Novato Fire Protection District
Career Development Guide
And
Job Descriptions

Updated and Revised
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Career Development
A Shared Responsibility

The individual’s responsibilities

District responsibilities

Motivation

Opportunity

Preparation

Environment

Individual

District

Growth

BOTH GET BETTER!
Career Development

Career development provides employees with opportunities to
• increase their responsibility and authority,
• earn higher salaries, and
• ultimately grow to their full potential.

It also provides the District with knowledgeable, effective and productive employees who are working to improve themselves and their jobs.

A well-planned career development program obviously benefits both the employee and the District. These benefits are accompanied by certain responsibilities, best described as mutual obligations, which must be recognized and fulfilled by both the employee and the District if career development is to occur.

The primary obligations are motivation and opportunity. The employee wishing to move ahead on the career path must have the motivation to prepare for and accept additional responsibilities and duties as provided by the District. The District, in turn, must contribute to an environment that fosters employee motivation, self-discipline and improvement. When established, this environment encourages participation, recognizes employer contributions and improvement efforts, and provides the opportunity for employees to develop and succeed. Recognizing and fulfilling these mutual obligations results in growth and development for the individual and the District.
The Employee's Action Plan

A successful career is the result of careful planning and hard work. District members who are interested in advancement should begin planning a course of action early in their careers. Developing a personal action plan can save much time and wasted effort in reaching career goals.

A career development plan should include the following steps:

- investigate the organization
- set goals
- prepare
- contribute
- compete
- measure your success

This process is continuous and revolves around each position held during one's career.
INVESTIGATE THE DISTRICT

Many times employees limit their career potential by failing to understand the District as an organization. Each employee should thoroughly investigate the District to determine what we do, why we do it, and who is responsible for getting it done. While the answers to these questions may appear obvious, many employees fail to understand how each division of the District contributes toward meeting the overall goal of providing the highest levels of life and property safety. You must know what is available within the District before you can plan your career.

SET GOALS

Career goals should be established early in one's employment. Ultimate career goals could be as high as each individual wishes, but it's important that the employee establishes a series of sub-goals that are realistic and attainable with adequate preparation and hard work. Reaching one sub-goal at a time, while keeping the ultimate goal in mind, provides forward movement along the career path, and establishes benchmarks of accomplishment. A series of individual successes is important in career development. Planning what you want to accomplish, making the necessary preparations, and following it through to a successful conclusion allows you to feel good about yourself and your abilities. Having a good self-image is important in career development and establishing a history of success greatly enhances one's self-image.

Proper guidance and counseling can be a valuable asset to employees interested in career development. The person who has had a successful career often has many suggestions to offer and can serve as the best role model for one seeking success.

Many people in the District possess experience and expertise in a number of areas and they should be consulted when making career plans. A role model, however, should be carefully selected on proven performance, overall understanding of the District and knowledge of success. Employees interested in career development are advised to spend time talking with people to find out how they prepared for their positions. Their successes (and failures) have been the result of their individual career development programs. The advice they have to offer is based on experience and success -- use it!

PREPARE YOURSELF

Self-development is a vital part of career development and should begin with individuals objectively assessing their personal strengths, weaknesses and abilities. Strengths should be capitalized on, and weaknesses should become the focal point of improvement efforts.

Education is essential to career development. Educational programs can be tailored to meet current needs, and still provide for long-range goals. Based upon career plans, District members should develop individual education plans that respond to both immediate and future needs.

- College degree programs, fire officer certifications, and specialized training subject areas can meet the parameters of promotional criteria and state certification areas beyond the what is offered through fire District training.
• Other educational institutions serve as important resources to provide fire personnel with up-to-date knowledge on pertinent subject areas. Examples are the State Board of Fire Services Certification System for the California Fire Service (SBFS); the National Fire Academy in Emmitsburg, Maryland; and the California State Fire Academy.

• Fire Science courses can provide the technical base of knowledge beneficial to all firefighters. These courses are career-oriented and should be considered as immediate goals in one's education plan. Fire Science courses will prove invaluable throughout one's career, and they are of primary importance in the beginning steps of the career ladder. The junior college system has an excellent Fire Science program offering a two-year Associate Science degree.

• A baccalaureate degree provides a well-rounded education that contributes to personal growth and improvement. Some degree programs may prove more beneficial in terms of job relatedness than others, but the educational experience itself is extremely valuable.

Certification  The California certification process identifies the curriculum of the California Fire Academy System that includes the academy program at the State Fire Academy, and the program at the local regional academies. This curriculum is established as the minimum standard that meets State and National (NFPA) Professional Standards.

For each major fire service topic there are CFSTES and FSTEP courses related to that topic. The Appendix contains a copy of the most current version of the State Fire Training certification tracks. CFSTES (California Fire Service Training and Education System) courses lead to certification. These courses are delivered either at the California Fire Academy or regionally through Accredited Regional/Local Academies, community colleges and/or local sponsors. There are eleven categories of certification courses: 1) Driver/Operator, 2) EMS, 3) Fire Command, 4) Fire Fighter, 5) Fire Instructor, 6) Fire Investigation, 7) Fire Management, 8) Fire Mechanic, 9) Fire Prevention, 10) Hazardous Materials, and 11) Public Education.

