

San Bernardino County Fire Department



Invites Applications For LIMITED TERM FIREFIGHTER- EMT/AMBULANCE DRIVER/ PARAMEDIC (Effective January 2010)

San Bernardino County Fire Department is recruiting for the classification of Limited Term Firefighter. Under the direction of a Company Officer, LT's will respond to medical aids, rescues, and other emergency and non-emergency incidents as required. LT's are expected to participate in daily fire station activities and attend regular and special training sessions. This employment opportunity provides excellent "on the job training" and resume building opportunities towards a career in the fire service. **Employment in these extra-help, non-regular positions will be for a period of up to 351 days in duration only, with yearly testing for up to three years. Successful candidates shall be considered at will and probationary throughout the term of their employment. Applicants for all classifications must be willing to work anywhere within San Bernardino County.**

SALARY AND BENEFITS: Firefighter/Ambulance driver salary is \$10.13 per hour, Firefighter / Paramedic salary is \$11.30 per hour, and Firefighter/EMT salary is \$8.92 per hour (**River Battalion Only**). These positions have **no benefits** other than the County's PST Deferred Compensation Plan associated with them. Depending upon assignment, the work shift may be 8, 10, 12, or 24 hour, but is generally a 24-hour assigned shift.

MINIMUM REQUIREMENTS FOR FIREFIGHTER/EMT – RIVER BATTALION ONLY:

- Must be 18 years of age and have graduated from high school or equivalent at time of appointment.
 - Must possess and maintain a **valid class "C" State of California Driver's License.***
 - Must possess and maintain an **EMT I Certification or greater.**
 - Must have a California Fire Marshals **Firefighter I Certificate** or California State Fire Marshal accredited **Level I Firefighter Academy** or have been employed at least one year as a San Bernardino County Consolidated Fire District Paid Call Firefighter. Driver Operator Certification highly desirable.
- *Depending upon residency, the department may accept out of state Class "C" Drivers License from surrounding states (Arizona and Nevada **ONLY**).

MINIMUM REQUIREMENTS FOR FIREFIGHTER/AMBULANCE DRIVER:

- Must be 18 years of age and have graduated from high school or equivalent at time of appointment.
- Must possess and maintain a **valid Class "C" State of California Driver's License.**
- Must possess and maintain a **"CDL" Ambulance Driver's Certificate.**
- Must possess and maintain a **valid Medical Examiner's Certificate for a "CDL" Ambulance Driver's Certificate.**
- Must possess and maintain **EMT1 Certification or greater.**
- Must have a California State Fire Marshals **Firefighter I Certificate** or California State Fire Marshal accredited **Level I Firefighter Academy** or have been employed at least two years as a San Bernardino County Consolidated Fire District Paid Call Firefighter and have completed the departments Ambulance Taskbook and have a recommendation letter from your Battalion Chief (for non-transport stations you must have completed the Brush Patrol and Squad Taskbooks and have a recommendation letter from your Battalion Chief).

MINIMUM REQUIREMENTS FOR FIREFIGHTER/PARAMEDIC:

- Must be 18 years of age and have graduated from high school or equivalent at time of appointment.
- Must possess and maintain a **valid Class "C" State of California Driver's License.**
- Must possess and maintain a **"CDL" Ambulance Driver's Certificate.**
- Must possess and maintain a **valid Medical Examiner's Certificate for a "CDL" Ambulance Driver's Certificate.**
- Must possess and maintain a California State **Paramedic License and be certified in San Bernardino County (ICEMA) prior to employment.**
- Must have a California State Fire Marshals **Firefighter I Certificate** or California State Fire Marshal accredited **Level I Firefighter Academy** or have been employed at least two years as a San Bernardino County Consolidated Fire District Paid Call Firefighter and have completed the departments Ambulance Taskbook and have a recommendation letter from your Battalion Chief (for non-transport stations you must have completed the Brush Patrol and Squad Taskbooks and have a recommendation letter from your Battalion Chief).

Additional minimum requirements for all classifications: A current DMV abstract *printed within the last six-(6) months prior to application deadline* and copy of CPAT or Biddle *taken and passed within the last twelve-(12) months prior to application deadline* for the applicant must be submitted with every application.

Must be able to perform during high stress situations. Must be able to hear within the normal audio range, without correction. Must possess the strength and stamina sufficient to lift and carry equipment and individuals up to 200 pounds in weight. Individuals assigned to Firefighter duties must be able to wear a self-contained breathing apparatus. Vision must be correctable to 20/20. Must be able to work in a variety of environmental conditions. Applicants for all classifications must have successfully passed a timed Biddle or CPAT test *within the last twelve-(12) months prior to application deadline*. For information regarding CPAT/Biddle testing please contact our department at (909) 387-5940 or your local community college having a Fire Service Program.

