



CITY OF DOWNEY

Human Resources
11111 Brookshire Avenue
Downey, CA 90241-7016
(562) 904-7292

<http://www.downeyca.org>

INVITES APPLICATIONS FOR THE POSITION OF:

FIREFIGHTER (PARAMEDIC ASSIGNMENT)

An Equal Opportunity/ADA Compliant Employer

COMPENSATION

\$5,133.00 - \$6,359.00 Monthly

POSTED: 10/01/14

FINAL FILING DATE: 05:30 p.m., 10/17/14. For consideration, application materials must be received in the Human Resources Office by the final filing date.

ABOUT THE POSITION:

**** Read ALL information below ****

At this time, the Department is only pursuing candidates that are currently certified as Paramedics or currently enrolled in Paramedic school with graduation prior to the paramedic skills assessment portion of the recruitment process tentatively scheduled for the week of December 1st.

The City of Downey Fire Department is seeking dynamic, career-minded candidates interested in pursuing an excellent job opportunity in the field of fire service. The ideal candidate possesses a strong knowledge base of fire suppression, extinguishment and prevention; has excellent mechanical aptitude; brings physical strength and endurance to the demands of firefighting; has a strong understanding of the importance of teamwork and customer service; as well as, an appreciation of working within a multi-cultural

community.

ABOUT THE POSITION: Upon appointment, participates in a six (6) to eight (8) week City of Downey Fire Fighting Training Program involving field instruction. In a non-safety training capacity and under close supervision, learns to perform firefighting duties used in the suppression of structural, aircraft, wild-land and other types of fires; participates in training as an Emergency Medical Technician I/Fire Service; learns to perform routine fire prevention activities; and, learns other duties as required. In a safety capacity, responds to emergency or non-emergency calls involving the suppression, extinguishment, and prevention of fires; protects life, property, and environment, including rescue and salvage operations and mitigation of hazardous materials incidents; cleans, maintains and repairs fire station property and environment; trains and drills for emergency preparedness; logs calls and training data into computer; cooperatively communicates and works with co-workers, supervisors, and the public; and performs related duties as required.

TESTING INFORMATION:

Candidates interested in this position must first complete testing for the position of Firefighter through National Testing Network, Inc. and have their scores sent to the City of Downey Human Resources Department for consideration by the ***closing deadline of October 17, 2014, at 5:30pm.*** To fill out an application and schedule a test, go to www.nationaltestingnetwork.com, select Fire and sign up for the Downey Fire Department.

What to expect at the www.nationaltestingnetwork.com website:

- Completion of the testing application process
- Review all information related to the Downey Fire Department Firefighter (Paramedic Assignment) position, including minimum requirements, salary and benefits.
- Detailed information about the testing process for the entry level test.
- Opportunity to take online practice tests at www.fireteamtest.com.
- Schedule your own convenient test time. Tests are offered multiple times a week, including Saturdays.

- Take high quality job simulation tests in a standardized, fair testing environment.

Upon completion of the entry level exam, all candidate scores are automatically forwarded to the City of Downey Human Resources Department. Candidates who attain a passing score on the entry level exam will be invited to continue in the recruitment process and submit an official City of Downey employment application. The City of Downey will contact these candidates directly by email and will invite them to submit an official application and continue to participate in other stages of the department selection process.

National Testing Network is a service provided to conduct entry level testing in a standardized, professional environment. National Testing Network does not replace the Downey Fire Department's responsibility and decision making in the testing process. All candidate results are provided to Downey Fire Department where the final decisions are made.

EXAMPLES OF ESSENTIAL FUNCTIONS

The following examples are intended to describe the general nature and level of work performed by persons assigned to each classification.

- Participates in the City of Downey Fire Fighting Training Program involving field instruction.
- Responds as a team member on an assigned fire company for emergency rescue and non-emergency operations;
- Performs standard firefighting procedures in laying hose, setting ladders and performing rescue, ventilation, salvage and cleanup work;
- Participates in all phases of fire department activities including fire suppression activities, use and operation of special equipment, safety, hazardous materials abatement, physical fitness, medical aid response and fire prevention;
- Performs routine in-station activities such as station housekeeping, equipment cleaning and routine maintenance; performs apparatus inventory and maintenance.
- Responds to major alarms off duty when called and may be ordered to duty based on emergency needs.

