

## CITY OF RED BLUFF INVITES APPLICATIONS FOR

### RESERVE FIREFIGHTER

CURRENT HOURLY RATE:

**\$13.00/HR TO \$15.50/HR**

### APPLICATION REQUIREMENTS:

Submit the following documentation to:

**City of Red Bluff, Attn: Human Resources**  
**555 Washington Street**  
**Red Bluff, Ca 96080**  
**(530) 527-2605 ext. 3051**  
[hr.redbluff@cityofredbluff.org](mailto:hr.redbluff@cityofredbluff.org)

- 1). City of Red Bluff Employment Application  
(Applications may be obtained in person or by mail at the above address)
- 2). Copy of high school diploma or equivalent
- 3). Copy of valid State of California Driver's License
- 4). Copy of a State Firefighter-I certificate, IFSAC Firefighter-1 certificate, or certificate of completion of a Firefighter-1 Academy
- 5). Possess and maintain current EMT-1 certification or higher through S-SV and or National Registry
- 6). Possess and maintain current CPR card
- 7). Copy of certificate of Hazardous Materials Awareness (FRO level)
- 8). Copy of certificate of Confined Space Rescue (awareness level) or proof of training

***SUBMISSION OF THE ABOVE ITEMS IS REQUIRED IN ORDER FOR AN APPLICATION TO BE CONSIDERED COMPLETE. INCOMPLETE APPLICATIONS MAY BE DISQUALIFIED.***

### Definition of Position

This is an entry-level classification in the fire department with responsibility for firefighting, life-saving and rescue services, fire inspection and prevention activities, and other related duties.

### Selection Procedure:

All application materials received by the final filing date will be reviewed for accuracy, completeness and job-related qualifications. A limited number of applicants meeting the requirements and demonstrating the most desirable qualifications will be invited to participate in the interview process. It is, therefore, important that the application be thorough, detailed, and clear. The interview and selection processes will consist of an oral panel interview, a possible second interview, a thorough background investigation, and pre-employment medical, Drug/Alcohol exam. An eligibility list of qualified applicants will be established following the testing and interview process. The list will be in effect for one year.

### Current Benefits:

Sick leave.

**EOE.** We do not discriminate on the basis of race, Religious creed, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, sexual orientation, or age.

## **OPEN RECRUITMENT**



**Return completed application to:**

City of Red Bluff  
Human Resources Department  
555 Washington Street  
Red Bluff, CA 96080  
(530) 527-2605  
[hr.redbluff@cityofredbluff.org](mailto:hr.redbluff@cityofredbluff.org)

## EMPLOYMENT APPLICATION

Application must be typed or printed and signed in ink. (Use black or dark blue ink. DO NOT USE PENCIL)

Position applied for: \_\_\_\_\_ Expected Rate of Pay: \_\_\_\_\_

Name: \_\_\_\_\_  
LAST FIRST MI

Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Mailing Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Home Phone No.: ( ) \_\_\_\_\_ Message Phone No. ( ) \_\_\_\_\_  
AREA CODE NUMBER AREA CODE NUMBER

E-Mail Address: \_\_\_\_\_

Driver License No.: \_\_\_\_\_ Class: \_\_\_\_\_ State Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

|  | Yes   | No    |
|--|-------|-------|
| If you are hired, can you submit proof of right to work in the United States?                                  | _____ | _____ |
| Are you at least 18 years of age?  | _____ | _____ |
| Have you been discharged or forced to resign a position? (If yes, please <b>explain circumstances below.</b> ) | _____ | _____ |

Were you previously employed by the City of Red Bluff? (List under what name and year below.) \_\_\_\_\_

Do you have any relatives working for the City of Red Bluff? (List names, relationship and department below.) \_\_\_\_\_

**All new employees are fingerprinted to determine criminal background.**

Do you possess any license, permit, certificate or are there any other experiences, skills or qualifications, which you feel would especially meet the requirements as stated on the job announcement?

Describe:

If you are **attaching a resume, please read:** In order for your application to be considered, the following section **MUST** be completed. **A resume MAY be attached, but WILL NOT be acceptable in lieu of this section.** List below all present and past employment **FOR THE LAST 10 YEARS** beginning with your most recent. Explain gaps between employment periods. If more space is needed, use a separate sheet prepared in the same format and attach securely.

