



City of Gonzales

FIRE LIEUTENANT

DEFINITION

To drive and operate a variety of Fire Department vehicles and other specialized equipment in emergency situations; to respond to fire alarms, emergency calls and take appropriate action in the protection of life and property; to operate and maintain fire fighting apparatus, equipment and stations; to participate in fire inspections, investigations, and/or public education events as assigned; to oversee and train less experienced, subordinate, and/or volunteer firefighters as assigned; and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS

This job class is the full journey level within the firefighting classifications. Incumbents in this classification receive only occasional instruction or assistance as new or unusual situations arise and are fully competent and knowledgeable of the operating procedures and policies within the Fire Division of the Public Safety Department. Incumbents in this job class are expected to be cross trained and fully functional in all areas of an assigned public works' divisional activities and assignments. Incumbents may provide training and direction to temporary and/or subordinate staff on a project by project basis and as assigned.

SUPERVISION RECEIVED and EXERCISED

Employees in this classification receive general supervision from a Fire Captain within a framework of established policies and standard operating procedures.

Employees in this classification may provide technical and functional supervision to subordinate personnel and/or volunteers on a project-by-project basis and as assigned.

EXAMPLES OF DUTIES

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

- Drives and operates various fire vehicles and apparatus in response to alarms and emergency situations; oversees and/or participates in the operations of pumps and aerial ladder apparatus during fire suppression activities; regulates water pressure through hose lines to ensure maximum effectiveness within safety guidelines.
- Responds to, oversees, and/or performs manual to skilled tasks at the scene of emergency calls including fire, medical assistance, rescues, hazardous materials incidents, public assistance and service.
- Oversees, directs, and participates in firefighting response activities to include laying and connecting hose, holding nozzles and directing water streams, raining and climbing ladders.
- Operates all types of firefighting apparatus and equipment such as portable fire extinguishers, self contained breathing apparatus, pike poles, hand lines, smoke ejectors, salvage covers, forcible entry tools, and other rescue equipment.
- Controls or assists others in controlling traffic and/or people during emergency operations/situations.

- Participates as a member of the Firefighting Division in conducting residential, commercial and industrial inspections to cover and eliminate potential fire hazards and to gain compliance with applicable federal, state and local laws, codes and ordinances.
- Participates in company drills, may serve as drill instructor as assigned; attends approved training sessions such as firefighting techniques, emergency rescue/medical care, and the proper use of designated equipment and related firefighting tools.
- Maintains, inspects and performs routine servicing and minor repairs to fire stations and grounds, emergency and support vehicles, apparatus, and equipment; participates in the testing of hoses and other fire apparatus.
- Performs various support functions including maintaining logs, completing forms and reports, and maintaining records in assigned manual and computerized software packages.
- May assist in the investigation of fire causes and the preservation of evidence when a fire of a suspicious origin; prepares related reports and may testify in court as to the findings of the investigation as assigned.
- Studies current firefighting methods, techniques, and related educational material to gain and maintain required and desirable knowledge and skill sets.
- Performs other related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Standard and accepted firefighting operations such as rescue techniques, radio communications, Incident Command System, firefighting apparatus and equipment, fire behavior, hazardous materials and water systems.
- Applicable federal, state and local laws, regulations, codes and ordinances related to fire fighting and prevention.
- Standard and accepted procedures for driving, operating, maintaining and servicing firefighting vehicles, apparatus, and equipment.
- Standard and accepted traffic and accident bystander control and related safety techniques.
- Location and configuration of the City's streets, landmarks, public areas, community facilities, and schools.
- Standard and accepted Incident Management Procedures such as ICS, SEMS, and NIMS.
- Standard and accepted hazardous material scene incident scene management and mitigation methods and techniques.
- Standard and accepted emergency medical policies and procedures approved for use in Monterey County.
- Basic supervisory procedures and practices.
- Basic office systems and computer software packages.
- Standard and accepted safety practices and procedures.
- Standard and accepted English usage, grammar, and spelling.

Skill to:

- Learn the City and departmental/divisional organizational structure, ordinances, policies, and procedures.
- Understand, interpret, and carry out a variety of both oral and written instructions in an independent manner.
- Communicate with a variety of diverse individuals and groups in a positive, persuasive, and effective manner.
- Utilize a computer and designated software at a level sufficient for successful job performance.

