

# **CRESCENT FIRE PROTECTION DISTRICT**

**CLASSIFICATION: VOLUNTEER FIREFIGHTER**

## **DEFINITION:**

Responds to fire alarms and other emergency calls to protect life and property. Performs firefighter and/or first responder services as needed within the areas served by the Crescent Fire Protection District and areas served under the Mutual Aid agreement. Attendance is required for training and maintenance of active status on the Crescent Fire Protection District department.

## **EXAMPLES OF ESSENTIAL DUTIES:**

Duties include but are not limited to the following:

- Attend regular and special meetings, drills and training as required.
- Respond to emergency and routine calls on a 24-hour basis, as available.
- Maintain assigned equipment as trained.
- Operate firefighting and first aid equipment, including two-way radios.
- Drive and operate fire trucks and similar fire apparatus.
- Perform fire suppression including entry and rescue.
- Administer emergency first aid to injured persons.
- Assist in all phases of firefighting operations and medical emergencies as directed.
- Assist in maintaining and caring for fire apparatus, equipment, fire station, and grounds.

## **EXAMPLES OF NON-ESSENTIAL DUTIES:**

Performs other related duties as assigned.

## **SUPERVISION:**

This position is supervised by the Fire Chief through the Fire Department Chain of Command. When assigned, this position may serve as Assistant Chief, Battalion Chief or Captain and provide Chain of Command supervision.

## **PHYSICAL, MENTAL, ENVIRONMENTAL AND COMMUNICATION DEMANDS:**

Essential duties require the following physical, mental, environmental and communication demands:

### **Physical:**

Frequent lifting, carrying, pushing and/or pulling, occasionally in excess of 100 pounds; climbing and/or balancing; stooping, kneeling, crouching and/or crawling; reaching, handling, and grasping; wearing/using self-contained breathing apparatus;

**Mental:**

Needs good judgment and the ability to react appropriately in emergency situations and perform duties under stressful conditions.

**Environmental:**

Duties are performed in adverse environmental conditions, including exposure to intense heat; may be exposed to heavy smoke and dust; exposure to inclement weather conditions.

**Communication:**

**Vision** – Sufficient acuity, corrected or non-corrected, far and near, depth perception, field of vision, color vision, and night vision to obtain impressions of the shape, size, distance, motion, color and other characteristics of objects.

**Hearing** – Sufficient clarity, corrected or non-corrected, of hearing within speech frequencies to maintain two-way communications in person, on the telephone, and by radio with other firefighters and the public.

**Speech** – Sufficient clarity of speech to communicate verbally in a clear and concise manner with other firefighters and the public.

**Writing** – Sufficient to prepare records and incident reports.

**Reading** – Sufficient to read and comprehend written materials and instructions at a level appropriate for the class.

Minimum Age – 18 years of age.

**QUALIFICATIONS:**

**Education:**

- Graduation from high school or equivalent.

**Training:**

Before being placed on active status, a candidate shall successfully complete the following:

- A medical exam;
- A drug screen;
- A physical performance assessment;
- A DMV printout of motor vehicle operator's license;
- An SCBA fit test;
- A First Aid and CPR class.

In order to maintain active status on the department, a firefighter shall successfully complete the following:

- A medical exam, physical performance assessment, and SCBA fit test on an annual basis;
- A 40 hour First Responder class within one year;
- A Firefighter I class within two years;
- Participate in regular in-house training and other training programs.

**Knowledge of:**

- Modern fire prevention and suppression methods or the ability to acquire such knowledge.

**Ability to:**

- Work within the policies and procedures of the department.
- Observe safety regulations and procedures.
- Establish and maintain effective working relationships with those contacted in the course of work and with the general public.
- Learn and understand firefighting and rescue methods and techniques.
- Learn basic operations and mechanics of firefighting equipment.
- Drive fire apparatus with care and safety in accordance with California Code during emergency and non-emergency situations.
- Learn the geography of the County and areas served by the department.
- Interpret and follow oral and written instructions.
- Communicate orally in an effective manner.
- Operate and use firefighting and first aid equipment.
- Keep simple records and prepare reports.

**License:**

Must possess and maintain a valid California motor vehicle operator's license in compliance with Department insurance requirements; must possess and maintain a Class B non-commercial firefighter restricted driver's license within two years.

**Certifications:**

Must possess and maintain a valid American Red Cross (or equivalent) First Aid and CPR certification. An EMT certification is desirable.

**CRESCENT FIRE PROTECTION DISTRICT  
255 W. WASHINGTON BLVD  
CRESCENT CITY, CA 95531  
(707)464-2421**

**EMPLOYMENT APPLICATION INSTRUCTIONS  
(Please read these instructions carefully.)**

Please type or print legibly. An illegible application may result in disqualification.