**Incomplete** information MAY result in **disqualification.**

| DATES<br>Month-Year   | PRESENT<br>OR<br>LAST<br>POSITION | Company             | Position held                    |                |                   |                     |
|---|-----------------------------------|---------------------|----------------------------------|----------------|-------------------|---------------------|
| From  |                                   | Mailing Address     | Your supervisor's name and title |                |                   |                     |
| TO  |                                   | City State Zip Code | Reason for Leaving               | Phone No.      |                   |                     |
| May we contact?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No  |                                   | Your Duties         |                                  |                | Hours per week    |                     |
| DATES<br>Month-Year   | NEXT<br>PREVIOUS<br>POSITION      | Company             | Position held                    |                |                   |                     |
| From  |                                   | Mailing Address     | Your supervisors name and title  |                |                   |                     |
| TO  |                                   | City State Zip Code | Reason for Leaving               | Phone No.      |                   |                     |
| May -we contact?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                   | Your Duties         |                                  |                | Hours per week    |                     |
| DATES<br>Month-Year   | NEXT<br>PREVIOUS<br>POSITION      | Company             | Position held                    |                |                   |                     |
| From  |                                   | Mailing Address     | Your supervisor's name and title |                |                   |                     |
| To  |                                   | City State Zip Code | Reason for Leaving               | Phone No.      |                   |                     |
| May we contact?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No  |                                   | Your Duties         |                                  |                | Hours per week    |                     |
| DATES<br>Month-Year   | NEXT<br>PREVIOUS<br>POSITION      | Company             | Position held                    |                |                   |                     |
| From  |                                   | Mailing Address     | Your supervisor's name and title |                |                   |                     |
| TO  |                                   | city State Zip Code | Reason for Leaving               | Phone No.      |                   |                     |
| May we contact?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No  |                                   | Your Duties         |                                  |                | Hours per week    |                     |
| School  | Name and Address of School        | Course of Study     | Credits Earned                   |                | Diploma or Degree | Grade Point Average |
|   |                                   |                     | Quarter Units                    | Semester Units |                   |                     |
| High  |                                   |                     |                                  |                |                   |                     |
| College   |                                   |                     |                                  |                |                   |                     |
| Other (specify) Business, Trade, etc.   |                                   |                     |                                  |                |                   |                     |

I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION AND ACCOMPANYING MATERIALS ARE COMPLETE, ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE. I AGREE AND UNDERSTAND THAT ANY OMISSIONS OR MISSTATEMENTS OF MATERIAL FACTS CONTAINED IN THE APPLICATION MAY CAUSE ME TO FORFEIT ALL RIGHTS TO EMPLOYMENT WITH THE CITY OF RED BLUFF REGARDLESS OF MY LENGTH OF EMPLOYMENT. I UNDERSTAND THAT THE INFORMATION PROVIDED BY ME WILL BE VERIFIED. I AUTHORIZE THE RELEASE OF PERTINENT INFORMATION TO THE CITY BY EMPLOYERS AND EDUCATIONAL FACILITIES. THIS APPLICATION WILL BE GOOD FOR 180 DAYS.

Signature of Applicant \_\_\_\_\_  
(Use ink, required for application to be complete)

Date \_\_\_\_\_

Position applied for: \_\_\_\_\_

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs).*

*To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (Voice and TDD)*

**CITY OF RED BLUFF FIRE DEPARTMENT**  
**JOB CLASSIFICATION AND REQUIREMENTS**  
**FIREFIGHTER / RESERVE**

**GENERAL PURPOSE**

This is an entry-level classification in the fire department with responsibility for firefighting, life-saving and rescue services, fire inspection and prevention activities, and other related duties.

**SUPERVISION RECEIVED**

Works under the general supervision of the shift Officer In Charge Captain or Chief Officer in charge.

**SUPERVISION EXERCISED**

None

**MINIMUM QUALIFICATIONS**

- High school diploma or equivalent
- Be at least 18 years of age
- Possess a valid State of California Driver's License
- Possess a State Firefighter-I certificate, IFSAC Firefighter-I certificate, or certification of Completion of Firefighter-I academy
- Possess and maintain current EMT-I certification or higher through S-SV and/or National Registry
- Possess and maintain current CPR card.
- Possess a certificate of Hazardous Materials Awareness (FRO level).
- Possess a certificate of Confined Space Rescue (awareness level) or proof of training.

**SPECIAL REQUIREMENTS**

Entry Level:

- No felony convictions or disqualifying criminal histories within the past seven years.
- U.S. citizen
- Ability to read and write the English language.
- Must be of good moral character and of temperate and industrious habits.

**SELECTION GUIDELINES**

Firefighter applicants must successfully complete the following prior to appointment:

- Submit a City of Red Bluff Employment Application with copies of certifications.
- Submit to Live Scan Fingerprints for background investigation.
- Submit a 5-year DMV record report.
- Submit to a Pre-Employment Physical (includes drug and alcohol screening).
- Oral interview with interview panel
- Practical exam based off Firefighter-I and/or EMT-I standards

## **Necessary Knowledge, Skills and Abilities:**

- Ability to follow verbal and written instructions.
- Ability to communicate effectively orally and in writing.
- Ability to establish effective working relationships with employees, other agencies and the general public.
- Ability to meet special requirements listed below as applicable.

## **PHYSICAL DEMANDS**

This position requires a high level of physical conditioning and ability as it presents periods of extreme physical demand. The employee must be able to occasionally lift and/or carry heavy loads under periods of high physical and mental stress.

While performing the duties of this job, the employee is frequently required to stand; walk; use both hands and fingers to handle or operate objects, tools; and reach with hands and arms. The employee is occasionally required to sit; climb tall ladders or balance; stoop or crawl.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.

The noise level in the work environment is usually moderate, except during certain firefighting activities when noise levels may be very loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.