- Operate, service and perform preventive maintenance and repair on a variety of firefighting vehicles, equipment and apparatus in a safe and effective manner.
- Identify and analyze various fire and emergency situations to respond with an effective course of action in a timely and appropriate manner.
- Read, understand, and interpret a variety of manuals, blueprints, and schematics accurately.
- Perform accurate mathematical calculations including addition, subtraction, multiplication, and division.
- Prioritize and schedule work load in a timely and effective manner for self and others.
- Establish and maintain a variety of documentation, records and logs.
- Prepare a variety of administrative documentation, forms, and reports.
- Provide courteous and positive community relations and public education outreach.
- Perform assigned duties to include heavy lifting and sporadic but strenuous physical endeavors in a safe and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

LICENSES AND CERTIFICATES

- Possession of State of California Firefighter 1 Certification.
- Possession of a valid California Driver's License with a Firefighter Endorsement.
- Possession of a safe driving record per the City's driving standards policy.
- Possession of and ability to maintain a valid First Responder Medical or Emergency Medical Technician certificate.
- Possession of and ability to maintain a valid and appropriate Hazardous Material Operations certificate per the California Specialized Training Institute guidelines.
- Possession of and ability to maintain a valid cardiopulmonary resuscitation and automatic external defibrillation certificate.

TRAINING AND EXPERIENCE

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

Training

The equivalent to high school graduation supplemented with the successful completion of twelve (12) semester college units in fire suppression coursework.

Experience

At least three (3) years of permanent full-time municipal firefighting experience or at least two (2) years of work experience as a Firefighter with the City of Gonzales.

TYPICAL PHYSICAL REQUIREMENTS

Physical and mental ability to successfully pass department approved medical examinations as required to obtain job related certifications and licensures as well as a physical agility test annually. Lift up to 100 lbs. for less than one minute and carry up to a 60 lb. load for up to 200 feet within a two-minute time frame. Carry, and raise a single-section ladder. Carry, connect, disconnect, and operate heavy rescue tools. Wear department issued personal protective equipment continuously for extended periods of time including a self-contained breathing apparatus for at least 20 minutes. Ability to work in tight spaces, stand for prolonged periods of time and walk on uneven ground. Required to use hands and fingers to operate a variety of objects, tools, equipment, vehicles, and other motorized equipment; stand, climb, stoop, kneel, crawl, bend, walk, reach, and crouch; talk and hear clearly and concisely to

communicate Employee's vision requirements for the performance of required duties include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TYPICAL WORKING CONDITIONS

Employee performs many assigned duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures, working in cramped spaces, in traffic, and in smoke and burning structures. Exposure to electrical, mechanical, and/or chemical hazards. Required to work in harsh and dangerous environments for extended periods of time.

SPECIAL REQUIREMENTS

Required to work twenty-four hour shifts without relief on a regular basis. Must maintain primary residence within a thirty minute maximum response time of any Gonzales fire station for reasonable emergency call back within six months of employment. Must maintain communications capability for reasonable emergency call back response.

SALARY AND BENEFITS

SALARY RANGE: \$5,156 – \$7,016/month.

HEALTH INSURANCE: The City shall pay 100% of the cost of health insurance premiums for an employee's medical, vision and dental coverage, and contributes toward dependent coverage.

RETIREMENT: **Public Safety - Classic** employees will be enrolled in the 2% @ 55 CalPERS formula and will contribute 100% of the employee's contribution on a pre-tax basis. An employee is vested after 5 years of CalPERS participation. The City also participates in Social Security.

Public Safety - PEPPRA employees will be enrolled in the 2% @ 57 CalPERS formula and will contribute 100% of the employee's contribution on a pre-tax basis. An employee is vested after 5 years of CalPERS participation. The City also participates in Social Security.

HOLIDAY LEAVE: Thirteen (13) days per year.

VACATION LEAVE: Vacation Leave is accrued as follows:

1. Six and two-thirds (6 2/3) hours per month for **less than three (3) years** of service.
2. Ten (10) hours per month for **three (3) to ten (10) years** of service.
3. Eleven and two-thirds (11 2/3) hours per month for **ten (10) to fifteen (15) years** of service.
4. Thirteen and one-third (13 1/3) hours per month for **fifteen (15) or more years** of service.

SICK LEAVE: Eight (8) hours per month.

LIFE INSURANCE: The City pays 100% of the current Life Insurance Policy.

