inspections of any occupancy within the City as directed by the Fire Department
- Attends special schools, conferences, and seminars, as directed
- May act as Battalion Chief as assigned
- Participates in and/or directs Department physical fitness activities
- Performs other related duties as assigned

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Fire department administration and fire company organization
- Pre-fire planning methods and techniques and the principles of the protection of life and property
- Proper operation and maintenance of apparatus and equipment used in modern firefighting activities, including hydraulic equipment
- Principles of fire tactics and strategies and salvage
- First aid and resuscitation practices
- Instructional techniques and training methods
- Common hazardous materials and chemicals
- Principles and practices of supervision

## **FIRE CAPTAIN (continued)**

- Pertinent federal, state, and local laws, regulations, and policies

### **Ability to:**

- Effectively supervise others, and maintain discipline
- Work effectively as part of a group or team to achieve common goals
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Operate fire apparatus and equipment, including radiological equipment
- Maintain professionalism and composure at all times, including stressful situations
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
- Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
- Prepare, understand and maintain clear, complete and accurate written reports and records
- Take direction and follow established policies and procedures
- Demonstrate physical endurance, agility, strength, and stamina in the performance of duties

### **SUPERVISION RECEIVED**

Receives direction from the shift Battalion Chief or other supervisor, as assigned.

### **SUPERVISION EXERCISED**

Supervises a company of fire suppression personnel at an assigned fire station.

### **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
- May be assigned when necessary to other shifts or divisions within the Fire Department
- Must be able to perform all of the essential functions of the job assignment

LEGEND:

*Additions*

*Deletions*

Approved November, 2005

Proposed May, 2018

**CITY OF SANTA CLARA, CALIFORNIA**  
**ASSISTANT TRAINING OFFICER**  
(233)

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications:**

- One of the following combinations of education:
  - ~~○ Graduation from high school or possession of a GED, certification from the California State Fire Marshal as a Fire Officer, completion of two (2) semesters of English (including one semester of English composition [English 1A]) from an accredited college or university, and successful completion of Fire Command 2A, 2B, and 2C (Command Tactics at Major Fires, Management of Hazardous Materials Incidents, and High Rise Fire Tactics); or~~
  - ~~○ An associate's degree in Fire Science/Technology from an accredited college and successful completion of Fire Instructor 1A and 1B, Fire Command 1A and 1B, Fire Management 1, and Fire Command 2A, 2B, and 2C (Command Tactics at Major Fires, Management of Hazardous Materials Incidents, and High Rise Fire Tactics); and~~
  - *○ An Associate's degree in Fire Science Technology from an accredited college;*
  - OR-*
  - A Bachelor's degree from an accredited college;*
  - or -OR-*
  - Graduation from high school or its equivalent -AND- thirty (30) semester units of Fire Science/Technology -AND- thirty (30) additional semester college units in general education*
- One of the following combinations of experience:
  - Nine (9) years of sworn experience with the Santa Clara Fire Department, *including* three (3) years of *which include* experience as a Fire Captain; or *Deputy Fire Marshal II with the Santa Clara Fire Department*
  - ~~○ Eleven (11) years of sworn experience in the fire service, including seven (7) years of experience in fire suppression and four (4) years of experience as a Fire Officer (Fire Captain or Deputy Fire Marshal) with the Santa Clara Fire Department, two (2) years of which must be as a Fire Captain; and~~
  - ~~Successful completion of Incident Command System S-334 (Strike Team Leader) within one (1) year of appointment~~

**Acceptable Substitutions**

Prior to January 1, 2010, the minimum qualifications may be substituted with one of the set of requirements listed below:

## ASSISTANT TRAINING OFFICER (continued)

- ~~• An associate's degree from an accredited college or university in Fire Science/Technology; successful completion of Fire Instructor 1A and 1B; and ten (10) years of sworn experience with the Santa Clara Fire Department, including three (3) years as a Fire Officer (Fire Captain or Deputy Fire Marshal), one (1) of which must be as a Fire Captain; or~~
- ~~• Graduation from high school or possession of a GED; thirty (30) semester units of Fire Science/Technology or a certificate in Fire Science/Technology, fifteen (15) additional semester units, and successful completion of Instructor 1A and 1B; and eleven (11) years of sworn experience with the Santa Clara Fire Department, including three (3) years as a Fire Officer, one (1) of which must be as a Fire Captain~~

