

CITY OF ARCADIA

Human Resources Commission Regular Meeting Agenda



Thursday, May 13, 2021, 5:30 p.m.

Location: Teleconference

COVID-19

As part of the City of Arcadia's COVID-19 transmission mitigation efforts, this meeting of the Arcadia Human Resources Commission will be conducted and is closed to the public. Per the Brown Act, the public will still be provided the ability to make public comments. For members of the public who would like to participate virtually, the meeting will be held via teleconference.

A conference line has been established to enable the public to observe the meeting via teleconference. However, public comment will only be accepted via email.

Conference Line: (669) 900-6833
Meeting ID: 685 363 8832
Password: 455884

How to Submit Public Comment:

Please submit your comments via email to HR@arcadiaca.gov. Comments must be received at least 30 minutes prior to the posted meeting time. Your email must be 300 words or less. Please contact the Human Resources division at 626-574-5405 for more information.

新型冠状病毒 (COVID-19)

作为阿卡迪亚市减轻新型冠状病毒传播工作的一项内容，将召开本次阿卡迪亚市人力资源委员会会议，会议不对公众开放。根据《布朗法案》，仍将向公众提供发表评论意见的机会。对于希望以虚拟形式参加会议的公众，会议将通过电话会议形式召开。

设立了一条会议专线，允许公众通过电话会议的方式旁听会议。但仅限通过电子邮件接受公众评论意见。

会议专线: (669) 900-6833
会议代码: 986 7747 4185
密码: 455884

如何提交公众评论意见:

请将您的评论意见通过电子邮件发送至: HR@arcadiaca.gov。必须在公布的会议时间前至少提前 30 分钟提交评论意见。您的电子邮件不得超过 300 个英文单词。详情请电洽人力资源部，电话号码 626-574-5405。

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the Administrative Services Department at (626) 574-5405. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

根据《美国残障人法案》的规定，需要提供残障相关调整或便利设施才能参加会议的残障人士（包括辅助器材或服务），可向行政管理服务部请求获得此类调整或便利设施，电话号码 (626) 574-5405 请在会前 48 小时通知行政管理服务部，以便作出合理安排，确保顺利参加会议。

Pursuant to the City of Arcadia's Language Access Services Policy, limited-English proficient speakers who require translation services in order to participate in a meeting may request the use of a volunteer or professional translator by contacting the City Clerk's Office at (626) 574-5455 at least 72 hours prior to the meeting.

根据阿凯迪亚市的语言便利服务政策，英语能力有限并需要翻译服务才能参加会议的人可与市书记官办公室联系（电话：626-574-5455），请求提供志愿或专业翻译服务，请至少在会前 72 小时提出请求。

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL:

Ching Chia (Thomas) Tseng, Chairperson/Commission Member
Kaitlyn Jeong, Chairperson Pro Tem/Commission Member
Lula Eskander, Commission Member
John McMahon, Commission Member
Michael Rock, Commission Member

SUPPLEMENTAL INFORMATION FROM STAFF REGARDING AGENDA ITEMS

PUBLIC COMMENTS (300 word limit per person)

Any individual wishing to speak before the Human Resources Commission is limited to five (5) minutes per person, unless waived by the Human Resources Commission. Under the Brown Act, the Human Resources Commission is prohibited from discussing or taking action on any item not listed on the posted agenda. The matter may automatically be referred to staff for appropriate response or action or may be placed on the agenda of a future meeting.

REPORTS FROM HUMAN RESOURCES COMMISSION MEMBERS

REPORTS FROM CITY COUNCIL LIAISON

1. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the Commission, staff, or the public request that a specific item be removed from the Consent Calendar for separate discussion and action.

- a. Approve the Special Meeting Minutes from April 15, 2021.
Recommended Action: Approve

2. REGULAR ITEMS

- a. Recommendation to Approve new Classification Specification for Library Assistant and place as a part of the flexible staffing positions.
Recommended Action: Approve
- b. Recommendation to Approve the revised Classification Specifications for the following Fire Department positions: Fire Chief, Deputy Fire Chief, Fire Battalion Chief, Fire Captain, Fire Engineer, Fire Paramedic, Firefighter, Fire Marshal and Fire Inspector.
Recommended Action: Approve

ADJOURNMENT

The Human Resources Commission will adjourn this meeting to June 10, 2021, 5:30 p.m. via Teleconference.

**HUMAN RESOURCES COMMISSION
SPECIAL MEETING MINUTES
THURSDAY, APRIL 15, 2021**

CALL TO ORDER – Chairperson Tseng called the Regular Meeting to order at 5:31 p.m. via Zoom teleconference.

PLEDGE OF ALLEGIANCE – Chairperson Thomas Tseng

ROLL CALL OF HUMAN RESOURCES COMMISSION MEMBERS

PRESENT: Commissioners Jeong, McMahon, Rock, and Tseng

ABSENT: Commission Member Eskander

SUPPLEMENTAL INFORMATION FROM STAFF REGARDING AGENDA ITEMS – None

PUBLIC COMMENTS – None

REPORTS FROM HUMAN RESOURCES COMMISSION MEMBERS – None

REPORTS FROM CITY COUNCIL LIAISON – Mayor Pro Tem Sho Tay reminded everyone that next Tuesday at 7:00 p.m. would be the City Council reorganization.

1. CONSENT CALENDAR

- a. Approve the Regular Meeting Minutes of January 14, 2021.
Recommended Action: Approve

AYES: Commissioners Jeong, McMahon, Rock, and Tseng

NOES: None

ABSENT: Commissioner Eskander

2. REGULAR ITEMS

- a. Recommendation to extend eligibility list No. 20-01 for the position of Fire Battalion Chief.
Recommended Action: Approve

Battalion Chief Tom Devlin presented the report to extend the Fire Battalion Chief eligibility list. There were two qualified candidates on the list, one was promoted and there is one remaining candidate on the list. Due to a possibility of movement within the Department, the Fire Department is recommending and requesting the list be extended in order to fill the vacancy immediately if the need arises.

Commissioner Rock asked if this gives the Department the ability to put an employee in in an acting assignment. Chief Devlin affirmed, and added this would allow the Department to fill the position immediately with a well vetted, well qualified candidate.

Chairperson Tseng asked how many Battalion Chiefs there are now. Chief Devlin answered 3. Tseng noted that one vacancy was filled, and one qualified candidate remains on the list for future vacancies. Since September is not that far, is someone planning to retire? Chief Devlin said there is a possibility.

Human Resources Administrator Shama Curian noted it's an internal recruitment and if there is a possible retirement or an employee leaves we want the ability to promote an employee quickly.

Chairperson Tseng asked if we extended the list will it only be that person on the list, or will we be able to add to it? Human Resources Administrator Shama Curian responded it is only one person. The two on the list were the only qualified employees at the time the list was completed and that is till the case.

It was moved by Commissioner Rock, seconded by McMahon and carried on roll call to extend eligibility list No. 20-01 for the position of Fire Battalion Chief.

Roll Call: AYES: Commissioners Jeong, McMahon, Rock, and Tseng

NOES: None

ABSENT: Commissioner Eskander

ADJOURNMENT

Chairperson Tseng adjourned the meeting at 5:44 p.m. to Thursday, May 13, 2021, at 5:30 p.m. via virtual teleconference.

Thomas Tseng
Chairperson

By: _____
Shama Curian
Human Resources Administrator



STAFF REPORT

Administrative Services Department

DATE: May 13, 2021

TO: Human Resources Commission

FROM: Darlene Bradley, Director of Library and Museum Services

SUBJECT: RECOMMENDATION TO APPROVE NEW CLASSIFICATION SPECIFICATION FOR LIBRARY ASSISTANT AND PLACE AS A PART OF THE FLEXIBLE STAFFING POSITIONS
Recommendation: Approve

SUMMARY

The Department of Library and Museum Services would like to add an entry level position that would be part of a flexible staffing series (Library Technician) to better fit the Department's needs. The Library Assistant position will give current part-time employees (and outside candidates) who may not quite be at the Technician level yet, an opportunity to gain higher level experience and the possibility of moving to a Technician level within 1-2 years, depending upon their success in this position. As the Library Assistant position is the entry level classification in this series, changes were made to the Technician I/II and Senior Library Technician class specifications to distinguish characteristics, minimum qualifications, and to clarify that these positions may be assigned to any division of the Library at any time.

DISCUSSION

The Library and Museum Services Department is proposing to add a new classification specification to the Library Technician series by adding the creation of a new entry level Library Assistant position. This would become part of a flexible staffing Library Technician series to better fit the Department needs. The primary function of this new classification will be to provide an entry level position for applicants that show strong promise to succeed in this series but lack overall customer service experience. Currently, the requirements to move from an Aide to a Technician leaves many in-house Aide candidates not successful in the recruitment process, especially when competing with candidates from the outside, even with in-house, cross-training opportunities. A candidate that has less customer service experience, would still be competitive at this new level, and be able to gain valuable customer service experience in this position. This would then allow a successful employee to work up through the series with training, experience, more complex job duties over time, and good reviews. In addition,

RECOMMENDATION TO APPROVE NEW CLASSIFICATION SPECIFICATION FOR LIBRARY ASSISTANT AND PLACE AS A PART OF THE FLEXIBLE STAFFING POSITIONS

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the Senior Library Technician position would be added in at the top range of this series, already long established within the Department.

Library Assistant

Duties for a Library Assistant typically perform general and varied clerical duties and may perform some technical tasks in a front-line location and assist the public with informational needs for various resources and materials. This position would also regularly assist librarians and other staff with routine library operations services, as assigned. The Library Assistant position is supervised while in progress, is completed within established policies and procedures, and does not require independent judgement in decision making. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience. Some typical duties, under guidance and training, would include answering directional questions on public desks, assisting the public with basic technology and computer-related questions, processing fines and fees and/or library card applications, processing materials, and/or assisting with programming.

The minimum qualification is one year of some customer service experience. Working in a library would be desirable, though not required. In addition, the equivalent to the completion of the twelfth grade and the ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and lift, carry, push, and pull 20-30 lbs. is also required.

Salary range 42 (\$18.74/hr.)