QUALIFICATIONS

A combination of education, training, and work experience to demonstrate

possession of the knowledge, skills, and abilities to successfully perform in the position. Typical minimum qualifications are as follows:

Education: High school graduate or equivalent

Age: Must be at least 18 years old.

Fire Academy Status: Must meet at least one (1) of the following:

- Graduation from a California State Board of Fire Services accredited Basic Fire Academy, OR
- Currently enrolled in California State Board of Fire Services accredited Basic Fire Academy AND graduate prior to date of hire.

License/Certification:

- Valid California Emergency Medical Technician (EMT). Certification as an EMT-Paramedic is highly desirable.
- Out-of-state candidates must provide a valid state issued EMT or EMT-P Certification.
- Valid California Class C driver's license by time of appointment with an acceptable driving record.

Ability to: Perform physically demanding work for potentially extended periods of time under difficult, dangerous and stressful conditions; apply technical knowledge in a critical, time-sensitive manner; learn to effectively enforce a variety of life safety and fire prevention codes; represent the Downey Fire Department and the City of Downey in a courteous, professional manner so as to not discredit or bring disrepute to the Department or City; communicate clearly and concisely, both orally and in writing; understand and follow posted work rules and procedures; establish and maintain cooperative working relationships.

Knowledge of: Modern firefighting methods, techniques, and procedures; fire science; first aid and Cardiopulmonary Resuscitation techniques; safety precautions and regulations; various firefighting rescue and emergency equipment and tools.

ADDITIONAL INFORMATION

Probationary Period: Upon appointment, Firefighters are subject to an eighteen (18) month probationary period.

Non-Smoking Policy: The Downey Fire Department ***prohibits*** safety employees from the use of tobacco products either on or off the job. New hires must sign an acknowledgement of this policy prior to appointment.

California Department of Motor Vehicle (DMV) Pull Notice System: An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of Downey.

Physical Tasks and Environmental Conditions: Work is performed indoors and outdoors in a variety of locations to include on-site work at calls and incidents, in a City vehicle and in the Fire Stations. When working outdoors, may be exposed to the elements; may work under damp or dry conditions; crouch, sit, stand, walk, bend, reach, twist, grasp, drag, lift, and carry items; may be exposed to dust, chemicals, solvents, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration and noise; meet the physical requirements of the class and have mobility, vision (including ability to distinguish colors), hearing, speaking, sense of smell, and dexterity levels that include the use of both hands and legs appropriate to the duties to be performed; and work irregular hours. May administer first aid and in an emergency, pushing, pulling, dragging, and moving individuals and/or others weighing 150 pounds or more. May be exposed to blood or other bodily fluids or communicable diseases.

APPLICATION PROCESS

All interested applicants must first complete the Firefighter Entry Level written examination through National Testing Network and have their scores sent to the City of Downey Human Resources Department for consideration by the closing deadline of ***October 17, 2014, at 5:30pm. At this time, the Department is only pursuing candidates that are currently certified as Paramedics or currently enrolled in Paramedic school with graduation prior to the paramedic skills assessment portion of the recruitment process tentatively scheduled for the week of December 1st.*** The top scoring candidates (As detailed in Part I below) will then be invited (Via email) to submit an official City of Downey employment application for the position. Applications, along with the required corresponding supplemental

information and required documentation (As outlined below), will then be thoroughly reviewed and evaluated. All information supplied by applicants is subject to verification. Incomplete applications will be removed from further consideration.

Documentation Required: The following documentation must be provided by the application deadline which will be included in the email invitation to apply sent to candidates successful in the written examination. Documents may be electronically uploaded (preferred) to the on-line application record, or faxed to (562) 622-4648. **NOTE:** To ensure proper uploading of documents to on-line application record, it is best to reduce the file size of the electronic document before uploading.

- State of California Basic Fire Academy Certificate, OR
- Proof of current enrollment in a State of California Basic Fire Academy, including anticipated completion date.
- Valid state-issued EMT or EMT-P Certificate
- Current Los Angeles Area Fire Chiefs' or Orange County PAT/Biddle card, issued with proof of passing the PAT/Biddle test on or after October 17, 2013.

Failure to provide the required documentation will result in your application being removed from further consideration. Please DO NOT submit any additional documentation, other than those listed above.