FSTEP (Fire Service Training and Education Program) courses that, although not leading to a certification level, are available for regional delivery. Students successfully completing the course may receive a State Fire Marshal certificate of completion. There are twelve categories of non-certification courses: 1) Driver/Operator, 2) EMS, 3) Fire Command, 4) Fire Fighting/Rescue, 5) Fire Instructor, 6) Fire Investigation, 7) Fire Management, 8) Fire Prevention, 9) Hazardous Materials, 10) ICS, 11) Pipeline Safety, and 12) Public Education. These courses are delivered regionally by registered FSTEP instructors through local fire agencies.

Recently, the adoption of the NWCG 310-1 (Wildland Fire and Prescribed Fire Qualifications System Guide) standard and the development of the California Incident Command Certification System (CICCS) has lead to a new voluntary certification and qualifications systems for firefighters who respond to mutual aid incidents. While the system is built primarily around a wildland incident, it could have application to other scenarios as it is a system that outlines the experience, education and fitness that one must possess to function at specific ICS roles. The CICCS is currently in effect and grandfathering provisions to allow certification for personnel.
who have been performing in particular ICS roles is scheduled to expire in July 2005. The Appendix contains charts that describe course equivalencies and the 310-1 ICS certification track.

**Seminars** specifically related to fire science needs are available through the National Emergency Training Center (the Federal Emergency Management Agency’s home of the National Fire Academy and the Emergency Management Institute), the State Fire Marshal and other fire related organizations. The Training Officer maintains a current list of classes and will assist with scheduling. Postings of flyers for training opportunities are provided to all fire stations when they are received by the District.

**CONTRIBUTE**

Everything that is accomplished by the District is the direct result of people striving to do their best work. Whether it is long-range planning or carrying out the day’s assignments, the contributions of employees make it happen. Employees can have great influence on the direction of the District if they are willing to contribute.

Get involved! All employees are urged to seek responsibility, both externally and within the District. Sharing their experience and knowledge will improve the District and the profession.

**COMPETE**

A career with the Novato Fire Protection District begins with hard work, and if one is to advance, hard work remains essential. The steps outlined in this guide will provide direction for employees to plan their careers, but there is no guarantee of success. You must compete in the promotional process if you are to move forward on a career path. If you don't compete, it's impossible to succeed.

**MEASURE YOUR SUCCESS**

Success should not be judged by position but by performance. If you do the best you can at whatever job you choose, you will have a successful career.

Finally, the organization has a responsibility to work with each of its members who seek career advancement. The process should be as conflict-free as possible.
CAREER DEVELOPMENT GUIDE DEFINITIONS

The following words and acronyms appear in the text. Their definition is as follows unless otherwise indicated.

**Acting Battalion Chief:** A member who has successfully performed as an acting battalion chief trainee (or has been certified as an acting battalion chief prior to 9/1/2004) and completed all the requirements identified in the Career Development Guide for the Battalion Chief classification.

**Acting Battalion Chief Trainee:** A member that possesses sufficient past experience demonstrated to a review panel of operations chiefs to proceed with the acting battalion chief training process. The individual also possesses the minimum agreed upon levels of education to successfully perform in the role during business week days when other staff chief officers are present. A temporary and transitional role to allow the member to gain command experience. The member must continue to pursue the qualifications of an Acting Battalion Chief.

**Acting Captain:** A member who has successfully performed as an acting captain trainee (or has been certified as an acting captain prior to 9/1/2004) and completed all the requirements identified in the Career Development Guide for the Captain (Line/Shift) classification.

**Acting Captain Trainee:** A member that possesses the minimal agreed upon education and experience to successfully fulfill the Captain (Line/Shift) role. It is a temporary role designed to give the member line experience as a captain. While in this role, the individual will continue to attain the remaining qualifications of an Acting Captain.

**Acting Engineer:** A member who has successfully performed as an acting engineer trainee (or has been certified as an acting engineer prior to 9/1/2004) and completed all the requirements identified in the Career Development Guide for the Engineer classification.

**Acting Engineer Trainee:** A member that possesses the minimal agreed upon education and experience to successfully fulfill the Engineer role on a Type I engine. It is a temporary role designed to give the member line experience as an engineer. While in this role, the individual will continue to attain the remaining qualifications of an Acting Engineer.
310-1: The NWCG document known as the Wildland Fire and Prescribed Fire Qualifications and Systems Guide that defines job-specific requirements for education, experience, physical fitness and currency of experience. The CICCS adopted this guide as the foundation of the certification and qualification system in California.

CFSTES: California Fire Service Training and Education System

Command Authority:

A chief officer rank that also has the training and experience requisite to perform in command roles at emergency incidents.

CICCS: California Incident Command Certification System. The system adopted by the California Offices of Emergency Services (OES) and the SBFS as the certification and qualification system for mutual aid response. It is a voluntary system that is based on NWCG 310-1 with the exception that physical fitness of an individual is attested to by the local fire chief.