Library Technician I

Duties for a Library Technician I/II are distinguished from a Library Assistant position as an advanced skill level in the Library Technician class series. Library Technicians perform most of the duties required at the Library Technician II level but are not expected to function at the same skill level, and usually exercise less independent discretion and judgement in matters related to work procedures and methods. Initially under closer supervision, incumbents learn to perform functions within established policies and procedures and as experience is gained, there is greater independence of action within established policies and procedures. Incumbents may assist in the training of less experienced staff and/or volunteers. Positions in this class are flexibly staffed and may be filled by advancement from the Library Assistant level with at least two years of experience and in accordance with the flexible staffing procedures in the Personnel Rules & Regulations. Minimum qualifications include any combination of education and experience that would provide the required knowledge, skills, and abilities and/ at least two years' experience performing advanced clerical and technical duties in a library.

Salary range 46 (\$20.68/hr.)

RECOMMENDATION TO APPROVE NEW CLASSIFICATION SPECIFICATION FOR LIBRARY ASSISTANT AND PLACE AS A PART OF THE FLEXIBLE STAFFING POSITIONS

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Library Technician II

This is a full journey level in the Library Technician class series. Positions at this level are distinguished from the Library Technician I level by the performance of the full range of duties as assigned, working independently, and exercising judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and filled by advancement from the Library Technician I level with three years of experience and in accordance with the flexible staffing procedures in the Personnel Rules & Regulations. Minimum qualifications would include any combination of education and experience that would provide the required knowledge, skills, and abilities and three years of library experience at a Library Technician I level or equivalent position.

Salary range 48 (\$21.73)

Senior Library Technician

This is the advanced journey level in the Library Technician class series. Positions at this level are distinguished from the Library Technician II level by performing the more complex and difficult clerical/technical work and may exercise technical and functional supervision over lower level staff and/or volunteers; have direct oversight of significant library work areas and/or work groups, and are held accountable for meeting organizational, strategic, and performance goals related to the areas or groups assigned. Positions in this class may work within all divisions of the library and may be rotated according to the needs of the Department. The Senior Library Technician may be flexibly staffed and filled by advancement from the Library Technician II level with at least four years of experience and in accordance with the flexible staffing procedures in the Personnel Rules & Regulations. Minimum qualifications would include any combination of education and experience that would provide the required knowledge, skills, and abilities and four years of increasingly responsible technical and clerical library experience at a Library Technician II level or equivalent position.

Salary range 52 (\$23.98)

FISCAL IMPACT

This new classification specification will have a small fiscal impact over time and funding for the Library Technician series is already allotted in the Library's personnel budget. Based upon the results of a compensation study conducted by the Human Resources Division, staff is recommending to the City Council that the hourly wage rate be set at Range 42 (\$18.74/hr.). Staff surveyed nine comparative municipalities and determined Range 42 to be a reasonable rate for the distinction of work that the Library Assistant will be performing. The recommended hourly rate setting also took internal equity into consideration between the City's hourly rate for the lower level classification of Library

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LIBRARY ASSISTANT AND PLACE AS A PART OF THE FLEXIBLE STAFFING
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Aide I, (\$14), Library Passport Clerk (\$16.25), and the hourly rate for the higher-level para-professional classification of Library Technician I, moving to Range 46 (\$20.68/hr.), and Technician II, moving to Range 48 (\$21.73).

RECOMMENDATION

It is recommended that the Human Resource Commission approve the new classification specification for Library Assistant and the creation of a flexible staffing series to include the existing classification specifications of Library Technician I/II and Senior Library Technician in the Library and Museum Services Department.

Approved:



Dominic Lazzaretto
City Manager

Attachments – Classification Specification for Library Assistant, Library Technician I/II,
Senior Library Technician

CITY OF ARCADIA
LIBRARY ASSISTANT

DEFINITION

Under immediate supervision provides basic information to patrons and general customer service; performs a variety of clerical tasks in support of various library services and functions.

DISTINGUISHING CHARACTERISTICS

The Library Assistant is the training, entry level in the Library Technician class series. Positions at this level typically perform general and varied clerical duties and may perform some technical tasks in a front-line location and assist patrons with information needs for various resources and materials. Incumbents also assist librarians and other staff with routine library operations services as assigned. Work is supervised while in progress and is completed within established policies and procedures and does not require independent judgment in decision making. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Depending on the assignment duties may include, but are not limited to:

Answers directional or basic reference questions; determines patron needs and assists patrons in locating books, periodicals and other print and non-print materials; instructs patrons on use of print, online and other library resources; searches for reserve requests, places materials on hold and prepares materials for transit; rotates periodicals as needed; accepts donated materials and prepares receipts; processes library materials.

Issues new or replacement cards for patrons; checks in/out library materials; retrieves materials placed on hold and pulls expired/lapsed holds; collects payments for services or fines and resolves basic patron account issues.

Collects data and information for library activity reports and statistics regarding circulation and reference services.

Provides basic technical support to patrons in the uses and operations of computers and other equipment.

Assists with library programs including book discussion groups, story hours, class visits and book talks; prepares displays; sets up audio/video equipment and craft supplies; may conduct teen or children's programs following established procedures.

Submits inter-library loan requests; retrieves and sends books to other libraries or places on hold shelf; monitors and follows up on overdue materials.

Assists with facility maintenance functions including turning on/off lights and computers, unlocking or locking doors and gates, reporting facility or security issues promptly and keeping library facility clean.

May be responsible for ordering library supplies.

Perform a variety of library clerical duties including designing and creating flyers, posters, and a wide variety of program support; types, sorts, duplicates, and files cards and other materials; maintains a variety of records.

Operate a variety of office machines including computers, typewriters, cash registers and copiers.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Public desk etiquette and customer service practices.

Basic filing procedures.

Basic mathematical principles.

English usage, spelling, grammar and punctuation.

City ordinances, codes, procedures and practices regarding Public Library services.

Operation of library equipment, library information systems and support tools, including personal computers, copiers and fax machines.

Skill to:

Operate modern office equipment including computer.

Type and enter data at a speed necessary for successful job performance.

Operate a variety of audio-visual and specialty equipment including projection system, poster printer, die-cut machine, label-maker, laminator, and specialty cutters.

Ability to:

Understand, interpret, explain and apply library rules, regulations and policies.

Provide basic collection maintenance support by collecting data and completing other record keeping tasks related to library collections.

Learn Dewey Decimal system.

Perform routine clerical library work with speed and accuracy.

Provide general assistance to patrons.

Process and shelve library materials.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

One year of customer service experience involving public contact. Experience working in a library is desirable.

Training:

Equivalent to the completion of the twelfth grade.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and lift, carry, push, and pull 20-30 lbs.

Effective Date: MONTH, 2021

CITY OF ARCADIA

LIBRARY TECHNICIAN I LIBRARY TECHNICIAN II

DEFINITION

Under immediate supervision (Library Technician I) or general supervision (Library Technician II) to perform a variety of clerical and technical work in support of the various library services and functions; assists in planning; and to provide general assistance to patrons.

DISTINGUISHING CHARACTERISTICS

Library Technician I--This is the ~~entry-advanced skill~~ level in the Library Technician class series. Positions at this level are distinguished from the Library Assistant level by usually performing most of the duties required of the positions at the Library Technician II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Initially under closer supervision, incumbents learn to perform functions within established policies and procedures. As experience is gained, there is greater independence of action within established policies and procedures. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Incumbents may assist in the training of less experienced staff and/or volunteers. Since this class is often used as a training class, employees may have only limited or no directly related work experience. Positions in this class are flexibly staffed and may be filled by advancement from the Library Assistant level with at least two years of experience and in accordance with the flexible staffing procedures in the Personnel Rules & Regulations.

Library Technician II--This is the full journey level in the Library Technician class series. -Positions at this level are distinguished from the Library Technician I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. -Positions at this level receive only occasional instruction or assistance as new or unusual situations arise; and are fully aware of the operating procedures and policies of the work unit. -Positions in this class are flexibly staffed and ~~positions at the Library Technician II level are normally~~ may be filled by advancement from the Library Technician I level with three years of experience and in accordance with the flexible staffing procedures in the Personnel Rules & Regulations ~~and successful performance reviews.~~

SUPERVISION EXERCISED

Library Technician I

Exercises no supervision.

Library Technician II

May exercise technical and functional supervision over less experienced staff or volunteers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Depending on the assignment duties may include, but are not limited to:

Staff any public service desk; assist the public in making the most effective use of the library including answering directional and basic informational questions; explain and demonstrate library policies, procedures and facilities to patrons.

~~Assist~~ Provides basic technical support to patrons ~~with-in~~ the operation of computers and other equipment.

Operate the circulation desk; register patrons for library cards; check materials in and out; retrieve and check-in library materials from exterior drop boxes; maintain statistics of library activity.

Compile overdue material lists; send notices; establish fines in accordance with Library practices; collect fines and charges for overdue and lost materials, postage, and accompanying paperwork, and requested materials from other libraries.

Process new books, magazines, paperbacks, and other materials; add new materials to the current computer database; print labels for spines.

Delete old, outdated, or damaged material from collection.

Prepare displays.

Assist patrons in locating materials in the library and placing reserves on materials.

Prepare books for repair or shipment for bindery.

Assist in designing, planning, and presenting a variety of age-appropriate specialty programs including literature presentations, storytimes, crafts, games, contests, and other activities.

Design and create flyers, posters, and a wide variety of program support materials.

Perform a variety of library clerical duties; type, sort, duplicate, and file cards and other materials; create and maintain a variety of records and reports.

Operate a variety of office machines including computers, typewriters, cash registers and copiers.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Library Technician I

Knowledge of:

Library rules, procedures and practices.

Basic filing procedures.

Basic mathematical principles.

English usage, spelling, grammar and punctuation.

Skill to:

Operate modern office equipment including computer.

Type and enter data at a speed ~~of 35 words per minute or at a speed~~ necessary for successful job performance.

Operate a variety of audio-visual and specialty equipment including projection system, poster printer, die-cut machine, label-maker, laminator, and specialty cutters.

Ability to:

Learn library services, procedures and functions.

Learn Dewey Decimal system.

Perform routine clerical library work with speed and accuracy.

Provide general assistance to patrons.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of education and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to achieve this is:

Experience:

Some experience working in a library is desirable. At least two years experience performing advanced clerical and technical duties in a library.

Training:

College level coursework in Library Science or a related field. Equivalent to the completion of the twelfth grade.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and lift, carry, push, and pull 20-30 lbs.

Library Technician II

In addition to the qualifications for Library Technician I:

Knowledge of:

Library services, procedures and functions.

Dewey Decimal system.

Ability to:

Interpret and explain library policies and procedures.

Accurately determine the nature of patron needs and requests.