### Desirable Qualifications:

- ~~• An associate's or higher level degree from an accredited college or university~~
- Certification from the California State Fire Marshal as a Chief Officer or Master Instructor
- Teaching credential

### LICENSES AND/OR CERTIFICATES

- Possession of a valid California Class ~~BC Fire Fighter~~ driver's license *with Firefighter endorsement is required*
- Possession of valid State of California Emergency Medical Technician ~~I (EMT-I); Emergency Medical Technician—Defibrillation (EMT-D)~~, and Cardiopulmonary Resuscitation (CPR) certificates *are required*
- All of the listed licenses and certifications must be maintained as a condition of continued employment in this classification for as long as they are required

### DISTINGUISHING CHARACTERISTICS

The Assistant Training Officer is an entry level professional managerial position in the classified service that assumes the role of officer in charge of the suppression division when the shift Battalion Chief is not on duty and assists the training Battalion Chief in planning, organizing, directing, coordinating, and evaluating in-service training programs of the Fire Department (including the Volunteer Reserve Division). An incumbent in this classification *at times* exercises independent judgment and discretion; manages and directs employees at emergency and non-emergency operations; helps in formulating administrative policies for the effective use of assigned personnel; and actively supports the direction established by the Fire Chief and City Manager and policies established by the City Council for the delivery of Fire Department services to the citizens.

### TYPICAL DUTIES

~~Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.~~ *Duties may include, but are not limited to, the following:*

#### Suppression Division:

- Coordinates, assigns, and directs the work and activities of fire suppression personnel
- Supervises the effective operation, utilization, and maintenance of fire, rescue, hazardous materials, and emergency medical services apparatus and equipment

## **ASSISTANT TRAINING OFFICER (continued)**

- Responds to emergencies to coordinate and direct the activities of personnel and equipment
- Transmits, supports, and carries out City and Fire Department orders and policies
- Represents, when necessary, line Fire Captains to administration and administration to line captains
- Inspects personnel and equipment and ensure deficiencies are corrected
- Assists in preparing performance evaluations on subordinates
- Advises counterparts and shift Battalion Chiefs of activities within the division, noting special instructions and unusual conditions
- Assists in the preparation, submittal, and administration of the annual budget for the suppression division
- Develops plans, policies, and procedures concerning all areas of Fire Department activities with other members of the Fire Department staff
- Participates in the evaluation of applicants for employment
- Attends and actively participates in professional conferences
- Prepares complete staff work including administrative assignments
- Regularly assumes the duties of Battalion Chief up to and including 24-hour assignments
- Performs other related duties as assigned.

### Training Division:

- Supervises and conducts training programs, drills, and evolutions
- Assists in the research and development of standardized methods used and equipment employed in fire department operations
- Observes and evaluates emergency operations procedures utilized by fire department personnel in order to establish and provide training needs
- Assists in coordinating the development and presentation of fire fighting, and life and fire safety training programs for organizations and citizens within the city
- Supervises the instruction and assists in the evaluation of probationary classified suppression personnel
- Participates in pre-fire planning programs and operational reviews
- Assists with scheduling and coordinating special training conducted for fire department personnel by other agencies
- Prepares and gives performance evaluations on subordinates supervised
- Supervises the development and updating of training reference material
- May participate in the evaluation of applicants for employment
- Attends and actively participates in professional conferences
- Keeps records pertaining to training activities
- Helps to prepare, submit, and administer the annual budget for the training division
- Works with other members of the Fire Department staff in developing plans, policies, and procedures concerning all areas of Fire Department activity
- Prepares staff work including administrative assignments
- Assists in the delivery of the City of Santa Clara Disaster Preparedness Program
- May act as the Battalion Chief of the Training Division
- Performs other related duties as assigned

### KNOWLEDGE, SKILLS, AND ABILITIES



## **ASSISTANT TRAINING OFFICER (continued)**

Knowledge of:

- Principles, practices, and techniques of modern firefighting operations including those pertaining to emergency scene tactics and strategy and saving life and property
- Effective training practices and techniques
- Major life and fire hazards within the City
- The operations and maintenance of various types of fire apparatus and equipment
- Principles, practices, and techniques of modern technical rescue, hazardous materials control, emergency medical service, and wildland/interface firefighting
- Pertinent federal, state, and local laws, regulations, and policies
- Modern principles and practices of fire department organization and management, including a broad awareness and understanding of the interrelationships between departmental operations, programs, and activities
- Fire alarm systems
- Principles of hydraulics and chemistry as applied to firefighting
- City geography and the water system
- California Vehicle Code

Ability to:

- Effectively use the Incident Command System to manage fire department operations;
- Recognize major life and fire hazards;
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
- Employ the leadership skills needed so that others can accomplish departmental and personal goals and objectives;
- Maintain and project a positive attitude, and foster the same in others;
- Command the respect of coworkers, superiors, and subordinates and maintain discipline and high morale
- Direct, schedule, evaluate, and train subordinates
- Assist with the preparation and administration of the department's budgets
- Prepare and present clear, concise and complete reports
- Deal fairly, objectively, and impartially with others
- Establish and maintain tactful and effective working relationships with officials, organizations, the general public, and others encountered in the course of work to accomplish tasks while engendering trust and cooperation
- 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
- Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
- Recognize training needs and implement the necessary training

### **SUPERVISION RECEIVED**

Receives general supervision from the Battalion Chief of the Training Division while engaged in training activities and from the shift Battalion Chief while engaged in suppression activities.

## **ASSISTANT TRAINING OFFICER (continued)**

### **SUPERVISION EXERCISED**

Training Division: supervises Training Division personnel as assigned. Suppression Division: supervises Fire Captains and Acting Fire Captains.

### **OTHER REQUIREMENTS**

- Typically assigned to a 56-hour workweek (24-hour shifts); may be assigned to a 40-hour workweek as required
- Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager Directive 100
- Must be able to perform all of the essential functions of the job assignment

**CITY OF SANTA CLARA, CALIFORNIA**  
**ASSISTANT TRAINING OFFICER**  
**(233)**

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications:**

- One of the following combinations of education:
  - An Associate's degree in Fire Science Technology from an accredited college;
  - OR-
  - A Bachelor's degree from an accredited college;
  - OR-
  - Graduation from high school or its equivalent -AND- thirty (30) semester units of Fire Science/Technology -AND- thirty (30) additional semester college units in general education
- One of the following combinations of experience:
  - Nine (9) years of sworn experience with the Santa Clara Fire Department, three (3) years of which include experience as a Fire Captain; or Deputy Fire Marshal II with the Santa Clara Fire Department

**Desirable Qualifications:**

- Certification from the California State Fire Marshal as a Chief Officer or Master Instructor
- Teaching credential

**LICENSES AND/OR CERTIFICATES**

- Possession of a valid California Class C driver's license with Firefighter endorsement
- Possession of valid State of California Emergency Medical Technician (EMT), and Cardiopulmonary Resuscitation (CPR) certificates
- All of the listed licenses and certifications must be maintained as a condition of continued employment in this classification for as long as they are required

**DISTINGUISHING CHARACTERISTICS**

The Assistant Training Officer is an entry level professional managerial position in the classified service that assumes the role of officer in charge of the suppression division when the shift Battalion Chief is not on duty and assists the training Battalion Chief in planning, organizing, directing, coordinating, and evaluating in-service training programs of the Fire Department (including the Volunteer Reserve Division). An incumbent in this classification exercises independent judgment and discretion; manages and directs employees at emergency and non-emergency operations; helps in formulating administrative policies for the effective use of assigned personnel; and actively supports the direction established by the Fire Chief and City Manager and policies established by the City Council for the delivery of Fire Department services to the citizens.

