

TO: James L. App, City Manager  
FROM: Meg Williamson, Assistant City Manager  
SUBJECT: Updated Classifications for I.A.F.F. Local 4148 (Fire) bargaining group  
DATE: October 21, 2008

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NEEDS: For the City Council to consider updated employee classification descriptions for the I.A.F.F. (Fire) collective bargaining group.

FACTS:

1. Job classifications serve to accurately identify job duties, including essential functions and accommodation parameters, for the varied work focuses throughout the organization.
2. In 2005-06 the City undertook a comprehensive classification and compensation Study addressing all non-safety positions. At the conclusion of the Study, the City Council adopted a series of job classifications descriptions that were of uniform format for the S.E.I.U. and Non-represented (Confidential, Professional & Management) groups.
3. Emergency Services Department job classifications have not been updated for more than two decades.
4. During 2006 meet and confer discussions, it was agreed that new job classification descriptions for Captain and Captain/Paramedic positions would be desirable. (See attached memorandum dated January 26, 2006).
5. The Captain and Captain/Paramedic job classification descriptions were updated to increase their experience requirements from 2 to 4 years and reformatted to match the uniform format of job classifications for the rest of the organization.
6. Refinement of the number of years of experience required for Captains is a means to properly align the classification with that of other agencies and to establish an appropriate professional "ladder" between line positions and management positions within the department.
7. The Firefighter and Firefighter/Paramedic classifications have been reformatted to match the format of the other updated positions. No other changes have been made.
8. The City engaged in a "meet and confer" process with representatives of the I.A.F.F. Local 4148 regarding the revised and reformatted position classifications. The result of that process was agreement by the Union that the new descriptions were appropriate as written (in email received August 7, 2008).

ANALYSIS &

CONCLUSION: Adoption of revised classifications for the Fire positions will more properly align the description of work with the expectations of the department and will reflect the format of other class descriptions within the City. This action is “housekeeping” in character and is consistent with 2006 discussions with the work group.

POLICY

REFERENCE: City of Paso Robles Personnel Rules and Regulations; Reclassification Policy.

FISCAL

IMPACT: No fiscal impact is anticipated as a result of updating /reformatting the fire classification descriptions.

OPTIONS:

- a. Adopt Resolution No. 08-XX approving the updated and reformatted Classification descriptions for the Emergency Services Department I.A.F.F. positions.
- b. Amend, modify or reject above option.

Attachment:

1. Resolution approving modified/reformatted Classifications for I.A.F.F. positions
2. January 26, 2006 memorandum
3. August 7, 2008 email confirmation from I.A.F.F. of concurrence

RESOLUTION NO. 08-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES  
ESTABLISHING UPDATED JOB CLASSIFICATIONS WITHIN  
THE I.A.F.F. LOCAL 4148 (FIRE) UNION

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WHEREAS, job classifications serve to accurately identify job duties, including essential functions and accommodation parameters, for the varied work focuses throughout the organization; and

WHEREAS, in 2005-06 the City undertook a comprehensive classification and compensation Study addressing all non-safety positions, and the City Council adopted a series of job classifications descriptions that were of uniform format for the S.E.I.U. and Non-represented (Confidential, Professional & Management) groups; and

WHEREAS the Emergency Services Department job classifications have not been updated for more than two decades; and

WHEREAS, during 2006 meet and confer discussions, it was agreed that new job classification descriptions for Captain and Captain/Paramedic positions would be desirable; and

WHEREAS, the Captain and Captain/Paramedic job classification descriptions were updated to increase their experience requirements from 2 to 4 years and reformatted to match the uniform format of job classifications for the rest of the organization; and

WHEREAS, the Firefighter and Firefighter/Paramedic classifications were reformatted to match the format of the other updated positions; and

WHEREAS, the City engaged in a “meet and confer” process with representatives of the I.A.F.F. Local 4148 regarding the revised and reformatted position classifications, resulting in concurrence that the new descriptions were appropriate as written;

WHEREAS, adoption of revised classifications for the Fire positions will more properly align the description of work with the expectations of the department and will reflect the format of other class descriptions within the City.

NOW, THEREFORE, LET IT BE RESOLVED by the City Council of the City of El Paso de Robles that the updated and reformatted Classification descriptions for the Emergency Services Department I.A.F.F. positions are approved as presented and attached herein.