Minimum Qualifications:

Any combination of education and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to achieve this is:

Experience:

Three years of library experience at a Library Technician I level or equivalent position ~~with consistent positive evaluations.~~

Training:

Graduation from an accredited two-year college with an Associate of Arts degree including six units of Library Science.~~Equivalent to the completion of the twelfth grade.~~

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and lift, carry, push, and pull 20-30 lbs.

Effective Date: January, 1999

Revised Date: June, 2010: MONTH, 2021

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CITY OF ARCADIA
SENIOR LIBRARY TECHNICIAN

DEFINITION

Under direction, to lead, oversee, and participate in the more complex and difficult work of staff responsible for providing clerical and technical duties for the library; to assist the public in the use of library equipment, facilities, materials, and services; to perform acquisitions functions including ordering materials ~~for both the adult and children's divisions~~; and to record and input Library materials into the automated Library catalog.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Library Technician class series. Positions at this level are distinguished from the Library Technician II level by performing the more complex and difficult clerical/technical work and may exercise technical and functional supervision over lower level staff and/or volunteers; have direct oversight of significant library work areas and/or work groups, and are held accountable for meeting organizational, strategic and performance goals related to the areas or groups assigned. Positions in this class may work within all divisions of the library and may be rotated according to the needs of the Department. The Senior Library Technician may be flexibly staffed and filled by advancement from the Library Technician II level with at least four years of experience and in accordance with the flexible staffing procedures in the Personnel Rules & Regulations.

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SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff and/or volunteers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Depending on the assignment duties may include, but are not limited to:

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Lead, plan, and review the work of staff responsible for providing clerical and technical duties in the ~~Circulation and Technical Services~~ assigned divisions.

Train assigned employees including in the areas of work methods, techniques, and the use and operation of equipment.

Assist the public in making the most effective use of the Library including answering directional questions; explain and demonstrate Library policies, procedures and facilities to patrons.

Operate a variety of office machines including computers, typewriters, and copiers.

When assigned to Circulation:

Operate the circulation desk; check materials in and out; retrieve and check-in Library materials from exterior drop boxes; maintain statistics of Library activity.

City of Arcadia

Senior Library Technician (continued)

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Compile overdue material lists; send notices; establish fines in accordance with Library practices; collect fines and charges for overdue and lost materials, postage, video, audio books, CD's, and CD-ROM's.

Receive and process reserve requests.

Answer questions and telephone inquiries from patrons regarding overdue books and renewal of Library materials.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

When assigned to Technical Services:

Establish and maintain files and records pertaining to acquisitions services.

Order Library materials for the Adult and Children's Divisions by placing electronic or direct orders.

Put MARC records into the Library catalog and transfer to computer disc for inputting into the Library's main computer system.

Conduct title searches for materials ordered in the Library catalog; verify title, author, and ISBN are correct.

Receive materials after orders have been placed; certify contents are correct; check Library catalog and packing lists; give to cataloger for further processing.

Pay invoices, process check requests and requisitions.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of lead supervision and training.

Operations, services, and activities of a Library program.

Operating characteristics of the microfilm reader and printer.

Modern office practices, methods, and computer equipment.

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Dewey Decimal system.

English usage, spelling, vocabulary, grammar, and punctuation.

Skill to:

Operate modern office equipment including computer equipment.

Type and enter data at a speed ~~of 35 words per minute and enter data at a speed~~ necessary for successful job performance.

Operate a variety of audio-visual and specialty equipment including projection system, poster printer, die-cut machine, label-maker, laminator, and specialty cutters.

Ability to:

Plan, organize, and review the work of part-time and temporary employees and volunteers in the area of work assigned.

Provide lead supervision and training to assigned staff.

Use computerized Library databases including the computer system.

Use the Library catalog.

Prepare and maintain accurate and complete records.

Respond to requests and inquiries from the general public.

Meet and deal tactfully and effectively with the public.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of education and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to achieve this is:

Experience:

Four years of increasingly responsible technical and clerical library experience at a Library Technician II level or equivalent position.

Training:

~~Equivalent to the completion of the twelfth grade supplemented by specialized course work in library science~~ Graduation from an accredited two-year college with an Associate of Arts degree in Library Science or a related field.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and lift, carry, push, and pull 20-30 lbs.

Effective Date: January 1999

Revised: September 2001; MONTH 2021



STAFF REPORT

Fire Department

DATE: May 13, 2021

TO: Members of the Human Resources Commission

FROM: Michael E. Lang, Fire Chief

SUBJECT: RECOMMENDATION TO APPROVE THE REVISED CLASSIFICATION SPECIFICATIONS FOR THE FOLLOWING FIRE DEPARTMENT POSITIONS: FIRE CHIEF, DEPUTY FIRE CHIEF, FIRE BATTALION CHIEF, FIRE CAPTAIN, FIRE ENGINEER, FIRE PARAMEDIC, FIREFIGHTER, FIRE MARSHAL, AND FIRE INSPECTOR
Recommendation: Approve

SUMMARY

Based on a review of current personnel, workload balance, skills and knowledge for the corresponding positions that have evolved overtime, and overall service delivery, the Arcadia Fire Department ("AFD") is recommending the revised classification specifications for nine of its current job positions which includes the following: Fire Chief, Deputy Fire Chief, Fire Battalion Chief, Fire Captain, Fire Engineer, Fire Paramedic, Firefighter, Fire Marshal, and Fire Inspector.

It is recommended that the Human Resources Commission approve the revised classification specifications for the aforementioned positions to enhance departmental functions and promote staff growth and development.

DISCUSSION

The intent of the proposed revisions to the classification specifications for each job position is not to lower minimum requirements. The existing minimum qualifications will still serve as the standards to possess by which staff would measure readiness for the position. Additionally, the proposed changes are to further clarify the primary responsibilities and duties for each of the positions as described in the skills, knowledge, and experience requirements in the job specifications.

Delineated below are the key changes to each of the nine (9) job classifications:

RECOMMENDATION TO APPROVE THE REVISED CLASSIFICATION
SPECIFICATIONS FOR THE FIRE DEPARTMENT

May 13, 2021

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A. Fire Chief

Under its "Minimum Qualifications," **added** the following license or certificate:

- National Incident Management System (NIMS) IS 700 and 800.
- Incident Command System (ICS) 100, 200, 300 and 400.
- Possession of a Hazardous Materials Awareness of Operations certificates.
- Completion of course work to be eligible to apply for State Fire Marshal Fire Officer Certification. Must obtain State Fire Marshal Certification within 12 months of appointment.
- Possession of CPR Certification issued by the American Red Cross or the American Heart Association.
- Possession of EMT I Certification or equivalent.

B. Deputy Fire Chief

Under its "Minimum Qualifications," **added** the following:

- Experience: Supervisory experience as a Battalion Chief.
- License or Certificate: Same as the **added** license or certificate requirements for the Fire Chief position.

C. Fire Battalion Chief

Under its "Job Related and Essential Qualifications," **added** the following:

- Knowledge of regional dispatch procedures and Emergency Operation Center operations.

Under its "Minimum Qualifications," **added** the license or certificate for Incident Command System (ICS) 300 and 400 series.

D. Fire Captain

Under its "Minimum Qualifications," **added** the following language:

- Any combination of education and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to achieve this is:
 - Referenced notation "*****": A total of 30 college units, with a minimum of 18 units in Fire Science at a college or university which has been accredited by a recognized government or professional accrediting body as determined by the City and ten years of progressive firefighting experience with the Arcadia Fire Department can be substituted for an Associate's degree requirement.

RECOMMENDATION TO APPROVE THE REVISED CLASSIFICATION
SPECIFICATIONS FOR THE FIRE DEPARTMENT

May 13, 2021

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E. Fire Engineer

Under its “Minimum Qualifications,”

- **Added** the following wording: Three years of paid “*firefighting*” experience with a Fire Department or two years of “*firefighting*” experience with the Arcadia Fire Department and appropriate training ...”
- **Deleted** the following language: Current employees with the Arcadia Fire Department may apply and test for the position after 1 year and 6 months of experience with the Arcadia Fire Department.

Under its “Special Requirements,” **added** the following essential duties to include exposure to “*communicable diseases, biohazard materials...*”

F. Fire Paramedic

Under its “Job Related and Essential Qualifications,” **revised** the “skill to” operate modern office equipment and technology versus simply basic operations.

Under its “Minimum Qualifications,” **added** the license or certificate requirement to obtain AFD Truck Tiller certification within 12 months of employment and ICS 200 certification.

Under its “Special Requirements,” **added** the following essential duties to include exposure to “*communicable diseases, biohazard materials...*”

G. Firefighter

Under its “Minimum Qualifications,” **added** the license or certificate to obtain the following:

- Incident Command System (ICS) 200
- AFD Truck Tiller certification within 12 months of employment

Under its “Special Requirements,” **added** the following essential duties to include exposure to “*communicable diseases, biohazard materials...*”

H. Fire Marshal

Clarify certain administrative language and/or reduce its redundancy including the following:

- **Addition** and promotion of the “Community Risk Reduction Division” and its intent as one of its operating departmental sections versus the Fire Prevention Bureau Division.

RECOMMENDATION TO APPROVE THE REVISED CLASSIFICATION SPECIFICATIONS FOR THE FIRE DEPARTMENT

May 13, 2021

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- Under “Examples of Important and Essential Duties,” **deleted** the last paragraph pertaining to the operation of a variety of equipment and tools used in fire investigation and inspection.
- Under “Job Related and Essential Qualifications,” in the Knowledge of section, **deleted** the three paragraphs pertaining to managing arson investigations; handling of hazardous materials and/or other toxins; and drafting techniques for a variety of applications.

Under “Minimum Qualifications,” revised the following:

- Experience: **Replaced** four years with six years of fire prevention experience
- License or Certificate: **added** the following requirements
 - Possession of ICC Fire Marshal certification or equivalent
 - Registration as a fire Protection Engineer with the CA State Board of Registration for Professional Engineers is highly desirable
 - Possession of or ability to obtain PC 832 certification within probationary period
 - Obtain NIMS Certifications IS 700 and IS 800 within six months of appointment
 - Obtain ICS Certification in ICS 100 and 200 series within six months of appointment

I. Fire Inspector (retitled to “**Fire Prevention Specialist**”)

Similar to the revisions made to the Fire Marshal job classification, **clarify** certain administrative language and/or reduce its redundancy including the following:

- Work performance and tasks will be under the “Community Risk Reduction Division” versus the Fire Prevention Bureau Division.

Under the “Examples of Important and Essential Duties,” **added** the task to respond to requests from schools, businesses, organizations and the general public for fire safety, injury prevention and community preparedness information, literature and materials.