TESTING PROCESS

Those applicants which meet the Paramedic standards and possess the qualifications listed above, will be invited to participate in the testing process as described below. **NOTE:** Please do NOT call for test dates as this information will be provided via email at a later date.

Part I - Written Exam Administered by National Testing Network (30% weight): Those applicants submitting a qualifying score (70% or better) on the math and reading sections of the written examination administered by National Testing Network may be eligible to submit an official City of Downey Employment Application. **NOTE:** *The City of Downey reserves the right to limit*

the number of candidates (other than those candidates with City of Downey work experience) to continue in the recruitment process based on higher scores achieved on the written examination. Candidates selected to continue in the process will be sent an email invitation to submit an official application and corresponding required documentation.

Part II - Application Review (Pass/Fail): All applications will be thoroughly reviewed as well as required documentation.

Part III - Oral Interview/Appraisal (70% Weight): This component will assess the candidate's knowledge, education, experience, and overall preparation to perform in the position. The Oral Interviews are tentatively scheduled for the week of November 10, 2014.

Part IV. Paramedic Skills Exam (Pass/Fail): Successful candidates will then be invited to the Paramedic Skills Assessment. The Paramedic Skills Assessment is tentatively scheduled for the week of December 1, 2014.

Eligibility List: The names of those candidates, who successfully complete the testing process (written examination and oral interview) with an overall combined weighted score of 70 percent or better, will be placed on an Eligibility List. Candidates will remain on the eligibility list for one year, unless exhausted sooner, for possible future consideration. At the department's request, the eligibility list may be extended up to an additional 12 months.

Chief's Interview: Candidates will be invited to an oral interview with the Fire Chief for final employment consideration.

Pre-Placement: Prior to an employment offer, a comprehensive background investigation that includes a polygraph exam and fingerprinting through the California Department of Justice must be completed with acceptable results. Upon a conditional offer of employment, a job related pre-placement medical exam, drug screening, and psychological assessment will be conducted and must be passed with acceptable results.

APPLICATION MATERIALS MUST BE SUBMITTED ONLINE AT:

<http://www.downeyca.org>

Downey Human Resources

11111 Brookshire Avenue

Job #13-061
FIREFIGHTER (PARAMEDIC ASSIGNMENT)
CC

Downey, CA 90241-7016

The provisions of this announcement do not constitute an express or implied contract. Any provision contained in this announcement may be modified or revoked without notice.

Firefighter (Paramedic Assignment) Supplemental Questionnaire

* 1. Do you possess a high school degree or GED equivalent?

Yes No

* 2. Are you currently 18 years of age or older?

Yes No

* 3. What is the current status of your Fire service training?

Graduated from a California State Board of Fire Services accredited Basic Fire Academy.

Currently enrolled in a California State Board of Fire Services accredited Basic Fire Academy AND will graduate prior to date of hire.

None of the above

4. If you answered "Currently enrolled..." to Question #3 above, what is your anticipated date of graduation?

* 5. What is the current status of your EMT certification?

I am currently certified as a California EMT.

I am currently certified as a California EMT-P.

I am currently certified as a EMT through another state.

I am currently certified as a EMT-P certified through another state.

I do not currently hold a valid EMT or EMT-P certification.

* 6. Have you ever worked for the City of Downey?

Yes No

7. If you answered "Yes" to Question #8 above, in what capacity did you work in the City of Downey?

Fire Explorer

Fire Auxiliary

- Fire Intern
- Ambulance Operator
- Other

8. If you answered "Other" to Question #9 above, in what capacity did you work? What were your dates of employment?

* 9. Have you taken the PAT/Biddle Physical Ability Test in LA or Orange County and PASSED with acceptable results?

- Yes, I passed the test on or after October 17, 2013
- Yes, I passed the test BEFORE October 17, 2013
- I have NEVER taken the PAT/Biddle Physical Ability Test in LA or Orange County

* 10. Proof of certification documents requested as part of your application must be provided no later than 5 business days from date of application. How will you be providing this documentation?

- Documents will be uploaded to my online application.
- I will be faxing the documents to the phone number provided on the job posting: (562)622-4648

11. If you need to explain any of your answers to the questions above, please do so in the space below. Be sure to identify the "Question number" you are addressing.

* 12. I have read the entire job flyer carefully, with special attention to the following sections: "Qualifications", "Application Process", and "Testing Process".

- Yes No

* Required Question