CSTI: California Specialized Training Institute. A provider of disaster and hazardous materials-related training under the Emergency Operations, Planning and Training section of the California Office of Emergency Services

ICC: International Code Council

NFPA: National Fire Protection Association

NWCG: National Wildfire Coordinating Group

SBFS: State Board of Fire Services

“S” Classes: Skill level classes as identified by the NWCG 310-1 document.
Novato Fire Protection District

Job Classifications and Requirements

Candidates shall meet the qualifications at the time of application unless otherwise stated.
Classification and Qualifications

FIREFIGHTER

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

QUALIFICATIONS

• Possess a High School Diploma or equivalent*.
• Possess and maintain a current EMT-I card/certification.
• Possess and maintain a current CPR card.
• Possession and maintenance of a valid State of California Class B or A motor vehicle operator's license or a Class B FF Exempt by the end of 18 months of employment
• Completion of CFSTES Firefighter I and II training and certification by the end of 12 months of employment

* A high school diploma or equivalent is required of all positions described in the Career Development Guide. The requirement is only mentioned in the Firefighter and Firefighter/Paramedic, Fire Prevention Specialist, and Fire Inspector classifications since they are typically the entry level pathways into the Fire District.

EXAMINATION

The evaluation for the position of Firefighter consists of the following:

• Written examination (optional, 70% passing) Pass/Fail
• Physical agility Pass/Fail

Prior to appointment:

• Oral interview (70% passing) Weighted 100%

• Novato Fire District Volunteer Firefighters, who were in good standing and have attended drills and emergency response criteria, are entitled to one point preference per year up to ten points for entry level testing. A year is considered 12 months; no preference will be given for any time less than one year. These points shall be added to the volunteer’s final passing score.
• Psychological screening Pass/Fail
• Chief Officer interview (optional)
• Pre-employment drug screening
• Pre-employment physical
• Employment background check
• Department of Justice background check

INTERVIEW

Applicants who have successfully completed the examination process will be placed on an "Eligibility List." The department uses the firefighter eligibility list to schedule applicants for pre-employment interviews. Psychological screening will be conducted and a pre-employment physical examination, to include drug screening, will be conducted when a position is offered. A complete background check will be completed by the Fire District.

The eligibility list established from this selection process will be in existence for six months. It may be extended by Board approval in increments of six months for a total period of two years.

PREPARATION

Applicants for the position of Firefighter should be able to read and comprehend material encountered at the 12th grade level. In addition, beginning a regular physical conditioning program in advance greatly improves performance on the physical agility test.

APPOINTMENT

Appointment will be made by the Fire Chief or his/her designee.

PROBATIONARY PERIOD

• 12 months with monthly personnel evaluations by supervisor.
• 12 month suppression and EMT-I examination, which will cover manipulative skills and technical knowledge specific to the job classification
• Completion of State of California Firefighter I and II curriculum with passing scores on the qualifying examinations before the probationary period is completed.
• Acquisition of a valid State of California Class B or a motor vehicle operators license or Class B FF Exempt by the end of 18 months of employment.
Classification and Qualifications

FIRE PREVENTION SPECIALIST

This classification is responsible for developing, organizing, and coordinating specific fire and life safety programs and services, providing responsible administrative and technical assistance in support of fire prevention programs; assisting with code enforcement, weed abatement, and fire investigations. This individual performs presentations to community, school, professional groups, and performs related work as assigned.

QUALIFICATIONS

• Possession of a High School Diploma or equivalent*.

• Possession and maintenance of a valid State of California driver’s license (or equivalent)

• Successful CFSTES Fire Prevention 1A and 1B or the equivalent combination of training and experience prior to employment.

* A high school diploma or equivalent is required of all positions described in the Career Development Guide. The requirement is only mentioned in the Firefighter and Firefighter/Paramedic, Fire Prevention Specialist, and Fire Inspector classifications since they are typically the entry level pathways into the Fire District.

EXAMINATIONS

A total personnel assessment technique will be used to competitively evaluate each candidate. A total combined score of 70% or higher will place the candidate on the eligibility list.

The examination process for Fire Prevention Specialist is:

• Assessment lab (70% passing) Weighted 100%

• Chief’s oral

• Seniority points; 0.5 point per year to a maximum of ten years or 5 points, will be added to the final score. To be eligible for the seniority points, the member must have already achieved a 70% total combined passing score.

The eligibility list will be in existence for two years.
PREPARATION

Candidates for Fire Prevention Specialist are encouraged to enroll and complete courses that relate to the position of Fire Prevention Specialist, Public educator, Instructor-Educator, and Customer Service.

Additionally, interested personnel should prepare for the position by participating in company level fire inspections, public education and other fire prevention tasks.

APPOINTMENT

Appointment will be made by the Fire Chief or his/her designee using the Rule of Five.

PROBATIONARY PERIOD

- 12 months with monthly personnel evaluations by supervisor.
- Successful completion of NWCG S 203, Incident Information Officer within one year of appointment date.
Classification and Qualifications

FIRE INSPECTOR

This classification is responsible for fire inspection, investigation, education and other related fire prevention tasks.

QUALIFICATIONS

- Possession of a High School Diploma or equivalent*.
- Possession and maintenance of a valid State of California driver’s license (or equivalent)
- Two years full time paid experience in the fire service.
- Successful completion of CFSTES Fire Prevention 1A and 1B.
- Successful completion of CFSTES Fire Investigation 1A.

* A high school diploma or equivalent is required of all positions described in the Career Development Guide. The requirement is only mentioned in the Firefighter and Firefighter/Paramedic, Fire Prevention Specialist, and Fire Inspector classifications since they are typically the entry level pathways into the Fire District.

EXAMINATIONS

A total personnel assessment technique will be used to competitively evaluate each candidate. A total combined score of 70% or higher will place the candidate on the eligibility list.