Under “Job Related and Essential Qualifications,” **deleted** paragraphs pertaining to knowledge of techniques of fire and arson investigations.

Under its “Minimum Qualifications,” **added** the following language:

Any combination of education and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to achieve this is:

- Experience: **Added** “*progressively responsible*” experience of three years specific to community risk reduction, fire prevention, plan review, and/or inspections.
- Training: **Added** Fire Science or a related field.

RECOMMENDATION TO APPROVE THE REVISED CLASSIFICATION
SPECIFICATIONS FOR THE FIRE DEPARTMENT

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- License or Certificate: **Added** to obtain NIMS Certifications IS 700 and 800 and ICS 100 and 200 within six months of appointment

The recommended changes were discussed with the applicable Employee Associations and they have agreed to the proposed changes.

RECOMMENDATION

It is recommended that the Human Resources Commission approve the revised classification for the following Fire Department positions: Fire Chief, Deputy Fire Chief, Fire Battalion Chief, Fire Captain, Fire Engineer, Fire Paramedic, Firefighter, Fire Marshal, and Fire Inspector.

Concur:


for _____
Dominic Lazzaretto, City Manager

Attachments: Revised Class Specifications for Fire Chief, Deputy Fire Chief, Fire Battalion Chief, Fire Captain, Fire Engineer, Fire Paramedic, Firefighter, Fire Marshal, and Fire Inspector

CITY OF ARCADIA

FIRE CHIEF

DEFINITION

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Fire Department including fire prevention, suppression, investigation, inspection, emergency medical services, and public education; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION EXERCISED

Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume full management responsibility for all Fire Department services and activities including fire prevention, suppression, investigation, inspection, emergency medical services, and public education.

Manage the development and implementation of Fire Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes; maintain efficient and cost-effective emergency response teams.

Represent the Fire Department to other City departments, elected officials and outside agencies; explain and interpret Fire Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Ensure responsive, appropriate service delivery by conferring with civic, professional, service, fraternal and other community groups.

Select, train, motivate and evaluate Fire Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures when necessary.

Plan, direct, and coordinate, through subordinate level managers, the Fire Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Fire Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Fire Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Fire Department programs, policies, and procedures as appropriate.

Ensure proper maintenance and availability of equipment, apparatus, buildings and other facilities.

Respond to major fire alarms and personally direct fire suppression activities as necessary.

Supervise and conduct fire incident investigations.

Direct and participate in the research of alternative approaches to fire suppression, hazardous material handling, fire and life safety code, and emergency programs.

Participate on a variety of boards and commissions; attend and participate in professional group meetings and conferences; stay abreast of new trends and innovations in the field of fire science.

Respond to and resolve difficult and sensitive inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of comprehensive fire prevention, suppression, investigation, and inspection programs.

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern and complex principles and practices of program development and administration.

Modern fire prevention, fire suppression, and rescue principles, practices, techniques and procedures, including the operation and maintenance requirements of the various types of fire apparatus equipment, tools, and devices.

Mechanical, chemical and related characteristics of a wide variety of hazardous materials and objects.

Pertinent Federal, State, and local laws, codes, and regulations.

Recent developments and sources of information in fire administration.

Advanced principles and practices of budget preparation and administration.

Incident command theory.

Procedures, methods, and techniques of emergency medical services including first aid and CPR.

Principles of supervision, training, and performance evaluation.

Principles and practices of data collection and report preparation.

Local geography including the location of water mains and hydrants and the major fire hazards of the City.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Fire Department.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient fire prevention, suppression, investigation, and inspection services.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community, City Manager, and City Council issues, concerns and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Plan, direct, and review fire suppression, fire and life safety code compliance, emergency medical service, and hazardous materials emergencies operations and activities.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Make technical and emergency decisions quickly and calmly under emergency conditions.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Conduct thorough investigations including researching, collection, compiling, and analyzing information and data.
- Establish record keeping systems and procedures.
- Prepare clear and concise administrative and financial reports.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Seven years of responsible fire suppression and prevention experience including five years of management and supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in fire science or a related field. A Master's degree is desirable.

License or Certificate:

[National Incident Management System \(NIMS\) IS 700 and 800](#)

[Incident Command System \(ICS\) 100, 200, 300 and 400.](#)

[Possession of a Hazardous Materials Awareness or Operations certificates.](#)

Completion of course work to be eligible to apply for State Fire Marshal Fire Officer Certification. Must obtain State Fire Marshal Certification within 12 months of appointment.

Possession of CPR Certification issued by the American Red Cross or the American Heart Association.

Possession of EMT I Certification or equivalent.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some exposure to cold, fire, heat, smoke, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for emergency call.

Effective Date: January 1999

Revised: January 2021

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CITY OF ARCADIA
DEPUTY FIRE CHIEF

DEFINITION

To direct, manage, supervise and coordinate the activities and operations within the Fire department including operations, fire prevention and administration; to supervise multi-company response to emergency situations and direct stations responding to emergencies; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Fire Chief.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Essential responsibilities and duties may include, but are not limited to, the following:

Assume management responsibility for services and activities of an assigned area within the Fire department including operations, fire prevention and administration, and employee training and development.

Supervise multi-company response to emergency situations; may serve as incident commander at emergency scenes; direct the placement of manpower and fire apparatus during emergency scene operations; determine tactics and strategies necessary.

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.

Plan, direct, coordinate and review the work plan for assigned Fire department staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Coordinate the replacement of vehicles and equipment during routine maintenance or repair.

Evaluate and implement training, certification and education programs within the department; prepare and review lesson plans; conduct class instructions.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Maintain and update training and certification records for all department personnel; maintain various records and prepare reports as requested.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Oversee and participate in the development and administration of the annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

Serve as a liaison to other divisions, departments, outside agencies, contracted service providers and area hospitals; negotiate and resolve sensitive and controversial issues.

Prepare and present staff reports and other necessary correspondence.

Provide responsible staff assistance to the Fire Chief.

Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to fire suppression programs, policies and procedures as appropriate.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire science.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

As assigned and in the absence of the Fire Chief, assume duties/functions of the Fire Chief.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services and activities of a modern fire fighting, prevention and suppression program.

Training methods and instructional techniques.

Principles, strategies and tactics used in fire suppression, investigation and command.

Principles and practices of program development and administration.

Principles and practices of providing emergency response.

Methods and techniques of program administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Operational characteristics of fire suppression apparatus and equipment.

Pertinent Federal, State and local laws, codes and regulations governing hazardous materials, buildings and fire inspections.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Oversee and participate in the management of a comprehensive fire suppression program.

Oversee, direct and coordinate the work of lower level staff.

Develop and implement response to emergency incidents.

Supervise multi-company response to emergencies and direct response operations.

Develop and implement effective training programs.

Assess emergency incidents to develop and direct appropriate response strategies.

Oversee and participate emergency scene operations.

Select, supervise, train and evaluate staff.

Participate in the development and administration of goals, objectives and procedures.

Prepare and administer large program budgets.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain mental attitude that allows for effective interaction and communication with others.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Minimum Qualifications:

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

Experience

Seven years of increasingly responsible fire suppression and prevention experience including two years of administrative and supervisory experience **as a Battalion Chief**.

Training

Equivalent to a Bachelor's degree from an accredited college or university with major course work in fire science, public administration, business administration, behavioral science, or a related field. A Master's degree is desirable.

License or Certificate:

National Incident Management System (NIMS) IS 700 and 800

Incident Command System (ICS) 100, 200, 300 and 400.

Possession of Hazardous Materials Awareness or Operations certificates.

Completion of course work to be eligible to apply for State Fire Marshal Fire Officer Certification. Must obtain State Fire Marshal Certification within 12 months of appointment.

Possession of CPR Certification issued by the American Red Cross or the American Heart Association.

Possession of EMT I Certification or equivalent.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 125 lbs.; exposure to cold, fire, smoke, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Effective Date: October 2002

Revised: January 2021

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CITY OF ARCADIA
FIRE BATTALION CHIEF

DEFINITION

Under general direction, to supervise, plan and coordinate the assigned Fire Department operations, services, and activities including fire suppression, fire prevention, inspections, in-service training activities, and maintenance of equipment and facilities; to coordinate assigned activities with other divisions, outside agencies, and the general public; and to provide highly responsible and complex staff assistance to the Fire Chief.

SUPERVISION EXERCISED

Exercises direct supervision over assigned sworn and non-sworn personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate the organization, staffing, and operational activities for the assigned division or programs including fire suppression, fire prevention, inspections, in-service training activities, and maintenance of equipment and facilities.

Participate in the development and implementation of goals, objectives, policies, and priorities for assigned area of responsibility; identify resource needs; recommend and implement policies and procedures.

Participate in the selection, training, motivation, and evaluation of assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Direct, coordinate and review the work plan for the assigned fire companies; meet with staff to identify and resolve problems; assign work activities and projects; monitor workflow; review and evaluate work services, methods, and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the assigned budget; forecast additional funds needed for staffing, equipment, materials, and supplies; assist in the monitoring and approval of expenditures; recommend adjustments as necessary.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations.

Provide staff assistance to the Fire Chief; prepare and present staff reports and other necessary correspondence.

Prepare, maintain, and review a variety of forms, reports, schedules, recommendations and other administrative records related to fire suppression, prevention, and inspection and training or other special programs as assigned.

Maintain department records, safety rules and regulations as they apply to the Fire Department, OSHA, NFPA, and Department of Health.

Evaluate existing fire safety conditions and Federal, State and local codes applicable to fire safety and assigned divisions and programs; recommend policies, procedures and ordinance revisions as necessary.

Manage the resources of the assigned divisions, programs, and activities to assure the emergency response capability of the Department is properly trained and equipped for the assigned duties and responsibilities; inspect facilities and equipment for repair, readiness, level of maintenance, and supplies necessary to support demand of programs.

As assigned, coordinate and manage daily activities of the Operations Division including the direction and management of forces at fires, rescues, hazardous material incidents, disasters, and other emergency incidents; review all incident reports for accuracy and to ensure necessary information is included.

Ascertain the need for and type of additional equipment necessary to handle emergencies; make technical decisions as to the best methods of extinguishing fires after observing the fire and receiving reports from company officers.

Coordinate, supervise, and participate in apparatus and equipment inspection and testing; direct and coordinate routine equipment maintenance and repair.

Coordinate the Department's suppression training including ensuring mandated training is provided; schedule monthly activities; coordinate with other fire programs for joint training; ensure adequate training for individuals to maintain necessary skills; provide specialty training for department trainers.