EXAMINATION PROCESS: Applicants who pass the written examination with 70% or better will be invited to an oral interview.

MEDICAL EXAMINATION: Job offers made are contingent upon passing a medical examination, which will include pre-employment drug / alcohol screening. Failure to meet all medical standards may result in withdrawal of employment offer. San Bernardino County Fire Department has a no smoking policy covering all District facilities and vehicles.

BACKGROUND INVESTIGATION: Applicants will be fingerprinted and must pass a background investigation conducted through the State of California.

IMMIGRATION LAW: At time of hire, District employees must meet the documentation requirements of the Immigration Reform and Control Act of 1986.

ELECTRONIC FUND TRANSFER: New employees must make arrangements for the direct deposit of paychecks into the financial institution of their choice, via electronic fund transfer.

SPECIAL TESTING ACCOMMODATIONS: If you feel that you require special testing arrangements due to a medically diagnosed disability, please request and complete the "Special Testing Accommodations Request Form" at the time you submit your application.

TO APPLY: Applications may be obtained from any San Bernardino County Fire Department fire station during normal business hours, please call (909) 387-5940 to have a flyer mailed to your home. **Applications and copies as proof of certificates / licenses must be submitted to Fire Administration Headquarters only at 157 West Fifth Street, 2nd Floor, San Bernardino, Ca. 92415-0450.**

DEADLINE: 5:00pm on Friday, January 29, 2010 is the last day to file for the testing scheduled for the week of February 15, 2010. *Only complete applications, including proof of completion of all minimum requirements, will be invited to the written testing.*

Written Test Information:

The written test includes testing in the following areas: Arithmetic, Mechanical Concepts, English, Reading Comprehension, Interpersonal Relations, Firefighting Concepts.

Oral Testing Dates: *To be scheduled and will be assigned upon successful completion of written testing.*

ALL APPLICANTS PLEASE NOTE: Previous Limited Term Firefighters that are applying in order to complete any remaining time must apply within 1 year of their termination date from the San Bernardino County Fire Department Limited Term Firefighter Program. (Please see attached Limited Term Firefighter Operations Directive)

Applications **must** contain copies of all certifications **prior** to application deadline. Any applications received missing copies of documents listed under minimum requirements, the DMV Abstract or a CPAT/Biddle **WILL NOT** be invited to participate in the written testing. Proof of FFI/Level I Firefighter Academy graduation may be submitted in lieu of certificate. Graduation certificate must be furnished at time of oral interview. Failure to submit graduation certification at that time will result in automatic disqualification from the recruitment.

Written Test Location:

Applicants with a submitted application and an invitation should report to:
On the grounds of the San Bernardino International Airport
Richard Sewell Training Center
2824 East "W" Street Bldg #302
San Bernardino, CA. 92408

Recruitment for the Limited Term positions will be routinely done to create and maintain a master certification list for use during the year. As positions in this classification become vacant this certification list may be used to fill these positions.

The San Bernardino County Fire Department is an Equal Opportunity Employer

SAN BERNARDINO COUNTY FIRE DEPARTMENT

OPERATIONS DIRECTIVES

2035 LIMITED TERM FIREFIGHTER

I. BACKGROUND

This policy has been developed to ensure the department has a valid system in place to properly administer the Limited Term Firefighter program and all employees in that classification.

II. PURPOSE

A. The purpose of this directive is to identify the procedures for length of assignments/service, annual testing, annual testing criteria, annual placement into the staffing pattern, annual evaluations and termination process for Limited Term Firefighters within the San Bernardino County Fire Department.

1. LIMITED TERM FIREFIGHTER COORDINATOR, HUMAN RESOURCES, ASSISTANT CHIEF OF OPERATIONS RESPONSIBILITIES

- i. Limited Term Firefighter Coordinator will be responsible for maintaining current Limited Term assignment rosters, placement of Limited Term Firefighters annually throughout the department, assisting in the annual testing of current Limited Term Firefighters, and reviewing of all Work Performance Evaluations for Limited Term Firefighters.
- ii. Human Resources will be responsible for administering the annual written tests for all current Limited Term Firefighters in conjunction with the Training Division, notifying Limited Term Firefighters of their test scores, notifying Limited Term Firefighters as to their employment status, tracking the current number of work assignments for each Limited Term Firefighter, and collecting and filing of all Work Performance Evaluations for Limited Term Firefighters.
- iii. Under the direction of the Fire Chief, the Assistant Chief of Operations will be responsible for all final decisions that directly or indirectly affect Limited Term Firefighters.