The examination process for Fire Inspector is:

- Assessment lab (70% passing) Weighted 100%
- Chief’s oral
- Seniority points; 0.5 point per year to a maximum of ten years or 5 points, will be added to the final score. To be eligible for the seniority points, the member must have already achieved a 70% total combined passing score.

The eligibility list will be in existence for two years.
PREPARATION

Candidates for Fire Inspector are encouraged to enroll and complete courses that relate to the position of Fire Inspector.

Additionally, interested personnel should prepare for the position by participating in company level fire inspections, public education and other fire prevention tasks.

APPOINTMENT

Appointment will be made by the Fire Chief or his/her designee using the Rule of Five.

PROBATIONARY PERIOD

• 12 months with monthly personnel evaluations by supervisor.

• Successful completion of PC 832 and CFSTES Fire Investigation 1B.

• Successful completion of NWCG S 203, Incident Information Officer within one year of appointment date.
Classification and Qualifications

FIREFIGHTER/PARAMEDIC

The classification has responsibility for emergency medical technician paramedic services providing pre-hospital mobile emergency medical care, transportation and has responsibility for the provision of firefighting, fire prevention, and related activities.

QUALIFICATIONS

• Possession of a High School Diploma or equivalent*.

• Possession and maintenance of current EMT-Paramedic license from the State of California at the time of employment.

• Must be accredited as an EMT-P by the County of Marin within 30 days of employment.

• Possession and maintenance of a valid State of California Class B or A motor vehicle operator's license or a Class B FF Exempt by the end of 18 months of employment.

• Completion of CFSTES Firefighter I and II training and certification by the end of 12 months of employment

* A high school diploma or equivalent is required of all positions described in the Career Development Guide. The requirement is only mentioned in the Firefighter and Firefighter/Paramedic, Fire Prevention Specialist, and Fire Inspector classifications since they are typically the entry level pathways into the Fire District.

EXAMINATION

The evaluation of the position of Paramedic Firefighter consists of the following:

• Skills Test (optional) Weighted 25%

• Written examination (optional) Weighted-75%

• Physical agility Pass/Fail

Prior to appointment:

• Oral interview (70% passing) Weighted 100%

• Novato Fire District Volunteer Firefighters, who were in good standing and have attended drills and emergency response criteria, are entitled to one point preference per year up to ten points for entry level testing. A year is considered 12 months; no preference will be given for any time less than one year. These points shall be added to the candidate’s final passing score.
• Psychological screening Pass/Fail
• Chief Officer interview (optional)
• Pre-employment drug screening
• Pre-employment physical examination
• Employment and credit background check
• Department of Justice background check

INTERVIEW

Applicants who have successfully completed the examination process will be placed on an "Eligibility List." The department uses the Firefighter/Paramedic eligibility list to schedule applicants for pre-employment interviews. Psychological screening will be conducted and a pre-employment physical examination will be conducted when a position is offered. A complete background check will be completed by the Fire District.

The eligibility list established from this selection process will be in existence for six months. It may be extended by Board approval in increments of six months for a total period of two years.

PREPARATION

Applicants for the position of Firefighter/Paramedic should be able to read and comprehend material encountered at the 12th grade level. In addition, beginning a regular physical conditioning program in advance greatly improves performance on the physical agility test. Applicants need to be certified to the State EMT-P standards and be able to obtain accreditation through Marin County at the time of employment. Possession and maintenance of current certifications as required by the County of Marin.

APPOINTMENT

Appointment will be made by the Fire Chief or his/her designee.

PROBATIONARY PERIOD

• 12 months with 1-month personnel evaluations by supervisor.
• 12 month suppression and paramedic examination, which will cover manipulative skills and technical knowledge specific to the job classification
• Completion of State of California Firefighter I and II curriculum with a passing score on the qualifying examinations before probationary period is completed
• Acquisition of a valid State of California class B or a motor vehicle operators license or class B FF Exempt by the end of 18 months of employment.
Classification and Qualifications

**ACTING ENGINEER**

In an effort to allow prospective members to gain position-specific experience, the “acting” position is subdivided into trainee and fully certified components. A trainee is able to begin working as an actor with the agreed upon minimum acceptable level of training and experience to afford successful performance in the position. The goal is that the individual will continue to accrue the remainder of coursework requisite to full certification. An acting engineer trainee is a member who has only met the qualifications and successfully completed testing on the Type I engine.

The trainee must actively pursue full certification. Failure to do so will result in revocation of the member’s ability to act in the position until all certifications are achieved. The “trainee” designation is intended to be simply a transitional period designed to build the member’s knowledge and experience. Trainees must complete all requirements for certification to participate in testing for a classification position. For example, an acting engineer trainee must achieve full acting engineer certification to be eligible to take the classification engineer test.

The Acting Engineer Trainee may be assigned to operate Type 1 engines between November 1 and April 30 at any of the District fire stations; and between May 1 and October 31 at stations where they would not normally be required to operate a Type III engine. The Acting Engineer Trainee shall not be assigned to any station where they may be required to operate the Water Tender.

Acting Engineer Trainee and Acting Engineer status can be achieved in the following manner providing the employee meets all of the qualifications for the position:

**Acting Engineer Trainee**

**QUALIFICATIONS**

- The member will have successfully completed the entry-level probationary period (firefighter or firefighter-paramedic) and satisfied the requirements of CFSTES Firefighter I and II certification.

