

May 3, 2006

For City Council Meeting
of May 13, 2006

**Approval of Revised Classification Specifications for
Firefighter and Firefighter/Paramedic**

Recommendation

Staff recommends approval of the class specifications for Firefighter and Firefighter/Paramedic.

Background

The classification specifications for Firefighter and Firefighter/Paramedic were last updated in 1990. Prior to conducting a recruitment and examination process to fill the two current vacancies the class specification has been reviewed and the following changes are proposed.

Analysis

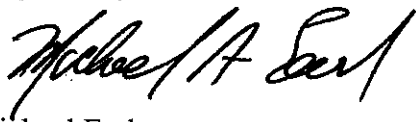
The specification for Firefighter/Paramedic includes only minor changes. First, the language is clarified regarding the work schedule. All incumbents in this classification are required to work shifts that include weekends and holidays. Language was also added to require an applicant to have completed Firefighter I training from a state approved fire academy. For some time, the City has not hired firefighters or firefighter/paramedics that had not graduated from a fire academy. As there has historically been great competition for employment in the fire services, most, if not all, candidates have completed such training. The duties of Firefighters and Firefighter/Paramedics in the Hermosa Beach Fire Department require this level of prior training in order for them to be successful. New employees also undergo an extensive structured training and evaluation program during their probationary period.

The classification specification for Firefighter includes the same changes as in the Firefighter/Paramedic specification with regard to the work schedule and education requirement. A significant change to the requirements is to make successful completion of a paramedic training program within 18 months of appointment as a condition of continued employment. Approximately eight to ten years ago the Fire Department determined that it would best be served if all Firefighters were also certified as Paramedics and has hired only at the Paramedic level since that time. The Fire Department would like to have the ability to hire at the Firefighter level and train them to become a paramedic. The establishment of this requirement in the Firefighter classification would allow some flexibility in the level of the position filled while maintaining the ultimate goal of having the Department staffed with a sufficient number of paramedics.

There are currently two Firefighter/Paramedic vacancies in the Department. It is anticipated that upon approval by the Civil Service Board and subsequently the City Council, staff will conduct a recruitment and examination process and establish an eligibility list from which to fill the current vacancies. As there are currently an adequate number of qualified candidates in the City's existing Fire Reserve Program. The process will be conducted as a promotional exam and available to current Fire Reserves.

These specifications were reviewed and approved by the Civil Service Board at their meeting of May 3, 2006.

Respectfully submitted:



Michael Earl
Personnel & Risk Management Director

Concur:



Stephen Burrell
City Manager

CITY OF HERMOSA BEACH
Class Specification

FIREFIGHTER

DEFINITION

Under general supervision, to fight fires and perform rescue work in responding to fire alarms and other emergency calls from the protection of lives and property; to participate in fire company inspections and other fire prevention activities, station maintenance and training activities; and to do related work as required.

EXAMPLES OF DUTIES

Responds to alarms with the fire company, connects and lays hose lines and enters burning buildings with these lines, assists in operating nozzles and directing a stream of water onto the fire; carries and operates various types of fire extinguishers; carries, raises, lowers, sets up and climbs ladders; makes forcible entry into buildings when necessary; ventilates buildings to drive out smoke and gases; performs salvage and overhauling operations; mops, sweeps, and cleans after fires to prevent water damage; washes, polishes and services fire apparatus; inspects and tests equipment carried on pumpers; assists in maintaining fire apparatus and equipment; assists in the maintenance of clean and orderly conditions in and about the fire station; administers first aid; tests, washes and hangs hose; checks hydrants; may assist in repairing fire hydrants, hose couplings and other minor equipment; stands regular floor watch detail and assists callers; studies City lay-out and water systems; participates in inspections of residential and commercial buildings for fire prevention and pre-fire planning purposes; participates in continuing training and instruction program by attendance at scheduled drills and classes and individual study of technical material; may relieve Fire Engineer in the operation of various fire equipment/apparatus as assigned. May be required to work shifts, weekends, and/or holidays.

QUALIFICATION GUIDELINES

Knowledge, Skills & Abilities: Knowledge of modern fire fighting prevention and suppression methods; technical fire fighting techniques; principles of hydraulics applied to fire suppression; use and maintenance of fire fighting equipment and apparatus; first aid.