PASSED AND ADOPTED by the City Council of the City of El Paso de Robles this 21<sup>st</sup> day of October 2008 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN

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Frank R. Mecham, Mayor

ATTEST:

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Deborah Robinson, Deputy City Clerk

**FIRE CAPTAIN (DRAFT)**

**DEFINITION**

Under general supervision plans, supervises, coordinates and participates in the emergency and non-emergency preparedness, response, fire suppression, prevention activities on an assigned shift. Supervises and trains firefighters, commands incident scenes, attends meetings as a representative of the Chief and the City of Paso Robles. Makes decisions that relate to programs under his/her responsibility and performs other related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

This classification receives direct or general supervision from administrative and or management staff. Provides supervision and/or technical and functional lead direction, instructs and reviews lower level classes within the department.

**CLASS CHARACTERISTICS**

Work performed at this level is done as a first line supervisory level. The incumbent is required to possess the training and ability of a seasoned firefighter and, in addition, possess higher level education, skill, and leadership ability. He/she will be responsible for the effective operation of a work team assigned to a particular shift.

**ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

- Responds to emergencies and makes decisions related to emergency management and fireground operations.
- Directs firefighting and related life and property protection until relieved by a superior officer.
- As necessary, command engine companies, truck companies, and/or specialized resources.
- Supervises the routine maintenance of station and grounds, and all apparatus and equipment assigned to the station.
- Trains and drills assigned personnel in various phases off fire prevention, fire suppression, and pre-suppression activities according to the training plan.
- Supervises and participates in physical fitness activities with assigned personnel.
- Inspects residential and commercial occupancies, open areas, and other conditions, and locations to detect and correct fire hazards or potentially life threatening situations.
- Educates the public regarding fire prevention.
- Maintains the station daily journal and prepares periodic and special activity reports.
- Observes and reports on performance and potential of subordinates.
- Performs other related tasks as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, methods, techniques, materials and equipment employed in fire suppression, investigation, prevention, emergency response, rescue, medical aid, hazards and safety precautions, applicable laws and regulations.
- Basic organization and function of public agencies, including the role of an elected City Council.
- Federal, state, and City codes, regulations, policies, agreements, technical processes and procedures related to City and departmental activities.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Business letter writing, techniques for preparing informational materials and the standard format for reports, correspondence and other written materials.
- English usage, spelling, grammar and punctuation.
- Computer applications related to the work, including word processing, database and spreadsheet applications.
- Records management principles and practices.
- Principles and practices of management and supervision.
- Occupational safety and health rules and regulations.
- Techniques for providing a high level of customer service to the public, representatives of other agencies, and City staff, in person and over the telephone.

### **Skill in:**

- Planning, organizing and coordinating the work of subordinate staff.
- Assessing and implementing emergency situation response.
- Rendering emergency medical care at the basic life support level and operating department apparatus/equipment.
- Providing varied and responsible work requiring the use of independent judgment, tact and discretion.
- Interpreting, applying, explaining and implementing policies, procedures, technical processes and computer applications related to the City, department or organizational unit to which assigned.
- Leadership, coordinating staff, and delegating tasks.
- Collecting, compiling, analyzing and summarizing varied information, proposing and considering alternatives and reaching sound conclusions.
- Effectively representing the department and the City in meetings with community groups and various business, professional and educational organizations.
- Effectively communicating verbal and written instructions.
- Compiling information from varied sources and preparing accurate records and reports.
- Composing correspondence, informational materials and reports independently or from brief instructions.
- Making accurate arithmetic and statistical calculations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Organizing own work, initiating processes, coordinating projects, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction.
- Taking a proactive approach to customer service issues.

- Data entry into standard computer formats and producing correspondence and reports with speed and accuracy sufficient to perform assigned work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

High school graduation or equivalent.

Minimum of four (4) years of experience as a paid, full-time firefighter.

**Licenses and Certifications:**

State Fire Marshal Fire Officer Certificate

Valid California Class B (Firefighter) Driver's License

Valid California Emergency Medical Technician I Certificate

**Physical Demands:**

Must possess mobility to work in an emergency incident setting and use power and hand tools and equipment; mobility to function at various field sites; physical stamina to perform work at an emergency incident, work on uneven terrain and lift and carry equipment and materials weighing over 100 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone and a two-way radio.