- Successful completion of CFSTES Driver/Operator 1A and 1B

- Completion of the Type I portion of the Acting Engineer Task Book

- Successful completion of driving and functioning in the engineer role on 10 Code 3 responses in a Type I engine

- Possession and maintenance of a minimum of a Class B or A motor vehicle operator’s license or a Class B FF exempt.

- Continued pursuit of full acting engineer certification qualifications
EXAMINATION

- Successful completion of the Type I acting engineer certification test coordinated through the Training and Education Division. Testing components will include assessment of technical knowledge and manipulative proficiency including pumping and driving competencies.

**Acting Engineer**

QUALIFICATIONS

- Completion of Acting Engineer Trainee qualifications and examination process
- Completion of remaining components of Acting Engineer Task Book including all portions pertaining to the Type III engine and water tender

EXAMINATION

- Successful completion of the Type III engine and water tender acting engineer certification test coordinated through the Training and Education Division. Testing components will include assessment of technical knowledge and manipulative proficiency including pumping and driving competencies.
Classification and Qualifications

FIRE ENGINEER

This classification has responsibility for the operation and maintenance of fire suppression equipment, rescue equipment, and fire apparatus, but also has responsibility for firefighting, lifesaving, fire prevention, and other fire service activities.

QUALIFICATIONS

• Must be certified as an acting engineer at the time that applications to take the test are due as per the official test announcement.

• Candidates for the position of Fire Engineers are required to have two years of full time firefighting experience with the Novato Fire Protection District. Volunteer experience is not included.

• Firefighter II certification.

• Possession and maintenance of a valid State of California Class B or A motor vehicle operator's license or a Class B FF Exempt.

• Possession of CFSTES Driver/Operator 1A and 1B.

EXAMINATION

A total testing process will be used to competitively evaluate each candidate. A total combined score of 70% or higher will place the candidate on the eligibility list. Each segment will require a minimum score of 70% to qualify for the next phase.

The evaluation of the engineer will consist of the following:

• Written examination (optional, 70% passing) Pass/Fail

• Manipulative/Driving exam (70% passing) Weight 70%

• External evaluators, oral interview (70% passing) Weight 30%

• Seniority points; 0.5 point per year to a maximum of ten years or 5 points, will be added to the final score. To be eligible for the seniority points, the member must have already achieved a 70% total combined passing score.

The eligibility list will be in existence for two years.
PREPARATION

Candidates for Fire Engineer are encouraged to enroll and complete courses that relate to the position of Engineer.

Candidates for Fire Engineer should prepare for the position by operating apparatus under non-emergency conditions as frequently as possible.

APPOINTMENT

Appointment will be made by the Fire Chief or his/her designee using the Rule of Five.

PROBATIONARY PERIOD

- 12 months with monthly personnel evaluations by supervisor.
- Successful completion of internal Truck and Squad certification.
Classification and Qualifications

ACTING CAPTAIN

In an effort to allow prospective members to gain position-specific experience, the “acting” designation is created to provide mutual benefit to the members and the District. The District fosters the interest and development of its personnel and the membership gains an opportunity to gain experience in another classification. A certified acting captain is qualified to act in the company officer role of District Type I and III engines, and the water tender. Members acting in this role are not entitled to staff the captain’s position on an out-of-county assignment (unless initial attack precludes staffing alterations).

QUALIFICATIONS

- Completed a minimum of three years full time fire service experience in the Novato Fire Protection District. Volunteer service is not included.

- Possession and maintenance of a valid State of California Class B or A motor vehicle operator's license or a Class B FF Exempt.

- Successful completion of course and certification requirements outlined in the Qualifications section of the Captain (Line/Shift) classification description.

- Successful completion of acting captain academy or an equivalent shift-level training program (i.e., use of and following the requirements of the most current edition of the Acting Captain’s Training Manual)

- Completion of a minimum of three shifts of on the job training including the evaluation and successful completion of 10 emergency incident responses performing in the role of a captain

EXAMINATION

- Successful completion of simulation problems and practical field test coordinated by shift battalion chiefs and the Training and Education Division.
Classification and Qualifications

CAPTAIN (LINE/SHIFT)

This first-line supervisory classification supervises and participates in all the activities of a fire company or functions assigned to it, and participates in fire suppression, prevention, training and related tasks, as required.

QUALIFICATIONS

• Must be certified as an Acting Captain at the time applications to take the test are due as per the official test announcement.

• Three years of full-time fire service experience in the Novato Fire Protection District. Volunteer service is not included.

• Possession and maintenance of a valid State of California Class B or A motor vehicle operator's license or a Class B FF Exempt.

• Certified CFSTES Fire Officer.

• Certified CFSTES or NWCG ICS 200 (or 220) and 300.

• Possession of CFSTES Driver/Operator 1A and 1B.

• Certified California State Board of Fire Services in Rescue Systems I.

• Internally certified as an Acting Engineer

• Successful completion of NWCG courses:
  o S 230, Crew Boss
  o S 231, Engine Boss
  o S 234, Ignition Operations
  o S 270, Basic Air Operations
  o S 215 (205), Fire Operations in the Wildland/Urban Interface*
  o S 290, Intermediate Wildland Fire Behavior

* Per the “Recognition of NWCG Course Equivalencies” found on page 70 of the CDG, members should understand that CFSTES Command 1C is a recognized equivalent course for S 205/215. Command 1C will satisfy both the CFSTES Fire Officer track and those CICCS positions requiring S 205/215. Members who locked into the CFSTES Fire Officer series prior to the Command 1C requirement or who otherwise have not/will not complete Command 1C will still need to complete the S 205/215 course.
EXAMINATIONS

A total personnel assessment technique will be used to competitively evaluate each candidate. A total combined score of 70% or higher will place the candidate on the eligibility list.