Respond to and resolve difficult inquiries and complaints; investigate complaints of violations and determine cause of fire.

Represent the City and Fire Department at civic and other public functions.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression and prevention.

As assigned and in the absence of the Deputy Fire Chief and Fire Chief, assume duties/functions of the Fire Chief. May be assigned the duties of Deputy Fire Chief.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive program of fire prevention and suppression, lifesaving and rescue, and paramedic operation.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern fire fighting and rescue principles, practices, techniques, and procedures including the operation and maintenance requirements of the various types of fire fighting apparatus and equipment.

Fire prevention, suppression, investigation, and inspection, principles, practices, and procedures.

Principles of fire department administration including personnel, purchasing, training, and safety procedures.

Proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices, and facilities.

Mechanical, chemical and related characteristics of a wide variety of flammable and explosive materials and objects.

Pertinent Federal, State and local laws, codes and regulations including those pertaining to fire suppression, prevention and personnel training.

Procedures, methods, and techniques of emergency medical services including first aid and CPR.

Principles and practices of budget preparation and administration.

Principles and practices of supervision, training, and performance evaluation.

Rules, regulations, and operational procedures of the Fire Department.

Basic building construction materials, methods, and techniques.

Operational characteristics and designs of automated fire protection systems, sprinkler systems, alarm systems, elevators, and other related systems.

Principles of mechanics, hydraulics, and mathematics as related to fire fighting and engineering duties.

Hazardous materials, chemical chain reactions, and fire behavior.

Administrative policies and procedures including operational and incident reporting and associated forms.

Principles of fire behavior, combustion, and substance alteration due to fire.

Occupational hazards and standard safety practices necessary in the area of fire prevention, suppression, investigation, inspection, and victim rescue.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Local geography, including the location of water mains, hydrants, major fire hazards of the City, and City streets.

Regional dispatch procedures and Emergency Operation Center operations.

Safe driving principles and practices.

Skill to:

Operate a variety of fire fighting and emergency response equipment safely and effectively including communications equipment.

Use and operate a variety of tools, ropes, knots, ladders, life lines, belts, and couplers.

Perform at required EMS, technical rope rescue, and hazardous material operation levels.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Provide professional leadership and direction for the assigned division, programs, or activities.

Recommend and implement goals, objectives, and practices for providing effective and efficient fire suppression, prevention, investigation, and inspection services.

Manage and coordinate the work of supervisory, professional, and technical personnel.

Respond to fires and alarms; direct and control a variety of emergency services related to fire suppression, emergency medical response, and hazardous materials incidents.

Participate in the selection of assigned staff; supervise, train, and evaluate staff.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Make technical and emergency decisions quickly and calmly under stressful emergency conditions.

Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions; think and act quickly in emergencies.

Oversee and participate in the operation and maintenance of apparatus, equipment, tools, devices, and vehicles used in modern fire fighting activities.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Prepare and administer budgets.

Respond to requests and inquiries from the general public.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

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

Experience:

Seven years of increasingly responsible fire suppression and prevention experience including three years of experience comparable to that of a Fire Captain.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in fire science or a related field.

License or Certificate:

Possession of Hazardous Materials Awareness and Operations certificates.

Possession of Emergency Medical Technician I certification or equivalent.

Fire Officer certification, and Rescue Systems I certification.

National Incident Management System (NIMS) IS 700 and 800

Incident Command System (ICS) 100, ~~and~~ 200, 300 and 400.

Possession of CPR Certification issued by the American Red Cross or the American Heart Association.

Possession of an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 125 lbs.; exposure to cold, fire, heat, smoke, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Effective Date: July 2002

Revised: August 2015; [January 2021](#)

CITY OF ARCADIA

FIRE CAPTAIN

DEFINITION

Under direction, to supervise, assign, review and participate in the work of a fire company or station responsible for providing fire suppression, first aid, rescue, emergency medical treatment, and fire inspection and prevention services; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION EXERCISED

Exercises direct supervision over sworn staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Establish incident command system at all emergencies.

Plan, prioritize, assign, supervise and review the work of a fire company or station responsible for providing fire suppression, first aid, rescue, emergency medical treatment, hazardous material response, and fire inspection and prevention services.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective fire suppression and prevention services; implement policies and procedures.

Participate in the preparation and administration of the assigned budget; submit budget recommendations; monitor expenditures.

Participate in the selection of assigned staff; provide or coordinate staff training and fire fighting drills; prepare employee performance evaluations; work with employees to correct deficiencies; implement discipline procedures when necessary.

Perform assigned ancillary duties involving the administration of the Fire Department including fire administration, prevention, public education, inspection, fleet equipment maintenance, inventory, training, or other aspects of the fire prevention and suppression programs.

Respond to fire alarms as incident commander, assuming responsibility for the supervision, performance and safety of assigned fire fighting personnel on the scene of an emergency incident; direct fire fighting operations until relieved by a superior officer; provide direction to personnel.

Supervise and assist in rendering first aid at an emergency incident; analyze and take command of patient care with full responsibility for the patient until relieved by proper medical personnel.

Supervise the laying and connection of hose, direction of water streams, placement of ladders, ventilation of buildings, rescue of persons, first aid, and salvage operations; ascertain the need for and type of additional equipment necessary to handle emergencies; make technical decisions as to the best methods of extinguishing fires after observing the fire and receiving reports from company officers.

Respond to miscellaneous emergencies including victim rescues, hazardous materials incidents, flooding, and natural disasters; respond to non-emergency situations including false fire alarms.

Assist in coordinating the maintenance and repair of fire suppression equipment and facilities such as hydrants, trucks and support equipment; ensure proper maintenance of station facilities; direct the cleaning of quarters, equipment and apparatus; maintain station supplies.

Check commercial and residential buildings for code compliance including in the areas of building exits, automatic sprinkler systems, fire alarms, fixed fire extinguishing systems, commercial hood and duct systems, emergency generators, underground water systems and hazardous materials storage; interpret and enforce provisions of fire prevention and fire safety laws, ordinances, and other regulations.

Perform or assist in company inspections; inspect personnel, equipment, and company quarters.

Perform or assist in classroom instruction and in the preparation of sketches, charts, and instructions for fire suppression purposes.

Identify the fire training needs of company personnel including such areas as driving and operating equipment; drill and instruct personnel in the use of a variety of fire fighting apparatus, equipment, tools, and devices including hoses, nozzles, ladders, and other portable fire fighting equipment; instruct personnel on location of hazards in schools, institutions, public buildings, and other fire hazards and the methods of combating fires in such places; ensure conformance of training and instructional work with department policy and procedures.

Arrange public information programs to provide information to the public concerning fire prevention practices and procedures.

Assign personnel to maintenance duties in and around company quarters; instruct assigned staff in work methods; participate fully in the work of crew/subordinate staff.

Conduct preliminary investigation on causes of fire; obtain and otherwise preserve evidence at a fire scene; collect, prepare, and present evidence in court when required; prepare reports of findings and recommendations.

Assist management staff in maintaining and improving upon the operation of the Department; perform a wide variety of general staff work as assigned.

Perform a variety of administrative duties including recording company activities in designated logs, preparing and maintaining records, reports, forms, recommendations, and other required administrative procedures of the company.

Respond to and resolve difficult inquiries and complaints.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire prevention, suppression, investigation, and inspection.

Participate in Public Education Demonstration.

Perform the full range of fire fighting duties as necessary.

OTHER JOB RELATED DUTIES

Perform and supervise related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive fire suppression program.

Modern fire suppression, prevention, and victim rescue principles, practices, procedures, and techniques including the operation and maintenance requirements of the various types of fire apparatus and equipment.

Principles of hydraulic and construction engineering.

Mechanical, chemical, and related characteristics of a wide variety of hazardous materials.

Proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices and facilities.

Department rules, regulations, and operational procedures.

Knowledge of:

Pertinent Federal, State and local laws, codes, and regulations.

Procedures methods and techniques of emergency medical services including first aid and CPR.

Principles of supervision, training, and performance evaluation.

Local geography, including the location of water mains, hydrants, major fire hazards of the City, and City streets.

Basic building construction techniques and practices.

Fire prevention principles, practices, and techniques.

Operational hazards and standard safety practices necessary in the area of fire prevention and suppression and victim rescue.

Operational characteristics and designs of fire protection systems, sprinkler systems, alarm systems, elevators, and other related systems.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Basic mathematical and mechanical relationships.

Safe driving principles and practices.

Skill to:

Operate a variety of fire fighting and emergency response equipment safely and effectively including communications equipment.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Supervise, organize, and review the work of sworn and clerical personnel.

Select, supervise, train, and evaluate staff.

Control and direct a variety of emergency services related to fire suppression, emergency medical response and hazardous materials incidents.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Make technical and emergency decisions quickly and calmly under emergency conditions.

Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions; think and act quickly in emergencies.

Perform at required EMS, technical rope rescue, and hazardous material operation levels.

Oversee and participate in the operation and maintenance of apparatus and equipment used in modern fire fighting activities.

Conduct preliminary fact-finding inspections and investigations including evidence gathering and preservation.

Prepare and recommend assigned budget.

Read and interpret blueprints and site maps.

Read, understand, and apply technical fire fighting materials and concepts.

Prepare and maintain accurate and complete records.

Prepare clear and concise written and oral reports.

Respond to requests and inquiries from the general public.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of education and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to achieve this is:

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Experience:

Five years of progressively responsible firefighting experience.

Training:

Equivalent to an Associate's degree* in fire science or a related field, and one of the following: placement on a certified City of Arcadia Fire Engineer's eligibility list, **OR** successful completion of the California State Certified Driver Operator 1A and 1B courses.

Note: *A total of 30 college units, with a minimum of 18 units in Fire Science at ~~an~~ ~~accredited~~ college or university which has been accredited by a recognized government or professional accrediting body as approved ~~determined by the Fire Chief~~ City and ten years of progressive firefighting experience with the Arcadia Fire Department can be substituted for an Associate's degree requirement.

~~All courses must be completed with a passing grade.~~

License or Certificate:

National Incident Management System (NIMS) IS 700 and 800

Incident Command System (ICS) 100, 200, and 300

Possession of Hazardous Materials Awareness or Operations certificates.

Completion of course work to be eligible to apply for State Fire Marshal Fire Officer Certification. Must obtain State Fire Marshal Certification within 12 months of appointment.

Possession of CPR Certification issued by the American Red Cross or the American Heart Association.

Possession of EMT I Certification or equivalent.