**Working Conditions:**

Incumbents in this classification work 24-hour shift assignments, including weekends and holidays, and may be required to work overtime with little or no notice. Due to the varied and unpredictable nature of the work, incumbents may also be required to work under the following conditions:

During a shift, Fire Captains are subject to unpredictable interruptions of sleep periods during which they must function effectively, including directing the work of others in emergency situations. While performing many emergency-related duties, a Fire Captain is required to lift, carry and/or drag objects such as a hose line or smoke ejector weighing up to 80 pounds, wear special protective clothing weighing up to 100 pounds, and wear a self-contained breathing apparatus weighing up to 80 pounds for short or long distances and often in combination. While performing emergency aid, a Fire Captain may lift and carry victims weighing up to 160 pounds, which requires use of the stomach and lower back muscles to support the body. Incumbents are exposed to a variety of weather conditions and are required to tolerate very hot and very cold temperatures. When responding to emergencies, incumbents also are exposed to other elements, including smoke, heat, flames, hazardous chemicals, and blood and other bodily fluids. In these situations, they must be able to observe or monitor people or objects to ensure compliance with safety standards; stand, sit or walk for extended periods of time, unable to rest at will; use explosive strength, as in sprinting or jumping; walk over rough, uneven or rocky surfaces; use arms above shoulder level; bend or stoop repeatedly or continually over time; and use common hand tools, such as hammers, saws and screw drivers. Incumbents are required to have the ability to hear a variety of warning devices and alarms, gas leaks, and/or calls for help. Some rescue duties require the operation of mechanical rescue equipment and the monitoring of proper safety

techniques in the use of such equipment. The tools used by a Fire Captain require precise arm-hand positioning and movements, such as when operating a chain saw or using emergency medical rescue equipment. The operation of firefighting equipment often requires the coordinated movement of more than one limb simultaneously. Emergency situations may require incumbents to work in small, cramped crawl spaces, areas where vision is limited, and/or at heights, including on roof tops and/or ladders. A Fire Captain must be able to distinguish among colors, including colors of smoke and flame, color coded equipment, hazardous materials identification placards, and wires, in order to identify or respond to potentially dangerous situations.

In daily activities at a station assignment, incumbents operate office equipment requiring repetitive arm/hand movements, as when they enter data into a terminal, personal computer or keyboard device. In order to keep abreast of developments in their field, incumbents must be able to learn in a classroom setting, and through observation and oral instruction in an on-the-job training setting. In both emergency and non-emergency situations, while performing supervisory responsibilities, incumbents review or check the work product of others.

Incumbents may be assigned to the Hazardous Materials Response Team, and, when so assigned, are required to wear a totally encapsulated suit for up to one hour, collect samples and secure leaks of unknown substances, work with heavy tools, and perform chemical tests to identify unknown substances.

**Other Requirements:**

Attendance at off-hours meetings and response to off-hours emergencies is required. Classification may be exposed to inclement weather conditions, fumes, odors, dust, and potentially toxic chemicals and conditions.

This class 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 class change.



**FIRE CAPTAIN/PARAMEDIC (DRAFT)**

**DEFINITION**

Under general supervision plans, supervises, coordinates and participates in the emergency and non-emergency preparedness, response, fire suppression, prevention activities on an assigned shift. Supervises and trains firefighters, commands incident scenes, attends meetings as a representative of the Chief and the City of Paso Robles. Makes decisions that relate to programs under his/her responsibility and performs other related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

This classification receives direct or general supervision from administrative and or management staff. Provides supervision and/or technical and functional lead direction, instructs and reviews lower level classes within the department.

**CLASS CHARACTERISTICS**

Work performed at this level is done as a first line supervisory level. The incumbent is required to possess the training and ability of a seasoned firefighter and, in addition, possess higher level education, skill, and leadership ability. He/she will be responsible for the effective operation of a work team assigned to a particular shift.

**ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

- Responds to emergencies and makes decisions related to emergency management and fireground operations.
- Directs firefighting and related life and property protection until relieved by a superior officer.
- As necessary, command engine companies, truck companies, and/or specialized resources.
- Supervises the routine maintenance of station and grounds, and all apparatus and equipment assigned to the station.
- Trains and drills assigned personnel in various phases off fire prevention, fire suppression, and pre-suppression activities according to the training plan.
- Supervises and participates in physical fitness activities with assigned personnel.
- Inspects residential and commercial occupancies, open areas, and other conditions, and locations to detect and correct fire hazards or potentially life threatening situations.
- Educates the public regarding fire prevention.
- Maintains the station daily journal and prepares periodic and special activity reports.
- Observes and reports on performance and potential of subordinates.
- Performs other related tasks as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, methods, techniques, materials and equipment employed in fire suppression, investigation, prevention, emergency response, rescue, medical aid, hazards and safety precautions, applicable laws and regulations.
- Basic organization and function of public agencies, including the role of an elected City Council.
- Federal, state, and City codes, regulations, policies, agreements, technical processes and procedures related to City and departmental activities.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Business letter writing, techniques for preparing informational materials and the standard format for reports, correspondence and other written materials.
- English usage, spelling, grammar and punctuation.
- Computer applications related to the work, including word processing, database and spreadsheet applications.
- Records management principles and practices.
- Principles and practices of management and supervision.
- Occupational safety and health rules and regulations.
- Techniques for providing a high level of customer service to the public, representatives of other agencies, and City staff, in person and over the telephone.

### **Skill in:**

- Planning, organizing and coordinating the work of subordinate staff.
- Assessing and implementing emergency situation response.
- Rendering emergency medical care at the advanced life support level and operating department apparatus/equipment.
- Providing varied and responsible work requiring the use of independent judgment, tact and discretion.
- Interpreting, applying, explaining and implementing policies, procedures, technical processes and computer applications related to the City, department or organizational unit to which assigned.
- Leadership, coordinating staff, and delegating tasks.
- Collecting, compiling, analyzing and summarizing varied information, proposing and considering alternatives and reaching sound conclusions.
- Effectively representing the department and the City in meetings with community groups and various business, professional and educational organizations.
- Effectively communicating verbal and written instructions.
- Compiling information from varied sources and preparing accurate records and reports.
- Composing correspondence, informational materials and reports independently or from brief instructions.
- Making accurate arithmetic and statistical calculations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Organizing own work, initiating processes, coordinating projects, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction.
- Taking a proactive approach to customer service issues.

- Data entry into standard computer formats and producing correspondence and reports with speed and accuracy sufficient to perform assigned work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

High school graduation or equivalent.

Minimum of four (4) years of experience as a paid, full-time firefighter.

**Licenses and Certifications:**

State Fire Marshal Fire Officer Certificate

Valid California Class B (Firefighter) Driver's License

Valid California Paramedic License with San Luis Obispo County Accreditation

**Physical Demands:**

Must possess mobility to work in an emergency incident setting and use power and hand tools and equipment; mobility to function at various field sites; physical stamina to perform work at an emergency incident, work on uneven terrain and lift and carry equipment and materials weighing over 100 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone and a two-way radio.

**Working Conditions:**

Incumbents in this classification work 24-hour shift assignments, including weekends and holidays, and may be required to work overtime with little or no notice. Due to the varied and unpredictable nature of the work, incumbents may also be required to work under the following conditions:

During a shift, Fire Captain/Paramedics are subject to unpredictable interruptions of sleep periods during which they must function effectively, including directing the work of others in emergency situations. While performing many emergency-related duties, a Fire Captain/Paramedic is required to lift, carry and/or drag objects such as a hose line or smoke ejector weighing up to 80 pounds, wear special protective clothing weighing up to 100 pounds, and wear a self-contained breathing apparatus weighing up to 80 pounds for short or long distances and often in combination. While performing emergency aid, a Fire Captain/Paramedic may lift and carry victims weighing up to 160 pounds, which requires use of the stomach and lower back muscles to support the body. Incumbents are exposed to a variety of weather conditions and are required to tolerate very hot and very cold temperatures. When responding to emergencies, incumbents also are exposed to other elements, including smoke, heat, flames, hazardous chemicals, and blood and other bodily fluids. In these situations, they must be able to observe or monitor people or objects to ensure compliance with safety standards; stand, sit or walk for extended periods of time, unable to rest at will; use explosive strength, as in sprinting or jumping; walk over rough, uneven or rocky surfaces; use arms above shoulder level; bend or stoop repeatedly or continually over time; and use common hand tools, such as hammers, saws and screw drivers. Incumbents are required to have the ability to hear a variety of warning devices and alarms, gas leaks, and/or calls for help. Some rescue duties require the operation of mechanical rescue equipment and the