LONG TERM DISABILITY:

The current policy provides 60% of pre-disability earnings, reduced by deductible income after a ninety-day waiting period. The City does not provide short-term State Disability Insurance.

APPLICATION/SELECTION PROCEDURE AND DEADLINE

All applicants must complete and file a City of Gonzales application. A resume may be submitted with the application, but cannot take the place of the application. **Position open until filled.** Applications may be mailed to the Personnel Department, City of Gonzales, P.O. Box 647, Gonzales, CA 93926. If delivered in person, applications may be received at Gonzales City Hall, 147 Fourth Street, Gonzales, CA. Written applications will be screened, and the most qualified applicants will be invited for interviews.

If you have a disability which may require an accommodation in the selection procedures outlined above, please notify the City Clerk in writing by the filing deadline date.

The City of Gonzales is an Equal Opportunity Employer.



City of Gonzales

www.gonzalesca.gov

OFFICE USE ONLY
DATE RECEIVED

P.O. Box 647 * 147 Fourth Street, Gonzales, CA 93926

☎ (831) 675-5000 ☎ (831) 675-2644

EMPLOYMENT APPLICATION

Please print in ink

Date	Social Security Number	Home Phone # () ()	Cell Phone # () ()
Name (First)	(Middle)	(Last)	California Driver's License No.
Mailing Address		City	State Zip
Type of Work or Position Applying for 1.	2.	Full Time ____ Part Time ____	Permanent ____ Temporary ____
Are you between the ages of 18 and 70? Yes__ No__	If hired, can you furnish proof of age? Yes__ No__	If you are not a U.S. Citizen, Do you have the legal right to remain and work permanently in the U.S.? Yes__ No__	Do you have permission to work Temporarily? Yes__ No__
Have you ever been employed by the City? Yes__ No__	Dates employed Department Position	Do you have a relative employed by the City? Yes__ No__	Name Department Position
Referred by	Day Phone #	Evening Phone #	

ANSWER THESE QUESTIONS IF ANY POSITIONS FOR WHICH YOU ARE APPLYING REQUIRE PROFICIENCY IN THE FOLLOWING

Language(s) Written	Other Skills or Special Training You Have or Machines You Operate
Language(s) Read	
Words Per Minute	Computer Programs

EDUCATION

Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12	College 1 2 3 4	Graduate 1 2 3	List below only the schools you have attended at the high school level and beyond. Include technical, military, professional, college, or university.				
Name of School	Location	From Mo/Yr	To Mo/Yr	Units Completed	Degree or Diploma	Major	

EXTRACURRICULAR ACTIVITIES (you may exclude any names of organizations which may reveal your race, religion, national origin or ancestry)	HONORS RECEIVED

If you are applying for a position in a scientific, technical, professional or administrative field, list by descriptive title (not course number) the courses in your major field and all related courses you have taken at the college level. Indicate lower division courses you have taken at the college level. Indicate lower division courses with "I" upper with "U" and graduate with "C" units and final grade.

Subject	Lower, Upper or Graduate	Units	Grade	Are You Attending School Now? Yes__ No__ Where? _____ What Hours? _____ Course of Study? _____ Do You Plan Further Educational Study? Yes__ No__ What Field? _____

Certificates and licenses (give state, number and expiration date) and membership in professional societies.

Community activities, special interests: (you may exclude names of organizations, which may reveal your race, religion, national origin or ancestry)

Other Pertinent Qualifications:

EMPLOYMENT RECORD

List your present or most recent employer FIRST and include U.S. Armed Forces experience and major volunteer experience; account for all time during at least the past ten years, including periods of unemployment. You may exclude names of organizations, which may reveal your race, color, religion, national origin or ancestry. If more space is required, attach a separate sheet to this form.

EMPLOYER Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
From: <i>Month</i> <i>Year</i>	To: <i>Month</i> <i>Year</i>	Total # of Months/Years	Hours worked per week	
Type of Business		Name of your supervisor	Phone Number	May we contact your current employer?
EMPLOYER Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
From: <i>Month</i> <i>Year</i>	To: <i>Month</i> <i>Year</i>	Total # of Months/Years	Hours worked per week	
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Type of Business		Name of your supervisor	Phone Number	May we contact your current employer?

MILITARY SERVICE

Service Dates	Branch	Highest Grade/Rank	Type of Discharge
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The City is an affirmative action/equal opportunity employer

I certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that any falsification of this record may be considered cause for termination.

Applicant's Signature