The examination process for Fire Captain is:

- Assessment lab (70% passing) Weighted 100%
- Chief’s oral interview
- Seniority points; 0.5 point per year to a maximum of ten years or 5 points, will be added to the final score. To be eligible for the seniority points, the member must have already achieved a 70% total combined passing score.

The eligibility list will be in existence for two years.

PREPARATION

Candidates for Fire Captain should begin to prepare for a supervisory position early in their careers. Active participation in all District programs as a Firefighter, Paramedic or Fire Engineer provides firsthand knowledge of the duties that a Fire Captain is responsible for supervising.

Suggested courses for candidates applying for Fire Captain are:

- Instructional Methodology
- Time management
- Personnel management
- Firefighting tactics and strategy
- Technical writing
- Hazardous materials
- Fire prevention techniques
- Fire investigation
- ICS classes

These courses provide the base of technical knowledge that is required of a Fire Captain.

APPOINTMENT

Appointment will be made by the Fire Chief or his/her designee using the Rule of Five.

PROBATIONARY PERIOD

- Completion of Captain’s Training Assignments, as provided: Ride along with another department, EAP training, Discipline & Harassment Training, Employee Evaluation Training.
- 12 months with 1-month personnel evaluations by supervisor.
Classification and Qualifications

CAPTAIN - DEPUTY FIRE MARSHAL

This supervisory classification is responsible for fire inspection, investigation, education and other related fire prevention tasks.

QUALIFICATIONS

• Possession and maintenance of a valid State of California driver's license (or equivalent).

• Certified CFSTES Fire Officer.

• Certified CFSTES or NWCG ICS 200 (or 220) and 300

• Completion of the following California State Board of Fire Service courses:
  
  Fire Prevention 2A       Fire Protection Systems and Building Components
  Fire Prevention 2B       Interpreting the UBC and CAC Title 24
  Fire Investigation 2A    Criminal and Legal Procedures

EXAMINATIONS

A total personnel assessment technique will be used to competitively evaluate each candidate. A total combined score of 70% or higher will place the candidate on the eligibility list.

The examination process for Deputy Fire Marshal is:

• Assessment lab (70% passing) Weighted 100%

• Seniority points; 0.5 point per year to a maximum of ten years or 5 points, will be added to the final score. To be eligible for the seniority points, the member must have already achieved a 70% total combined passing score.

• Chief's oral.

The eligibility list will be in existence for two years.
PREPARATION

Candidates for Deputy Fire Marshal should begin to prepare for a supervisory position early in their careers. Active participation in all department programs as a Firefighter and/or Paramedic provides firsthand knowledge of the duties for which a Deputy Fire Marshal is responsible. Suggested courses for candidates applying for Deputy Fire Marshal are:

- Instructional Methodology
- Time management
- Personnel management
- Firefighting tactics and strategy
- Technical writing
- Hazardous materials
- Fire prevention techniques
- Fire investigation

These courses provide the base of technical knowledge that is required of a Deputy Fire Marshal.

APPOINTMENT

Appointment will be made by the Fire Chief or his/her designee using the rule of five.

PROBATIONARY PERIOD

- 12 months with 1-month personnel evaluations by supervisor.

- Successful completion of NFPA or ICC Certified Fire Inspector within one year of appointment date.
Classification and Qualifications

**ACTING BATTALION CHIEF**

In an effort to allow prospective members to gain position-specific experience, the “acting” position is subdivided into trainee and fully certified components. A trainee is able to begin working as an actor with the agreed upon minimum acceptable level of training and experience to afford successful performance in the position. The goal is that the individual will continue to accrue the remainder of coursework requisite to full certification.

The trainee must actively pursue full certification. Failure to do so will result in revocation of the member’s ability to act in the position until all certifications are achieved. The “trainee” designation is intended to be simply a transitional period designed to build the member’s knowledge and experience. Trainees must complete all requirements for certification to participate in testing for a classification position. For example, an acting battalion chief trainee must achieve full acting battalion chief certification to be eligible to take the classification battalion chief test.

The acting battalion chief trainee will only be assigned to shifts during the regular work week during normal business hours when other chief officers with command authority are present.

Acting Battalion Chief Trainee and Acting Battalion Chief status can be achieved in the following manner providing the employee meets all of the qualifications for the position:

**Acting Battalion Chief Trainee**

**QUALIFICATIONS**

- Participation in the evaluation of member’s experience and performance by a District Review Panel composed of Operations chief officers to assess that sufficient depth of knowledge exists to successfully perform as a trainee
- Completion of a minimum of two years experience as a Captain (Line/Shift) in the Novato Fire Protection District
- Successful completion of CFSTES courses:
  - Fire Command 2A, Command Tactics at Major Fires
  - Fire Command 2B, Management of Major Hazardous Materials Incidents
  - Fire Command 2E, Wildland Fire Tactics
- Successful completion of ICS 400, Advanced ICS
- Successful completion of three shifts of performance in the role of a battalion chief under the oversight of shift battalion chief.
EXAMINATION

- Successful completion of simulation problems and practical field test coordinated by shift battalion chiefs and the Training and Education Division.