monitoring of proper safety techniques in the use of such equipment. The tools used by a Fire Captain/Paramedic require precise arm-hand positioning and movements, such as when operating a chain saw or using emergency medical rescue equipment. The operation of firefighting equipment often requires the coordinated movement of more than one limb simultaneously. Emergency situations may require incumbents to work in small, cramped crawl spaces, areas where vision is limited, and/or at heights, including on roof tops and/or ladders. A Fire Captain/Paramedic must be able to distinguish among colors, including colors of smoke and flame, color coded equipment, hazardous materials identification placards, and wires, in order to identify or respond to potentially dangerous situations.

In daily activities at a station assignment, incumbents operate office equipment requiring repetitive arm/hand movements, as when they enter data into a terminal, personal computer or keyboard device. In order to keep abreast of developments in their field, incumbents must be able to learn in a classroom setting, and through observation and oral instruction in an on-the-job training setting. In both emergency and non-emergency situations, while performing supervisory responsibilities, incumbents review or check the work product of others.

Incumbents may be assigned to the Hazardous Materials Response Team, and, when so assigned, are required to wear a totally encapsulated suit for up to one hour, collect samples and secure leaks of unknown substances, work with heavy tools, and perform chemical tests to identify unknown substances.

**Other Requirements:**

Attendance at off-hours meetings and response to off-hours emergencies is required. Classification may be exposed to inclement weather conditions, fumes, odors, dust, and potentially toxic chemicals and conditions.

This class 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 class change.

**FIREFIGHTER (DRAFT)**

**DEFINITION**

Under general supervision suppresses fires, responds to medical emergencies, hazardous conditions situations, and other types of emergency and public service incidents; performs fire safety and code enforcement inspections; performs other duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

This classification receives direct or general supervision from assigned fire captain, administrative and or management staff.

**ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

- Responds to fire, medical, and other emergencies.
- Connects and lays hose lines; enters burning area, including structures, grass and brush fires, with hose lines, foam and other retardant.
- Assists in operation of nozzles and directing water streams.
- Renders basic life support medical skills, enters hazardous condition to protect life and property from such hazards as toxic gases and liquids and downed electrical power lines.
- Operates a variety of auxiliary firefighting equipment.
- Assists in educating the public in emergency preparedness measures.
- Participates in code enforcement/fire prevention measures.
- Performs residential and commercial building inspections.
- Maintains current knowledge of firefighting, rescue, and emergency medical service procedures.
- Participates in pre-fire planning.
- Maintains and services fire vehicles and equipment.
- May be required to operate fire engine or truck.
- Cleans and maintains fire stations.
- Maintains good physical condition.
- Performs other tasks as required.

**QUALIFICATIONS**

**Knowledge of:**

- Knowledge of principles, practices, methods, techniques, and procedures of modern firefighting. Includes prevention, inspection, emergency response, rescue, medical aid, maintenance and operation of firefighting equipment and apparatus.
- Basic organization and function of public agencies, including the role of an elected City Council.
- Federal, state, and City codes, regulations, policies, agreements, technical processes and procedures related to City and departmental activities.
- Applicable laws, rules and regulations.
- Standard office administrative practices and procedures, including the use of standard office equipment.

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- Business letter writing, techniques for preparing informational materials and the standard format for reports, correspondence and other written materials.
- English usage, spelling, grammar and punctuation.
- Computer applications related to the work, including word processing, database and spreadsheet applications.
- Records management principles and practices.
- Principles and practices of management and supervision.
- Occupational safety and health rules and regulations.
- Techniques for providing a high level of customer service to the public, representatives of other agencies, and City staff, in person and over the telephone.