Ability to operate fire fighting equipment and apparatus safely and effectively; learn department rules and regulations; read and understand technical firefighting material and rules and regulations concerned with fire fighting; understand and follow oral and written direction promptly and accurately; deal courteously and effectively with the general public; establish and maintain cooperative relationships with those contacted in the course of work; willingness to work at night and to report for duty in any emergency. Ability to work under strict discipline; analyze situations and adopt an effective course of

action, giving due regard to surrounding hazards and circumstances; demonstrate physical endurance and agility; work under adverse and dangerous conditions; meet medical (height, weight and physical) standards.

Ability to successfully complete a California State approved paramedic program and obtain a license as a paramedic with the State of California that meets Los Angeles County Department of Health Services requirements within eighteen (18) months of employment.

Education and Experience: Educational achievement equivalent to graduation from high school and completion of Firefighter I training and certification from a California State Fire Marshall approved fire academy. ~~College course in fire science desirable.~~

Licenses/Certificates: Possession of a current Emergency Medical Technician (EMT) I-A and CPR Card (Health Care Provider). Possession of a valid Class C California Driver's License with a safe driving record is required and must be maintained as ~~valid~~ during the course of employment and a current California Ambulance Driver's License. Must qualify for and obtain a Class B California Driver's License within twelve (12) months of appointment and maintain license during course of employment. Possession of current certification with Los Angeles County as a Paramedic obtained within eighteen (18) months of employment is required.

Special Condition: An applicant who was not a sworn fire employee of the City of Hermosa Beach prior to January 1, 1986, shall be disqualified from further employment consideration if said applicant has smoked tobacco within one year immediately preceding the date of the applicant's selection interview with the Director of Public Safety. Upon appointment, a new employee (~~after July 1, 1986~~) shall sign a statement affirming that, as a condition of continued employment, he/she will refrain from smoking tobacco.

Approved by the Civil Service Board: 09-17-90

Approved by the City Council: 09-25-90

CITY OF HERMOSA BEACH
Class Specification

FIREFIGHTER/PARAMEDIC

DEFINITION

Under general supervision, to fight fires and perform rescue work and serve as paramedic in responding to fire alarms and other emergency calls for the protection of lives and property; to participate in fire company inspections and prevention, station maintenance, training and paramedic recertification activities; and to do related work as required.

EXAMPLES OF DUTIES

Responds to fire alarms with the fire company and serves as paramedic in operating advanced equipment for rescue and life saving activities, connects and lays hose lines and enters burning buildings with these lines; assists in operating nozzles and directing a stream of water onto the fire; carries and operates various types of fire extinguishers; raise, lowers and climbs ladders; makes forcible entry into buildings when necessary; ventilates buildings to drive out smoke and gases; performs salvage and overhauling operations; may drive or operate a piece of auxiliary equipment; inspects and tests equipment carried on pumpers; cleans and services firefighting equipment; assists in the maintenance of clean and orderly conditions in and about the fire station; participates in inspections of residential and commercial buildings for fire prevention and pre-fire planning purposes; attends and participates in special drills and other training and recertification activities; relieves Fire Engineer in the operation of various fire equipment/apparatus as assigned. ~~May be R~~required to work shifts, weekends, and/or holidays.

QUALIFICATION GUIDELINES

Knowledge, Skills & Abilities: Ability to renew paramedic certification as required by Los Angeles County and Department Rules; read and understand technical firefighting material and rules and regulations concerned with firefighting; understand and follow oral and written directions promptly and accurately; deal courteously and effectively with the general public; establish and maintain cooperative relationships with those contacted in the course of work; willingness to work at night and to report for duty in any emergency. Willingness to work under strict discipline. Ability to analyze situations and adopt an effective course of action, giving due regard to surrounding hazards and circumstances; demonstrate physical endurance and agility; work under adverse and dangerous conditions; meet medical (height, weight and physical) standards.

Education and Experience: Educational achievement equivalent to graduation from high school and completion of Firefighter I training and certification from a California State Fire Marshall approved fire academy. ~~College course in fire science desirable.~~

Must have one (1) year experience with a paramedic provider agency at time of application.

Licenses/Certificates: Possession of a valid Class C California Driver's License with a safe driving record is required and must be maintained as valid during the course of employment. Must qualify for and obtain a Class B California Driver's License within twelve (12) months of appointment and maintain license during course of employment. Possession of current certification with Los Angeles County as a Paramedic is required.

Special Condition: An applicant who was not a sworn fire employee of the City of Hermosa Beach prior to January 1, 1986, shall be disqualified from further employment consideration if said applicant has smoked tobacco within one year immediately preceding the date of the applicant's selection interview with the Director of Public Safety. Upon appointment, a new employee (after July 1, 1986) shall sign a statement affirming that, as a condition of continued employment, he/she will refrain from smoking tobacco.

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