**Acting Battalion Chief**

QUALIFICATIONS

- Completion of Acting Battalion Chief Trainee qualifications

- Successful completion of remaining qualifications identified in the classification Battalion Chief section of the Career Development Guide.
Classification and Qualifications

BATTALION CHIEF (LINE/SHIFT)

The positions assigned to this middle management classification serves as a shift supervisor with responsibility for coordinating or directing fire scenes, working with a group of fire engine, truck and rescue companies.

QUALIFICATIONS

- Two years experience at the rank of Captain.
- Possession and maintenance of a valid California Motor Vehicle Operator's License.
- Certified CFSTES Fire Officer.
- Certified CFSTES or NWCG ICS 200, 300 and 400.
- Certified CFSTES or NWCG Strike Team Leader (S 330, Task Force/Strike Team Leader)
- Completion of 50% of the State Board of Fire Services Chief Officers Certification program which must include at a minimum:
  - Fire Command 2A, Command Tactics at Major Fires
  - Fire Command 2B, Management of Major Hazardous Materials Incidents
  - Fire Command 2E, Wildland Fire Tactics
- Certified CFSTES Rescue Systems I.
- NWCG courses required of Captain (Line/Shift)

EXAMINATION

A total personnel assessment technique will be used to competitively evaluate each candidate. A total combined score of 70% or higher on the assessment lab will place the candidate on the eligibility list.

The examination for Battalion Chief is:

- Assessment lab (70% passing) Weighted 100%
- Chief's oral

The eligibility list will be in existence for two years.
Suggested courses for candidates applying for Battalion Chief are:

- Instructional Methodology
- Time management
- Personnel management
- Firefighting tactics and strategy
- Technical writing
- Hazardous materials
- Fire prevention techniques
- Fire investigation
- ICS classes

**APPOINTMENT**

Appointment will be made by the Fire Chief or his/her designee using the Rule of Five.

**PROBATIONARY PERIOD**

- Training Assignment – Ride along with another department.
- 12 months with monthly evaluations by supervisor.
Classification and Qualifications

BATTALION CHIEF/DIRECTOR OF E.M.S.

This position assigned to this management classification is responsible for planning, scheduling and administration of the Novato Fire Protection District paramedic/emergency medical system. The position may, at the direction of the fire chief or his/her designee, assume fire suppression command responsibilities for major fires and/or emergencies.

QUALIFICATIONS

• Possession and maintenance of a valid California Motor Vehicle Operator’s license.
• Certified by the California State Board of Fire Services as a Certified Fire Officer.
• Must be or have been licensed as a state EMT-P for a minimum of 4 years.
• Completion of 50% of the State Board of Fire Services Chief Officers Certification program.
• Certified California State Board of Fire Services 200 and 300.
• Certified CFSTES Rescue Systems I.
• NWCG courses required of Captain (Line/Shift)

EXAMINATIONS

A total personnel assessment technique will be used to competitively evaluate each candidate. A total combined score of 70% or higher on the assessment lab will place the candidate on the eligibility list.

The examination process for Director of E.M.S. is:

• Assessment lab (70% passing) Weighted 100%
• Chief's oral.

The eligibility list will be in existence for two years.
Suggested courses for candidates applying for Director of E. M. S. are:

- Instructional Methodology
- Time management
- Personnel management
- Firefighting tactics and strategy
- Technical writing
- Hazardous materials
- Fire prevention techniques
- Fire investigation
- ICS classes
- EMS management classes

APPOINTMENT

Appointment will be made by the Fire Chief or his/her designee using the Rule of Five.

PROBATIONARY PERIOD

- 12 months with monthly evaluations by supervisor.
Classification and Qualifications

BATTALION CHIEF/DIRECTOR OF TRAINING AND EDUCATION

The position assigned to this management classification is responsible for planning, scheduling and administering a comprehensive fire training and education program to paid and volunteer personnel. The position may assume fire suppression command responsibilities for major fires and/or emergencies.

QUALIFICATIONS

- Two years experience at the rank of Captain.
- Possession and maintenance of a valid California Motor Vehicle Operator's License.
- Certified CFSTES Fire Officer.
- Certified California State Board of Fire Services ICS-300 and 400.
- Certified CFSTES or NWCG Strike Team Leader (S 330).
- Certified CFSTES Chief Officer.
- Certified CFSTES Rescue Systems I.
- Certified CFSTES Fire Instructor I and Fire Instructor II.
- NWCG courses required of Captain (Line/Shift)

EXAMINATION

A total personnel assessment technique will be used to competitively evaluate each candidate. A total combined score of 70% or higher on the assessment lab will place the candidate on the eligibility list.

The examination for Director of Training and Education is:

- Assessment lab (70% passing) Weighted 100%
- Chief's oral.

The eligibility list will be in existence for two years.
Suggested courses for candidates applying for Director of Training and Education are:

- Instructional Methodology
- Time management
- Personnel management
- Firefighting tactics and strategy
- Technical writing
- Hazardous materials
- Fire prevention techniques
- Fire investigation
- ICS classes
- Classes in lesson plan development
- Computer generated training programs

**APPOINTMENT**

Appointment will be made by the Fire Chief or his/her designee using the Rule of Five.