### **Skill in:**

- Operating and maintaining firefighting equipment and apparatus.
- Rendering emergency medical care at the Emergency Medical Technician I level.
- Maintaining sound judgment, remaining calm, and making decisions in emergency situations.
- Compiling information from varied sources and preparing accurate records and reports.
- Composing correspondence, informational materials and reports independently or from brief instructions.
- Making accurate arithmetic and statistical calculations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Organizing own work, initiating processes, coordinating projects, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction.
- Taking a proactive approach to customer service issues.
- Data entry into standard computer formats and producing correspondence and reports with speed and accuracy sufficient to perform assigned work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

### **Education and Experience:**

High school graduation or equivalent

### **Licenses and Certifications:**

State Fire Marshal Firefighter I Certificate

Valid Emergency Medical Technician I Certificate

Valid California Class C Driver's License

### **Physical Demands:**

Must possess mobility to work in an emergency incident setting and use power and hand tools and equipment; mobility to function at various field sites; physical stamina to perform work at an emergency incident, work on uneven terrain and lift and carry equipment and materials weighing over 100 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone and a two-way radio.

### **Working Conditions:**

Incumbents in this classification work 24-hour shift assignments, including weekends and holidays, and may be required to work overtime with little or no notice. Due to the varied and unpredictable nature of the work, incumbents may also be required to work under the following conditions:

During a shift, Firefighters are subject to unpredictable interruptions of sleep periods during which they must function effectively, including directing the work of others in emergency situations. While performing many emergency-related duties, a Firefighter is required to lift, carry and/or drag objects such as a hose line or smoke ejector weighing up to 80 pounds, wear special protective clothing weighing up to 100 pounds, and wear a self-contained breathing apparatus weighing up to 80 pounds for short or long distances and often in combination. While performing emergency aid, a Firefighter may lift and carry victims weighing up to 160 pounds, which requires use of the stomach and lower back muscles to support the body. Incumbents are exposed to a variety of weather conditions and are required to tolerate very hot and very cold temperatures. When responding to emergencies, incumbents also are exposed to other elements, including smoke, heat, flames, hazardous chemicals, and blood and other bodily fluids. In these situations, they must be able to ensure personal compliance with safety standards; stand, sit or walk for extended periods of time, unable to rest at will; use explosive strength, as in sprinting or jumping; walk over rough, uneven or rocky surfaces; use arms above shoulder level; bend or stoop repeatedly or continually over time; and use common hand tools, such as hammers, saws and screw drivers. Incumbents are required to have the ability to hear a variety of warning devices and alarms, gas leaks, and/or calls for help. Some rescue duties require the operation of mechanical rescue equipment and the monitoring of proper safety techniques in the use of such equipment. The tools used by a Firefighter require precise arm-hand positioning and movements, such as when operating a chain saw or using emergency medical rescue equipment. The operation of firefighting equipment often requires the coordinated movement of more than one limb simultaneously. Emergency situations may require incumbents to work in small, cramped crawl spaces, areas where vision is limited, and/or at heights, including on roof tops and/or ladders. A Firefighter must be able to distinguish among colors, including colors of smoke and flame, color coded equipment, hazardous materials identification placards, and wires, in order to identify or respond to potentially dangerous situations.

In daily activities at a station assignment, incumbents operate office equipment requiring repetitive arm/hand movements, as when they enter data into a terminal, personal computer or keyboard device. In order to keep abreast of developments in their field, incumbents must be able to learn in a classroom setting, and through observation and oral instruction in an on-the-job training setting.

Incumbents may be assigned to the Hazardous Materials Response Team, and, when so assigned, are required to wear a totally encapsulated suit for up to one hour, collect samples and secure leaks of unknown substances, work with heavy tools, and perform chemical tests to identify unknown substances.

### **Other Requirements:**

Within 36 months of appointment must possess:

- State Fire Marshal Firefighter II Certificate
- Valid California Class B (Firefighter) Driver's License

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- State Fire Marshal Driver/Operator 1A and 1B Certificates
- Completed Department Apparatus Operator Task Book
- State Fire Marshal Rescue System 1 Certificate

Attendance at off-hours meetings and response to off-hours emergencies is required. Classification may be exposed to inclement weather conditions, fumes, odors, dust, and potentially toxic chemicals and conditions.

This class 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 class change.



**FIREFIGHTER/PARAMEDIC (DRAFT)**

**DEFINITION**

Under general supervision suppresses fires, responds to medical emergencies, hazardous conditions situations, and other types of emergency and public service incidents; performs fire safety and code enforcement inspections; performs other duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

This classification receives direct or general supervision from assigned fire captain, administrative and or management staff.

**ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

- Responds to fire, medical, and other emergencies.
- Connects and lays hose lines; enters burning area, including structures, grass and brush fires, with hose lines, foam and other retardant.
- Assists in operation of nozzles and directing water streams.
- Renders advanced life support medical skills, enters hazardous condition to protect life and property from such hazards as toxic gases and liquids and downed electrical power lines.
- Operates a variety of auxiliary firefighting equipment.
- Assists in educating the public in emergency preparedness measures.
- Participates in code enforcement/fire prevention measures.
- Performs residential and commercial building inspections.
- Maintains current knowledge of firefighting, rescue, and emergency medical service procedures.
- Participates in pre-fire planning.
- Maintains and services fire vehicles and equipment.
- May be required to operate fire engine or truck.
- Cleans and maintains fire stations.
- Maintains good physical condition.
- Performs other tasks as required.

**QUALIFICATIONS**

**Knowledge of:**

- Knowledge of principles, practices, methods, techniques, and procedures of modern firefighting. Includes prevention, inspection, emergency response, rescue, medical aid, maintenance and operation of firefighting equipment and apparatus.
- Basic organization and function of public agencies, including the role of an elected City Council.
- Federal, state, and City codes, regulations, policies, agreements, technical processes and procedures related to City and departmental activities.
- Applicable laws, rules and regulations.
- Standard office administrative practices and procedures, including the use of standard office equipment.

- Business letter writing, techniques for preparing informational materials and the standard format for reports, correspondence and other written materials.
- English usage, spelling, grammar and punctuation.
- Computer applications related to the work, including word processing, database and spreadsheet applications.
- Records management principles and practices.
- Principles and practices of management and supervision.
- Occupational safety and health rules and regulations.
- Techniques for providing a high level of customer service to the public, representatives of other agencies, and City staff, in person and over the telephone.

**Skill in:**

- Operating and maintaining firefighting equipment and apparatus.
- Rendering emergency medical care at the Emergency Medical Technician I level.
- Maintaining sound judgment, remaining calm, and making decisions in emergency situations.
- Compiling information from varied sources and preparing accurate records and reports.
- Composing correspondence, informational materials and reports independently or from brief instructions.
- Making accurate arithmetic and statistical calculations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Organizing own work, initiating processes, coordinating projects, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction.
- Taking a proactive approach to customer service issues.
- Data entry into standard computer formats and producing correspondence and reports with speed and accuracy sufficient to perform assigned work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

High school graduation or equivalent

**Licenses and Certifications:**

State Fire Marshal Firefighter I Certificate

Valid California Paramedic License with San Luis Obispo County Accreditation

Valid California Class C Driver's License

**Working Conditions:**

Incumbents in this classification work 24-hour shift assignments, including weekends and holidays, and may be required to work overtime with little or no notice. Due to the varied and unpredictable nature of the work, incumbents may also be required to work under the following conditions:

During a shift, Firefighter/Paramedics are subject to unpredictable interruptions of sleep periods during which they must function effectively, including directing the work of others in emergency

situations. While performing many emergency-related duties, a Firefighter/Paramedic is required to lift, carry and/or drag objects such as a hose line or smoke ejector weighing up to 80 pounds, wear special protective clothing weighing up to 100 pounds, and wear a self-contained breathing apparatus weighing up to 80 pounds for short or long distances and often in combination. While performing emergency aid, a Firefighter/Paramedic may lift and carry victims weighing up to 160 pounds, which requires use of the stomach and lower back muscles to support the body. Incumbents are exposed to a variety of weather conditions and are required to tolerate very hot and very cold temperatures. When responding to emergencies, incumbents also are exposed to other elements, including smoke, heat, flames, hazardous chemicals, and blood and other bodily fluids. In these situations, they must be able to ensure personal compliance with safety standards; stand, sit or walk for extended periods of time, unable to rest at will; use explosive strength, as in sprinting or jumping; walk over rough, uneven or rocky surfaces; use arms above shoulder level; bend or stoop repeatedly or continually over time; and use common hand tools, such as hammers, saws and screw drivers. Incumbents are required to have the ability to hear a variety of warning devices and alarms, gas leaks, and/or calls for help. Some rescue duties require the operation of mechanical rescue equipment and the monitoring of proper safety techniques in the use of such equipment. The tools used by a Firefighter/Paramedic require precise arm-hand positioning and movements, such as when operating a chain saw or using emergency medical rescue equipment. The operation of firefighting equipment often requires the coordinated movement of more than one limb simultaneously. Emergency situations may require incumbents to work in small, cramped crawl spaces, areas where vision is limited, and/or at heights, including on roof tops and/or ladders. A Firefighter/Paramedic must be able to distinguish among colors, including colors of smoke and flame, color coded equipment, hazardous materials identification placards, and wires, in order to identify or respond to potentially dangerous situations.