Possession of an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 125 lbs.; exposure to cold, fire, smoke, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Effective Date: February 2002

Revised: August 2015; January 2021

CITY OF ARCADIA

FIRE ENGINEER

DEFINITION

Under general supervision, to respond to alarm and other emergency calls to protect life and property; to drive, operate, and maintain fire equipment and apparatus; and to participate in fire prevention programs, inspections, station maintenance, and training activities.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Respond to alarms and assist in the suppression of structural, residential, commercial, industrial, chemical, petroleum, and vehicle fires; perform fire control activities and utilize strategies in the areas of victim rescue, entry, exposure tactics, ventilation, fire containment and extinguishment, and salvage work; lay and connect hoses and various fire apparatus, equipment, tools, and devices; hold nozzles and direct water streams; raise and climb ladders; ventilate burning structures; make forcible entries and evacuate occupants.

Drive fire-pumping apparatus to alarms; operate a pumping engine engaged in boosting water pressure from street mains or draft through hose lines to nozzles; use hydraulic theory and mathematics to calculate correct pump pressure to ensure required water pressure at the nozzles.

Oversee the use of and operate a variety of apparatus, equipment, tools, devices, and vehicles including lifting, hoisting, spreading, and pulling equipment, foam and additive proportions, fuel and oil pumps, building heating and cooling systems, cutting, boring and sawing tools, lighting, lifting and air moving equipment, appliances, elevators, fire protection and escape systems, radio equipment and meters, all types of portable fire extinguishers, pike poles, hand lines, salvage covers, forcible entry tools, emergency medical equipment and other rescue equipment.

Place department vehicles in appropriate position at the scene of a fire or in other emergencies calling for ladders or special equipment; perform rescue and lifesaving work through the use of ladders and resuscitation equipment; estimate heights and adjust equipment to ensure proper and safe operation.

Conduct fire prevention inspections of dwellings, public assemblies, and commercial, industrial, and governmental buildings, and other public establishments to ensure compliance with codes and regulations pertaining to fire safety; identify common, special, structural, and panic hazards and recommend pre-fire planning; issue orders to comply with codes; inspect and test fire protection systems; examine the storage, handling, and use of flammable and combustible liquids and other hazardous materials; make recommendations regarding correction of hazards.

Respond to miscellaneous emergencies including victim rescues, hazardous materials incidents, flooding, and natural disasters; respond to non-emergency situations.

Conduct daily inspections of condition and readiness of equipment and document findings on appropriate department forms; clean, wash, and service equipment; inspect, test, and maintain equipment and pump motors including nozzles, appliances, fittings, hydrants, fire extinguishers, hand and power tools, ropes, emergency lighting equipment, generators, rescue and first aid and related equipment; flow-test hydrants.

Assist in the investigation of fires; collect and preserve evidence; secure fire scene and control traffic.

Respond to complaints and requests for information from the public; engage in public information activities; conduct station tours.

Assist in the maintenance of the fire station and grounds; maintain inventories of apparatus, equipment, and supplies; recommend purchase of fire fighting equipment, physical fitness apparatus, and station appliances.

Respond to and assist the public in a wide variety of emergency calls involving illness and urgent situations and emergency medical incidents; analyze patient needs and administer first aid until relieved by proper medical personnel; apply techniques for the control of bleeding; lift, carry, and transport victims; utilize immobilization techniques to stabilize patient.

Perform cleaning, salvage, and overhaul work following fire; prepare apparatus and equipment for further alarms.

Participate in fire drills; attend continuing and advanced training sessions which include fire fighting techniques, emergency medical care, and the proper use of all equipment and related tools.

Assist in training employees in routines of fire suppression, equipment operation, maintenance, and other assigned training.

Perform a variety of administrative duties including maintaining proper records and documentation on all job related activities, functions, apparatus, and equipment, preparing reports, forms, recommendations, and other required administrative procedures.

Assume charge of an engine company in the absence of the Fire Captain.

Perform the full range of fire fighting duties.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, and procedures used in modern fire fighting.

Purposes, uses, and operating characteristics of a variety of apparatus, equipment, tools, devices, and vehicles used in fire fighting, rescue, and medical assistance operations.

Fire prevention, suppression, and victim rescue tactics and strategies.

Fire hazards and related prevention and abatement methods.

Principles of mechanics, hydraulics, and mathematics as related to fire fighting and engineering duties.

Hazardous materials, chemical chain reactions, and fire behavior.

Procedures, methods, and techniques of emergency medical services including basic first aid and CPR.

Local geography including the location of water mains, hydrants, major fire hazards of the City, and City streets.

Occupational hazards and standard safety practices necessary in the area of fire prevention and suppression and victim rescue.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Operate a variety of fire fighting and emergency response equipment safely and effectively including communications equipment.

Operate basic modern office equipment.

Operate a motor vehicle safely.

Ability to:

- Respond to fires and alarms and effectively perform fire suppression and rescue work.
- Perform field calculations of hydraulics for the proper and effective operations of equipment at emergency scenes and to provide effective stream flows from fire pumps.
- Conduct fire inspections and perform code enforcement work.
- Participate in preliminary fact-finding inspections and investigations including evidence gathering and preservation.
- Observe and record findings during inspections.
- Read and interpret blueprints and site maps.
- Read, understand, and apply technical fire fighting materials and concepts.
- Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions; think and act quickly in emergencies.
- Perform at required EMS, technical rope rescue, and hazardous material operation levels.
- Understand and follow oral and written directions promptly and accurately.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Three years of paid firefighting experience with a Fire Department or two years of firefighting experience with the Arcadia Fire Department and appropriate training, license and/or certificates as listed in the class specification.

~~Current employees with the Arcadia Fire Department may apply and test for the position after 1 year and 6 months of experience with the Arcadia Fire Department.~~

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Training:

Equivalent to the completion of the twelfth grade supplemented by appropriate education.

License or Certificate:

Possession of Hazardous Materials Awareness and Operations certificates.

AFD Truck Tiller and Tractor certification.

Completion of California State Fire Marshal (CSFM) Driver Operator 1A and 1B or equivalent.

Possession of CPR certification issued by the American Red Cross or the American Heart Association.

National Incident Management System (NIMS) IS 700.

Information Command System (ICS) 100 and 200.

Possession of an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 125 lbs.; exposure to cold, fire, heat, smoke, noise, outdoors, vibration, confining work space, chemicals, communicable diseases, biohazard materials, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Effective Date: February 2002

Revised: May 2014; January 2021

CITY OF ARCADIA

FIRE PARAMEDIC

DEFINITION

Under general supervision, to respond to medical and trauma emergencies; to initiate emergency care to injured and/or ill patients; to intervene with advance life support procedures as needed; to follow pre-hospital care procedures as outlined by L.A. County EMS Services; to establish radio or telephone communications with base station hospital; to advise base station of patient status and request patient destination; to document patient history and clinical findings; to continue with patient care until patient is released to hospital staff; to attend didactic and clinical continued education as required; to respond to fire alarm and other emergency calls to protect life and property; to render first aid and lifesaving techniques; and to participate in fire prevention programs and inspections, station and apparatus maintenance, and training activities.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Paramedic duties:

Perform necessary basic and advanced life support on sick, injured, or convalescent persons at the sites of emergencies or en route to hospitals or other medical facilities including hemorrhage control, treatment for shock, intravenous therapy, medication administration, electrocardiogram interpretation, manual external defibrillation or synchronized cardioversion, cardiopulmonary resuscitation, airway maintenance via endotracheal intubation or cricothyroidotomy, and fracture stabilization and pain control.

Record event information including patient condition, patient history, treatments, vital signs, and scene observations.

Observe established basic and advanced medical protocols.

Provide patient information to physicians or designee via radio, cell phone transmission or direct contact.

Maintain a daily log of responses.

Maintain inventories of equipment and supplies.

Operate emergency vehicles en route to emergencies and during patient transport to the hospital.

Remain proficient in all Firefighter duties and perform Firefighter duties as assigned.

Firefighter duties:

Respond to alarms and assist in the suppression of structural, residential, commercial, industrial, chemical, petroleum, and vehicle fires; perform fire control activities and utilize strategies in the areas of victim rescue, entry, exposure tactics, ventilation, fire containment and extinguishment, and salvage work; lay and connect hose; and various fire apparatus, equipment, tools, and devices; hold nozzles and direct water streams; raise and climb ladders; ventilate burning structures; make forcible entries and evacuate occupants.

Operate a variety of apparatus, equipment, tools, devices, and vehicles including lifting, hoisting, spreading, and pulling equipment, foam and additive proportions, fuel and oil pumps, building heating and cooling systems, cutting, boring and sawing tools, lighting, lifting and air moving equipment, appliances, elevators, fire protection and escape systems, radio equipment and meters, all types of portable fire extinguishers, pike poles, hand lines, salvage covers, forcible entry tools, emergency medical equipment and other rescue equipment.

Conduct fire prevention inspections of dwellings, public assemblies, and commercial, industrial, and governmental buildings, and other public establishments to ensure compliance with codes and regulations pertaining to fire safety; identify common, special, structural, and panic hazards and recommend pre-fire planning; issue orders to comply with codes; inspect and test fire protection systems; examine the storage, handling, and use of flammable and combustible liquids and other hazardous materials; make recommendations regarding correction of hazards.

Conduct daily inspections of condition and readiness of equipment; clean, wash, and service equipment; inspect, test, and maintain equipment and pump motors including nozzles, appliances, fittings, hydrants, fire extinguishers, hand and power tools, ropes, emergency lighting equipment, generators, rescue and first aid and related equipment; flow-test hydrants.

Respond to and assist the public in a wide variety of emergency calls involving illness and urgent situations and emergency medical incidents; analyze patient needs and administer first aid until relieved by proper medical personnel; apply techniques for the control of bleeding; lift, carry, and transport victims; utilize immobilization techniques to stabilize patient.

Operate fire trucks (including Tiller), rescue units, and other apparatus and equipment.

Respond to miscellaneous emergencies including rescues, hazardous materials, flooding, and natural disasters; respond to non-emergency situations.

Respond to emergency medical incidents; analyze patient needs and administer first aid until relieved by proper medical personnel; apply techniques for the control of bleeding; utilize immobilization techniques to stabilize patient.

Drive and operate equipment under limited conditions.

Perform cleaning, salvage, and overhaul work following fire; prepare apparatus and equipment for further alarms.

Participate in periodic testing of pumps, ladders, and other apparatus and equipment.

Participate in fire drills; attend continuing and advanced training sessions which include fire fighting techniques, emergency medical care, and the proper use of all equipment and related tools.