A complete application is required. An incomplete application may result in disqualification. Statements such as “see attached resume” are not acceptable and will not substitute for completing any portion of the application or supplemental questionnaire.

You must include a response to any required supplemental questionnaire and copies of any required certificates, licenses, etc. listed in the employment opportunity flyer for the specific position for which you are applying. You may attach a current resume.

The completion of Attachment “D” is voluntary and is not required for your application to be determined complete.

**Mail or deliver** your completed, signed application to:

**CRESCENT FIRE PROTECTION DISTRICT  
255 W Washington Blvd  
Crescent City, CA 95531**

Unsigned applications will result in disqualification. Faxed or e-mailed applications will not be accepted.



**CRESCENT FIRE PROTECTION DISTRICT  
EMPLOYMENT APPLICATION**

Do you have any relatives employed by the District  
or serving as an elected official?\*

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list name(s) and relationship(s): \_\_\_\_\_

\*NOTE: A yes answer does not automatically disqualify you from the employment  
process.

I verify that this information is complete and correct to the best of my knowledge. I understand any false information may cause termination from employment or disqualification from this examination process. I authorize the District to contact employers, schools, or persons named herein. I agree to undergo a medical examination, a drug screening, and submit a DMV report. I understand that any offer of employment is contingent upon meeting the District's medical, drug screen, and license requirements.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CRESCENT FIRE PROTECTION DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER  
255 W WASHINGTON BLVD, CRESCENT CITY, CA 95531 (707) 464-2421**

**CRESCENT FIRE PROTECTION DISTRICT**

**ATTACHMENT "A"  
EMPLOYMENT APPLICATION**

**EMPLOYMENT EXPERIENCE:** (Include full-time, part-time, paid or unpaid positions, and military experience.)

**PLEASE LIST POSITIONS BELOW, STARTING WITH YOUR PRESENT OR MOST RECENT POSITION:** (attach additional sheets if necessary)

**Employer's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Employment Dates:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Description of Duties:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Employer's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Employment Dates:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Description of Duties:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Employer's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**CRESCENT FIRE PROTECTION DISTRICT**

**ATTACHMENT "B"  
EMPLOYMENT APPLICATION**

**EDUCATION and TRAINING:**

School Name & Address Degree/Certificate	Years Completed	Did You Graduate
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**REFERENCES:**

Please list three persons who are well-acquainted with your capabilities.  
(Not Relatives)

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

<b>Name:</b> _____	<b>Phone #:</b> _____
<b>Address:</b> _____	
_____ <b>Occupation:</b> _____	
<b>Name:</b> _____	<b>Phone #:</b> _____
<b>Address:</b> _____	
_____ <b>Occupation:</b> _____	

**CRESCENT FIRE PROTECTION DISTRICT**

**ATTACHMENT "C"**

**EMPLOYMENT APPLICATION**

**Authorization to Release Information  
For Pre-Employment Background Investigation**

**To Whom It May Concern:**

Having made application for employment with the Crescent Fire Protection District, I hereby authorize you, your organization, and/or persons in your employ to release any and all information regarding my employment which you may have about me, including information which may be of a confidential, privileged, and/or derogatory nature. I release and hold harmless you, your organization, its officers, agents, or employees from any liability or damages, whether in law or in equity, for furnishing information requested by the bearer of this authorization form.

I hereby direct you to release this information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of Crescent Fire Protection District.

Should there be any questions as to the validity of this release, you may contact me as indicated below.

A photocopy of this release form will be valid as an original, even though the said photocopy does not contain an original writing of my signature.

I hereby knowingly, voluntarily, specifically, and permanently waive any rights I may have to examine, review, or to otherwise discover the contents of this investigation and all documents related thereto pursuant to Labor Code Section 1198.5 or other legislation, whether by request, appeal, grievance, or by legal process.

I have had adequate time to review this form. I understand its meaning and purpose, and may request a copy.

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Signature

Date

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Full Name (Please Print)

Current Address

**CRESCENT FIRE PROTECTION DISTRICT**

**ATTACHMENT "D"**

**EMPLOYMENT APPLICATION**

Crescent Fire Protection District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability, or marital status.

Crescent Fire Protection District makes reasonable accommodations for the disabled.

Federal and State laws permit the request of the following information for statistical or research purposes only and it cannot be used as a basis for any employment decision. The data is used for monitoring the success of equal opportunity employment.

The completion of this form is **VOLUNTARY**.

If you choose to do so, complete this form and return it with your employment application.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SOCIAL SECURITY#: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

GENDER: MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

ETHNICITY: \_\_\_\_\_

LEVEL OF EDUCATION: \_\_\_\_\_

MARITAL STATUS: \_\_\_\_\_ NUMBER OF DEPENDENTS:

DISABILITIES: \_\_\_\_\_