In daily activities at a station assignment, incumbents operate office equipment requiring repetitive arm/hand movements, as when they enter data into a terminal, personal computer or keyboard device. In order to keep abreast of developments in their field, incumbents must be able to learn in a classroom setting, and through observation and oral instruction in an on-the-job training setting.

Incumbents may be assigned to the Hazardous Materials Response Team, and, when so assigned, are required to wear a totally encapsulated suit for up to one hour, collect samples and secure leaks of unknown substances, work with heavy tools, and perform chemical tests to identify unknown substances.

### **Physical Demands:**

Must possess mobility to work in an emergency incident setting and use power and hand tools and equipment; mobility to function at various field sites; physical stamina to perform work at an emergency incident, work on uneven terrain and lift and carry equipment and materials weighing over 100 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone and a two-way radio.

### **Other Requirements:**

Within 36 months of appointment must possess:

- State Fire Marshal Firefighter II Certificate
- Valid California Class B (Firefighter) Driver's License
- State Fire Marshal Driver/Operator 1A and 1B Certificates

- Completed Department Apparatus Operator Task Book
- State Fire Marshal Rescue System 1 Certificate

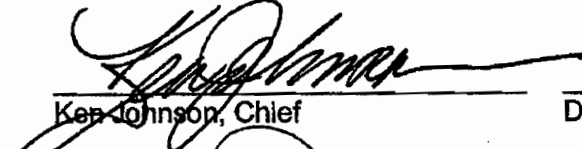
Attendance at off-hours meetings and response to off-hours emergencies is required. Classification may be exposed to inclement weather conditions, fumes, odors, dust, and potentially toxic chemicals and conditions.

This class 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 class change.


January 26, 2006

The City of Paso Robles and the Paso Robles Professional Firefighter's Local 4148 met on the issue of working out-of-class. It was mutually agreed that:

1. Department Policy and Procedure 207(l), Acting Fire Captain Designation, is no longer operative and therefore removed from policy effective this date.
2. Other policies, memos, directives, or past practices relative to Acting Captains, when referring to lead firefighters at fire station #2 that were temporarily elevated to the status of Acting Captain, are no longer valid.
3. From this date forward, all references to Acting Captain are understood to mean either a Firefighter or Firefighter/Paramedic working out-of-class as either a Fire Captain or Fire Captain/Paramedic (as described in Paso Robles Personnel Rules and Regulations).
4. The Chief has the discretion to select any Firefighter or Firefighter/Paramedic from a current, valid Fire Captain promotional list. This selection should be based on departmental needs, including specific assignment and other operational requirements.
5. A new job class specification for Captain and Captain/Paramedic is desirable and shall be constructed at the earliest opportunity, increase the experience requirement from two to four years.

  
\_\_\_\_\_  
Ken Johnson, Chief

1/26/2006  
Date

  
\_\_\_\_\_  
Paul Patti, Local 4148 President

1/26/06  
Date

**From:** Robert Smith  
**Sent:** Thursday, August 07, 2008 7:30 PM  
**To:** Ken Johnson; Brian Lewis; John Prickett; Roger Colombo  
**Cc:** Marlaine Sanders  
**Subject:** RE: Job Descriptions

These look good as is.

Thank you,

Robby Smith

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**From:** Ken Johnson  
**Sent:** Monday, July 28, 2008 3:12 PM  
**To:** Brian Lewis; John Prickett; Roger Colombo; Robert Smith  
**Cc:** Marlaine Sanders  
**Subject:** Job Descriptions

We'd discussed changes to the job descriptions for some time now. The design (attached for all line positions) will more closely mimic those for all other City positions. The only substantial change I am aware of is the experience component for Captain, which is a change we'd previously agreed to. Please look these over and let me know if you want to talk about them further, have suggested changes, or find them to be good as-is.