Assist in the investigation of fires; collect and preserve evidence; secure fire scene and control traffic.

Assist in the maintenance of the fire station and grounds; maintain inventories of apparatus, equipment, and supplies; recommend purchase of fire fighting equipment, physical fitness apparatus, and station appliances.

Perform a variety of administrative duties including maintaining proper records and documentation on all job related activities, functions, apparatus, and equipment, preparing reports, forms, recommendations, and other required administrative procedures.

Respond to complaints and requests for information from the public; engage in public information activities; conduct station tours.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Advanced emergency medical procedures including EKG interpretation, intravenous access, drug therapy, endotracheal intubation, pediatric emergencies, cardioversion and defibrillation, needle thoracostomy, patient assessment techniques, and safe patient transport.

Locations of area hospitals.

Knowledge of:

Symptoms of medical emergencies and of appropriate responses to such conditions.

Principles of inventory management.

Principles, practices, and procedures of modern firefighting.

Purposes, uses, and operating characteristics of a variety of apparatus, equipment, tools, devices, and vehicles used in firefighting, rescue, and medical assistance operations.

Fire hazards and related prevention and abatement methods.

Procedures, methods, and techniques of emergency medical services including basic first aid and CPR.

Local geography including the location of water mains, hydrants, major fire hazards of the City, and City streets.

Operational characteristics of fire suppression and prevention apparatuses, pumps, tools, and equipment.

Occupational hazards and standard safety practices necessary in the area of fire prevention and suppression and victim rescue.

Basic principles of mechanics, hydraulics, and mathematics related to fire fighting and engineering duties.

Fire prevention, suppression, and victim rescue tactics and strategy.

Hazardous materials, chemical chain reactions, and fire behavior.

Pertinent Federal, State, and local laws, codes, and regulations.

Principles and procedures of record keeping.

Safe driving principles and practices.

Skill to:

Operate a motor vehicle safely.

Operate a variety of fire fighting and emergency response equipment safely and effectively including communications equipment.

Operate ~~basic~~ modern office equipment and **technology**.

Utilize hand held electronic devices for electronic care reporting documentation.

Ability to:

Evaluate patients' conditions and properly render emergency medical care including administration of emergency medications.

Perform at required EMS, technical rope rescue, and hazardous material operation levels.

Conduct fire inspections and perform code enforcement work.

Participate in preliminary fact-finding inspections and investigations including evidence gathering and preservation.

Observe and record findings during inspections.

Interpret and apply policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Read, understand, and apply technical fire fighting materials and concepts.

Read and interpret blueprints and site maps.

Respond quickly to changing situations under stressful emergency conditions.

Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions; think and act quickly in emergencies.

Understand and follow oral and written directions promptly and accurately.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Successful completion of probationary period.

Training:

Equivalent to the completion of the twelfth grade and required department training courses.

License or Certificate:

Possession of California State Paramedic License with local accreditation, Hazardous Materials Awareness and Operations certificates, Emergency Medical Technician I certification.

Obtain AFD Truck Tiller certification within 12 months of employment

Possession of CPR certification issued by the American Red Cross or the American Heart Association.

National Incident Management System (NIMS) IS 700

Incident Command System (ICS) 100 and 200

Possession of an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 125 lbs.; exposure to cold, fire, heat, smoke, noise, outdoors, vibration, confining work space, chemicals, communicable diseases, biohazard materials, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Effective Date: February 2002

Revised: May 2014; January 2021

CITY OF ARCADIA

FIREFIGHTER

DEFINITION

Under general supervision, to respond to fire alarm and other emergency calls to protect life and property; to render first aid and lifesaving techniques; and to participate in fire prevention programs and inspections, station and apparatus maintenance, and training activities.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Respond to alarms and assist in the suppression of structural, residential, commercial, industrial, chemical, petroleum, and vehicle fires; perform fire control activities and utilize strategies in the areas of victim rescue, entry, exposure tactics, ventilation, fire containment and extinguishment, and salvage work; lay and connect hose; and various fire apparatus, equipment, tools, and devices; hold nozzles and direct water streams; raise and climb ladders; ventilate burning structures; make forcible entries and evacuate occupants.

Operate a variety of apparatus, equipment, tools, devices, and vehicles including lifting, hoisting, spreading, and pulling equipment, foam and additive proportions, fuel and oil pumps, building heating and cooling systems, cutting, boring and sawing tools, lighting, lifting and air moving equipment, appliances, elevators, fire protection and escape systems, radio equipment and meters, all types of portable fire extinguishers, pike poles, hand lines, salvage covers, forcible entry tools, emergency medical equipment and other rescue equipment.

Conduct fire prevention inspections of dwellings, public assemblies, and commercial, industrial, and governmental buildings, and other public establishments to ensure compliance with codes and regulations pertaining to fire safety; identify common, special, structural, and panic hazards and recommend pre-fire planning; issue orders to comply with codes; inspect and test fire protection systems; examine the storage, handling, and use of flammable and combustible liquids and other hazardous materials; make recommendations regarding correction of hazards.

Conduct daily inspections of condition and readiness of equipment; clean, wash, and service equipment; inspect, test, and maintain equipment and pump motors including nozzles, appliances, fittings, hydrants, fire extinguishers, hand and power tools, ropes, emergency lighting equipment, generators, rescue and first aid and related equipment; flow-test hydrants.

Respond to and assist the public in a wide variety of emergency calls involving illness and urgent situations and emergency medical incidents; analyze patient needs and administer first aid until relieved by proper medical personnel; apply techniques for the control of bleeding; lift, carry, and transport victims; utilize immobilization techniques to stabilize patient.

Operate fire trucks (including Tiller), rescue units, and other apparatus and equipment.

Respond to miscellaneous emergencies including rescues, hazardous materials, flooding, and natural disasters; respond to non-emergency situations including false fire alarms, elderly assists, vehicle and residential lockouts, and other non-emergency situations.

Respond to emergency medical incidents; analyze patient needs and administer first aid until relieved by proper medical personnel; apply techniques for the control of bleeding; utilize immobilization techniques to stabilize patient.

Drive and operate equipment under limited conditions.

Perform cleaning, salvage, and overhaul work following fire; prepare apparatus and equipment for further alarms.

Participate in periodic testing of pumps, ladders, and other apparatus and equipment.

Participate in fire drills; attend continuing and advanced training sessions which include firefighting techniques, emergency medical care, and the proper use of all equipment and related tools.

Assist in the investigation of fires; collect and preserve evidence; secure fire scene and control traffic.

Assist in the maintenance of the fire station and grounds; maintain inventories of apparatus, equipment, and supplies; recommend purchase of firefighting equipment, physical fitness apparatus, and station appliances.

Perform a variety of administrative duties including maintaining proper records and documentation on all job related activities, functions, apparatus, and equipment, preparing reports, forms, recommendations, and other required administrative procedures.

Respond to complaints and requests for information from the public; engage in public information activities; conduct station tours.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, and procedures of modern firefighting.

Purposes, uses, and operating characteristics of a variety of apparatus, equipment, tools, devices, and vehicles used in firefighting, rescue, and medical assistance operations.

Fire hazards and related prevention and abatement methods.

Procedures, methods, and techniques of emergency medical services including basic first aid and CPR.

Local geography including the location of water mains, hydrants, major fire hazards of the City, and City streets.

Operational characteristics of fire suppression and prevention apparatuses, pumps, tools, and equipment.

Occupational hazards and standard safety practices necessary in the area of fire prevention and suppression and victim rescue.

Basic principles of mechanics, hydraulics, and mathematics related to fire fighting and engineering duties.

Fire prevention, suppression, and victim rescue tactics and strategy.

Hazardous materials, chemical chain reactions, and fire behavior.

Pertinent Federal, State, and local laws, codes, and regulations.

Principles and procedures of record keeping.

Safe driving principles and practices.

Skill to:

Operate a motor vehicle safely.

Operate a variety of firefighting and emergency response equipment safely and effectively including communications equipment.

Operate basic modern office equipment.

Ability to:

Perform at required EMS, technical rope rescue, and hazardous material operation levels.

Conduct fire inspections and perform code enforcement work.

Participate in preliminary fact-finding inspections and investigations including evidence gathering and preservation.

Observe and record findings during inspections.

Interpret and apply policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Read, understand, and apply technical firefighting materials and concepts.

Read and interpret blueprints and site maps.

Respond quickly to changing situations under stressful emergency conditions.

Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions; think and act quickly in emergencies.

Understand and follow oral and written directions promptly and accurately.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Successful completion of probationary period.

Training:

Equivalent to the completion of the twelfth grade and required department training courses.

License or Certificate:

Possession of Hazardous Materials Awareness and Operations certificates, Emergency Medical Technician I certification or equivalent, ~~and AFD Truck Tiller certification.~~

Possession of CPR certification issued by the American Red Cross or the American Heart Association.

Possession of an appropriate, valid driver's license.

National Incident Management System (NIMS) IS 700

Incident Command System (ICS) 100 ~~and 200~~

~~AFD Tiller Certification within 12 months of employment.~~

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 125 lbs.; exposure to cold, fire, heat, smoke, noise, outdoors, vibration, confining work space, chemicals, communicable diseases, biohazard materials, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Effective Date: February 2002

Revised: May 2014; January 2021

CITY OF ARCADIA

FIRE MARSHAL

DEFINITION

Under direction, to ~~supervise~~manage, direct, oversee, and participate in the activities and operations of the ~~Fire Prevention Bureau~~Community Risk Reduction Division within the Fire Department including community risk reduction, fire prevention, investigation, inspection, plan check, and community education programs; to coordinate water storage and supply systems; to oversee fixed water delivery systems, installation, and maintenance; to coordinate assigned activities with other divisions, outside agencies, and the general public; and to provide highly responsible and complex staff assistance to the Fire Chief.

SUPERVISION EXERCISED

Exercises direct supervision over technical and ~~clerical~~administrative staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

~~Supervise~~Manage, direct, plan, and review the work of staff responsible for providing community risk reduction, fire prevention, ~~investigation~~, and inspection services and activities including plan checking, ~~public~~community education programs, and water supply and delivery systems.

~~Plan, direct, and participate in the prevention, investigation, and inspection activities.~~

Train assigned employees in the areas of work methods, techniques, and the use and operation of equipment.

Verify the ~~investigative and~~ inspection work of employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.

Provide staff assistance to the Fire Chief; prepare and present staff reports and other necessary correspondence.