## **ASSISTANT TRAINING OFFICER (continued)**

### **TYPICAL DUTIES**

Duties may include, but are not limited to, the following:

#### **Suppression Division:**

- Coordinates, assigns, and directs the work and activities of fire suppression personnel
- Supervises the effective operation, utilization, and maintenance of fire, rescue, hazardous materials, and emergency medical services apparatus and equipment
- Responds to emergencies to coordinate and direct the activities of personnel and equipment
- Transmits, supports, and carries out City and Fire Department orders and policies
- Represents, when necessary, line Fire Captains to administration and administration to line captains
- Inspects personnel and equipment and ensure deficiencies are corrected
- Assists in preparing performance evaluations on subordinates
- Advises counterparts and shift Battalion Chiefs of activities within the division, noting special instructions and unusual conditions
- Assists in the preparation, submittal, and administration of the annual budget for the suppression division
- Develops plans, policies, and procedures concerning all areas of Fire Department activities with other members of the Fire Department staff
- Participates in the evaluation of applicants for employment
- Attends and actively participates in professional conferences
- Prepares complete staff work including administrative assignments
- Regularly assumes the duties of Battalion Chief up to and including 24-hour assignments
- Performs other related duties as assigned

#### **Training Division:**

- Supervises and conducts training programs, drills, and evolutions
- Assists in the research and development of standardized methods used and equipment employed in fire department operations
- Observes and evaluates emergency operations procedures utilized by fire department personnel in order to establish and provide training needs
- Assists in coordinating the development and presentation of fire fighting, and life and fire safety training programs for organizations and citizens within the city
- Supervises the instruction and assists in the evaluation of probationary classified suppression personnel
- Participates in pre-fire planning programs and operational reviews
- Assists with scheduling and coordinating special training conducted for fire department personnel by other agencies
- Prepares and gives performance evaluations on subordinates supervised
- Supervises the development and updating of training reference material
- May participate in the evaluation of applicants for employment
- Attends and actively participates in professional conferences
- Keeps records pertaining to training activities
- Helps to prepare, submit, and administer the annual budget for the training division

## **ASSISTANT TRAINING OFFICER (continued)**

- Works with other members of the Fire Department staff in developing plans, policies, and procedures concerning all areas of Fire Department activity
- Prepares staff work including administrative assignments
- Assists in the delivery of the City of Santa Clara Disaster Preparedness Program
- May act as the Battalion Chief of the Training Division
- Performs other related duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge of:**

- Principles, practices, and techniques of modern firefighting operations including those pertaining to emergency scene tactics and strategy and saving life and property
- Effective training practices and techniques
- Major life and fire hazards within the City
- The operations and maintenance of various types of fire apparatus and equipment
- Principles, practices, and techniques of modern technical rescue, hazardous materials control, emergency medical service, and wildland/interface firefighting
- Pertinent federal, state, and local laws, regulations, and policies
- Modern principles and practices of fire department organization and management, including a broad awareness and understanding of the interrelationships between departmental operations, programs, and activities
- Fire alarm systems
- Principles of hydraulics and chemistry as applied to firefighting
- City geography and the water system
- California Vehicle Code

#### **Ability to:**

- Effectively use the Incident Command System to manage fire department operations
- Recognize major life and fire hazards
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
- Employ the leadership skills needed so that others can accomplish departmental and personal goals and objectives
- Maintain and project a positive attitude, and foster the same in others
- Command the respect of coworkers, superiors, and subordinates and maintain discipline and high morale
- Direct, schedule, evaluate, and train subordinates
- Assist with the preparation and administration of the department's budgets
- Prepare and present clear, concise and complete reports
- Deal fairly, objectively, and impartially with others
- Establish and maintain tactful and effective working relationships with officials, organizations, the general public, and others encountered in the course of work to accomplish tasks while engendering trust and cooperation
- 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

## **ASSISTANT TRAINING OFFICER (continued)**

- Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
- Recognize training needs and implement the necessary training

### **SUPERVISION RECEIVED**

Receives general supervision from the Battalion Chief of the Training Division while engaged in training activities and from the shift Battalion Chief while engaged in suppression activities.

### **SUPERVISION EXERCISED**

Training Division: supervises Training Division personnel as assigned. Suppression Division: supervises Fire Captains and Acting Fire Captains.

### **OTHER REQUIREMENTS**

- Typically assigned to a 56-hour workweek (24-hour shifts); may be assigned to a 40-hour workweek as required
- Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager Directive 100
- Must be able to perform all of the essential functions of the job assignment