III. PROGRAM

A. The intent of this directive is to provide:

1. Procedures for testing all Limited Term Firefighters annually to meet the requirements for employment.
2. To outline the number of 351- day work assignments that each Limited Term Firefighter is allowed to work.
3. Procedures for annual placement of Limited Term Firefighters into the Divisions throughout County Fire.
4. Procedures for annual Work Performance Evaluations (WPE) for Limited Term Firefighters.
5. Procedure for notifying Limited Term Firefighters when their term of employment has expired due to length of service or failure of the annual written test.

B. Length of Limited Term Firefighter Assignments:

1. Limited Term Firefighters will work in 351-day assignments.
2. Limited Term Firefighters are restricted from working more than three (3) 351-day assignments with San Bernardino County Fire Department.
3. Limited Term Firefighters who become paramedics during one of their three (3) 351-day assignments will have the option to work one (1) additional 351-day assignment for a total of four (4) 351-day assignments.
4. Limited Term Firefighters wishing to take advantage of the fourth (4th) 351-day assignment must have their National Registry and ICEMA certifications on file with payroll prior to the end of their third (3rd) 351-day assignment.

C. Annual Testing:

1. Each Limited Term Firefighter will be tested annually. Limited Term Firefighters will only be given one opportunity to take and pass the test. Those who pass the test will be given the opportunity to work one additional 351-day work assignment with San Bernardino County Fire up to the three (3) or four (4) year limit. (See Length of Assignments, above)
2. Limited Term Firefighters will be notified at least 30 days prior to their test date via the U.S. Mail of their test date, time and location by Human Resources.

3. Limited Term Firefighters who fail the annual test will be terminated at the end of their current 351-day work assignment.
4. Limited Term Firefighters who fail to show up for their annual test will be terminated at the end of their current 351-day assignment.
5. Limited Term Firefighters who fail the annual test will only be eligible to re-apply for the position in order to complete any remaining 351-day assignment(s) they have with San Bernardino County Fire. Previous Limited Term Firefighters that are applying in order to complete any remaining time must apply within 1 year of their termination date. Those that re-apply must follow all steps as outlined on the current Limited Term Firefighter recruitment flyer and successfully complete all portions of the recruitment process. Successful applicants will be subject to all new hire employee requirements.

D. Testing Criteria:

1. Limited Term Firefighters will be given a written test at the end of their first 351-day assignment that will contain Firefighter 1 related questions.
2. Limited Term Firefighters will be given a written test at the end of their second 351-day assignment that will contain both Firefighter 1 and Firefighter 2 related questions.
3. Limited Term Firefighters who have become paramedics and who are eligible for a fourth 351-day assignment will be given an EMS based written exam at the end of their third 351-day assignment.

E. Annual Placement:

1. Limited Term Firefighters will rotate duty assignments in conjunction with the full-time employee rotation.
2. Limited Term Firefighters will be assigned to a different supervisor at each rotation when possible. The Department may deviate from this practice at any time if necessary.
3. Limited Term Firefighters will be allowed to submit a transfer request during a specific time period set by the Limited Term Firefighter Coordinator. The Limited Term Firefighter Coordinator will use this request as a guide; this request in no way guarantees placement.

F. Evaluations of Limited Term Firefighters:

1. Limited Term Firefighters will receive a Work Performance Evaluation (WPE) from their current assigned Captain just prior to annual personnel station rotation.
2. Captains will forward the completed WPE to the Limited Term Firefighter Coordinator for review within thirty (30) days of completion.
3. The Limited Term Firefighter Coordinator will be responsible for reviewing and forwarding the WPE to Human Resources.

G. Termination Notification:

1. Human Resources will be responsible for notifying Limited Term Firefighters that they are being terminated.
2. Limited Term Firefighters will be terminated at the end of their current 351-day assignment due to service limitations or failure to pass or take the annual written test.
3. Human Resources will notify Limited Term Firefighters at least thirty (30) days prior to their termination date via U.S. Mail.
4. Human Resources will notify the Limited Term Firefighter Coordinator via department e-mail of all terminations so that the official assignment roster can be updated.
5. Limited Term Firefighters that are terminated due to service limitations will not be eligible for rehire into the Limited Term Firefighter classification.
6. Limited Term Firefighters are also responsible to follow all rules, regulations, policies, orders and directives. Failure to do may result in disciplinary action up to and including termination.