Check and review building plans prior to issuance of permits; review and approve construction and permit documents in relation to fire prevention laws and codes; check all specialty plans including auto fire sprinklers, fire alarms, and all special suppression systems.

Check site plans for fire department access and fire hydrant placement; ~~conduct~~review fire hydrant flow tests.

Conduct inspections of buildings and property including places for public assembly, ~~institutions~~institutional, and educational facilities, ~~and developmentally disabled facilities~~ for fire hazards, efficiency of fire protective equipment, adequacy of fire exits and general compliance with applicable laws, codes, and regulations.

Make presentations at various City functions, Fire and Building Code Review Boards, and ~~public~~community education events.

Coordinate with Water Division on issues involving water supply to fire protection systems.

Create, revise, implement, and coordinate, ~~and spot check~~ inspection forms, procedures, and related policies for the Fire Department.

Attend and participate in various fire protection organizations, committees; interact with adjoining jurisdictions with related fire protection problems.

Approve, inspect, monitor, and assign personnel as necessary for pyrotechnic displays and filming productions.

Meet with citizen groups, organizations, contractors, architects, engineers, and developers regarding fire protection systems, access requirements, building requirements, and other fire prevention life safety issues.

Participate in the community risk assessment component of the Community Risk Reduction Program.

Participate in the development and implementation of a comprehensive ~~code enforcement~~community risk reduction program; enforce fire laws, codes, and regulations; initiate notices, infraction citations, misdemeanor citations, and criminal complaint procedures.

Serve as an expert witness testifying in court cases involving fire and code violations.

Assist in regulating hazardous materials in area of jurisdiction; review hazardous material safety plans; provide technical data at hazardous materials incidents; participate in arranging for hazardous materials training for community.

Prepare various reports on operations and activities and complete comprehensive reports when required including ~~fire investigation reports, project requisitions, division workload~~statistics and code enforcement reports.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of fire prevention, investigation, and inspection.

~~Operate a variety of equipment and tools used in fire investigation and inspection including computers, printers, microfiche, hydrant flow meter, explosimeter, industrial video camera and equipment, cameras, overhead and slide projectors, hydraulic calculator and water systems checker, and a fire investigation tool kit and some engine company tools for fire scene investigations.~~

Perform the full range of duties in the assigned area of work.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

~~Operational characteristics, services, and activities of a fire prevention and investigation program.~~

~~Modern theory, principles, and practices of fire prevention, investigation, and fire code enforcement.~~

Principles of ~~supervision management~~ and training.

~~Modern theory, principles, and practices of fire prevention, investigation, and fire code enforcement.~~

Principles and techniques used in the development and implementation of ~~safety community~~ education programs.

Principles and techniques of public relations as related to obtaining cooperation and compliance to ~~fire~~ codes and laws.

~~Managing modern fire and arson investigation methods and techniques including proper collection and preservation of evidence, tagging, photographing, filing, and assembly of case jackets for prosecution.~~

~~Standards used in the storage, handling, and disposal of hazardous materials, explosives, highly flammable materials, and other toxins used in industrial settings.~~

~~Drafting techniques and drawing skills to create accurate and functional graphics, diagrams, and drawings for a variety of applications.~~

Current arrest procedures, civil rights privileges, and laws affecting the issuance of official notices, search warrants, and other court venue processes.

Fire hazards and related prevention and abatement methods.

Hazardous materials, chemical chain reactions, and fire behavior.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Pertinent Federal, State, and local laws, codes, and regulations, and building codes pertaining to life safety and the prevention of hazardous conditions.

Occupational hazards and standard safety practices necessary in the areas of fire prevention, ~~investigation~~, and inspection.

Building construction, ~~fire protective assemblies~~, and ~~automatic~~-fire protection ~~and alarm~~-systems and equipment.

Mechanical, chemical, and related characteristics of a wide variety of hazardous materials.

Safe driving principles and practices.

Skill to:

~~Operate fire detection and monitoring equipment.~~

Operate modern office equipment including computer equipment ~~and a variety of audio-visual equipment.~~

Operate a motor vehicle safely.

Ability to:

Plan, organize, and review the work of ~~fire prevention~~community risk reduction staff in the area of work assigned.

Provide supervision and training to assigned staff.

Conduct a variety of ~~fire prevention~~community risk reduction and educational activities ~~including building code inspections.~~

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Deal effectively with property owners, managers and the general public in difficult work situations.

~~Detect fire hazards and make recommendations for ways to prevent and eliminate fire hazards.~~

~~Conduct thorough fact finding inspections and investigations including evidence gathering and preservation.~~

Enforce regulations firmly, tactfully, and impartially.

Prepare and deliver effective oral presentations.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Perform thorough and highly technical safety inspections, identify hazards, impose requirements or make recommendations using tact and firmness while maintaining public esteem.

Establish record keeping systems and operate a computerized plan check system.

~~Plan and implement programs of fire education, fire prevention, and staff training.~~

Read and interpret blueprints.

Prepare and maintain accurate and complete records.

Prepare clear and concise comprehensive reports.

Work independently in the absence of supervision.

Respond to requests and inquiries from the general public.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

~~Four-Six~~ years of increasingly responsible community risk reduction or fire prevention experience. Supervisory experience in ~~fire prevention~~community risk reduction is desirable.

Training:

Bachelor's degree from an accredited college or university with major course work in fire science or a related technical field.

License or Certificate:

~~Possession of Fire Prevention 1A, 1B, 1C, 2A, 2B, 2C certification. Fire Instructor 1A, 1B certification is highly desirable. May be required to obtain necessary certifications and maintain proficiency levels related to carrying firearms.~~

Possession of ICC Fire Marshal certification or equivalent.

Registration as a Fire Protection Engineer with the California State Board of Registration for Professional Engineers is highly desirable.

Possession of or ability to obtain PC 832 certification within probationary period.

Obtain National Incident Management System (NIMS) Certifications IS 700 and IS 800 within six months of appointment.

Obtain Incident Command System (ICS) Certification in ICS 100 and ICS 200 within six months of appointment.

Possession of an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 125 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Effective Date: April 2006

Revised: January 2021

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CITY OF ARCADIA

FIRE ~~INSPECTOR~~PREVENTION SPECIALIST

DEFINITION

Under general supervision, to perform a variety of ~~fire prevention and inspection work~~community risk reduction tasks including fire code enforcement and fire safety education program administration; to inspect construction ~~plans-projects~~ for compliance with applicable fire and life safety codes and standards; and to train ~~engine company-fire suppression personnel~~ to conduct inspections.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate and participate in the ~~Fire Prevention Bureau~~Community Risk Reduction's fire safety education activities; provide training on ~~fire and safety~~general safety and risk reductions programs, fire and life safety codes, and inspection practices.

Develop and deliver ~~fire safety and preven~~community risk reduction educational programs to local schools, community groups, and members of the general public.

Respond to requests from schools, businesses, organizations and the general public for fire safety, injury prevention and community preparedness information, literature and materials.

Conduct inspections of buildings and property for fire hazards, efficiency of fire protective equipment, adequacy of fire exits, and general compliance with fire prevention laws and standards; advise property owners on the removal of fire hazards; enforce compliance to correct hazards.

Conduct field inspections of new construction.

Provide technical assistance to contractors, architects, engineers, developers and the public.

Evaluate existing and proposed fire protection systems.

Take appropriate measures to promote and enforce full compliance with fire prevention codes, ordinances, laws, and regulations.

Issue warnings, notices, and citations.

~~Coordinate the Fire Company Inspection Program.~~

Supervise and assist in the preparation and maintenance of detailed inspections reports, technical reports and statistical data.

~~Conduct investigations to determine fire cause and origin.~~

Provide advice regarding hazardous processes, operations, and hazardous materials requirements.

Receive and investigate complaints regarding fire violations; recommend corrective actions.

~~Respond to requests and inquiries from the fire personnel, general public, contractors, architects, and media representatives regarding fire and life safety codes and standards.~~

Check and review building plans prior to issuance of permits; review construction and permit documents in relation to fire prevention laws and codes.

Maintain a variety of records, files and maps related to fire prevention and safety activities and programs.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and techniques related to fire science particularly in the areas of fire prevention and fire code enforcement.

Modern principles and practices of fire prevention and suppression.

Principles and techniques used in the development and implementation of ~~safety education~~ community risk reduction programs.

Fire hazards and the related prevention and abatement methods.

~~Fire prevention inspection methods and techniques.~~

~~Techniques of fire and arson investigation.~~

Methods and techniques of building construction.

Principles of water hydraulics.

Chemistry of hazardous materials.

~~Pertinent Federal, State, and local laws, codes and regulations including Uniform Fire Code.~~ Applicable local, State, and Federal laws, regulations and standards related to community risk reduction education programs and services.

Occupational hazards and standard safety practices necessary in the area of fire inspection.

Public relations as related to obtaining cooperation and compliance to ~~fire codes and laws~~ regulations and statutes.

~~Principles and practices used in dealing with the public.~~

~~Safe driving principles and practices.~~

Skill to:

~~Operate fire detection and monitoring equipment.~~

~~Operate a variety of audio-visual equipment.~~

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Conduct fire inspection and code enforcement work.

Enforce regulations firmly, tactfully, and impartially.

~~Prepare and deliver oral presentations.~~

Deal effectively with property owners, managers and the general public in difficult work situations.

Detect fire hazards and make recommendations on ways to prevent and eliminate fire hazards.

~~Conduct fact-finding inspections and investigations, including evidence-gathering.~~

Properly interpret and make decisions in accordance with laws, regulations and policies.

Use various media, technology, communication and dissemination techniques and methods to communicate.

Read and interpret blueprints.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Observe and record findings during inspections.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

~~Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.~~

Minimum Qualifications:

~~Any combination of education and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to achieve this is:~~

Experience:

~~Three years of progressively responsible experience related to in fire safety inspection and education work, community risk reduction, fire prevention, plan review, and/or inspections experience.~~

Training:

~~Equivalent to an Associate's degree in Fire prevention Science or a related field.~~

License or Certificate:

~~Possession of ICC Fire Prevention-Inspector Levels I and II certification or equivalent.~~

~~Possession of or ability to obtain Title 19 and 24PC 832 certification within probationary period.~~

~~Possession of CPR Certification issued by the American Red Cross or the American Heart Association within probationary period.~~

~~Obtain National Incident Management System (NIMS) Certifications IS 700 and 800 within six months of appointment.~~

~~Obtain Incident Command System (ICS) Certification in ICS 100 and ICS 200 within six months of appointment.~~

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Possession of an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Effective Date: April, 2000

Revised: [January 2021](#)