**PROBATIONARY PERIOD**

- 12 months with monthly evaluations by supervisor.
Classification and Qualifications

BATTALION CHIEF/DIRECTOR OF ORGANIZATIONAL RESOURCES

This position assigned to this management classification is responsible for planning, scheduling, and administration of the Novato Fire Protection District support services program. The position may, at the direction of the fire chief or his/her designee, assume fire suppression command responsibilities for major fires and/or emergencies.

QUALIFICATIONS

• Two years experience at the rank of Captain.
• Possession and maintenance of a valid California Motor Vehicle Operator’s license.
• Certified CFSTES Fire Officer.
• Certified CFSTES or NWCG ICS 300 and 400
• Certified CFSTES Chief Officer.

EXAMINATIONS

A total personnel assessment technique will be used to competitively evaluate each candidate. A total combined score of 70% or higher on the assessment lab will place the candidate on the eligibility list.

The examination process for Support Services Division Chief is:

• Assessment lab (70% passing) Weighted 100%
• Chief's oral interview

The eligibility list will be in existence for two years.

Suggested courses for candidates applying for Battalion Chief, Organizational Resources are:

- Instructional Methodology
- Time management
- Personnel management; human resources management
- Firefighting tactics and strategy
- Technical writing
- Hazardous materials
- Fire prevention techniques
- Fire investigation
- ICS classes
- Classes relating to: facility maintenance, purchasing, and apparatus maintenance programs, grant writing and alternate funding sources
APPOINTMENT

Appointment will be made by the Fire Chief or his/her designee using the Rule of Five.

PROBATIONARY PERIOD

- 12 months with monthly evaluations by supervisor.
Classification and Qualifications

DIVISION CHIEF/FIRE MARSHAL

The position assigned to this management classification is responsible for planning, scheduling and administering a comprehensive fire prevention program. The position may, at the direction of the fire chief or his/her designee, assume fire suppression command responsibilities for major fires and/or emergencies.

QUALIFICATIONS

- Possession of a minimum of an A. A. or A.S. Degree.
- Two years experience at the rank of Captain.
- Possession and maintenance of a valid California Motor Vehicle Operator's License.
- Certified CFSTES Fire Officer.
- Certified CFSTES or NWCG ICS-300 and 400.
- Certified CFSTES Chief Officer.
- Certified CFSTES Fire Prevention Officer II/CFSTES Fire Prevent Officer III desired.
- Certified CFSTES Fire Prevention Officer III desired.

EXAMINATION

A total personnel assessment technique will be used to competitively evaluate each candidate. A total combined score of 70% or higher on the assessment lab will place the candidate on the eligibility list.

The examination for Fire Marshal is:

- Assessment lab (70% passing) Weighted 100%
- Chief's oral.
Suggested courses for candidates applying for Fire Marshal are:

- Instructional Methodology
- Time management
- Personnel management
- Firefighting tactics and strategy
- Technical writing
- Hazardous materials
- Fire prevention techniques
- Fire investigation
- ICS classes
- Fire Prevention classes

APPOINTMENT

Appointment will be made by the Fire Chief or his/her designee using the Rule of Five.

PROBATIONARY PERIOD

- 12 months with monthly evaluations by supervisor.
Classification and Qualifications

**DEPUTY CHIEF**

This top management position assumes operational responsibility for directing fire suppression and emergency medical services for the District.

**EXAMINATION**

This position is selected by the Fire Chief and ratified by the Board of Directors.

**PREPARATION**

Candidates for Deputy Chief should begin to prepare for leadership roles early in their careers. This might be accomplished by a combination of higher education and fire service experience at a management level.
Classification and Qualifications

FIRE CHIEF

This top management position is responsible for the overall administration and leadership of the District.

EXAMINATION

This position is appointed by the Board of Directors.

PREPARATION

Candidates for Fire Chief should begin to prepare for leadership, management and administration early in their careers.

This might be accomplished by a combination of higher education and Chief Officer management experience.
CAREER DEVELOPMENT ALTERNATIVES-QUALIFICATIONS
REQUIREMENTS

HISTORY
On a recurrent basis, as promotional tests are given, personnel lose proof of certification for courses required by the Career Development Guide. While this responsibility is clearly that of the prospective candidate it is understood that at times these events will be unavoidable. It is also understood that Certification for Fire Officer and other State courses does not occur in a timely fashion. The candidate should not be penalized for processing problems arising from outside certifying agencies.

BACKGROUND
The Career Development Guide is a very important document that leads the member thorough the promotional process and its associated education, experience and testing requirements. The Career Development Guide also creates a “level playing field”, for all members and as such proof of certification is the responsibility of each individual member.

RECOMMENDATIONS
There is some flexibility in the modification of proof of certain certifications that may adversely impact other members who apply for testing with proof of all required Qualifications. The following Qualification Alternatives have been deemed acceptable and fair by the Novato Fire District and the Novato Professional Firefighters Association.

Course equivalencies may be allowed if it can be proven that they meet the requirements of the certification in question. A typical method of granting equivalency will be through course comparison with the California State Fire Marshal, State Fire Training Policy and Procedure Manual or use of the CICCS Recognition of Course Equivalencies document (included in Appendix).

Captain

Certified as an Acting Captain - Required

Possession of High School Diploma – Submittal not required for testing purposes

Three years full time service with NFD – Required

Class A or B or Class B FF Exempt CDL – Required

Certified by the California State Board of Fire Services as a Certified Fire Officer – Or certificates of completion of all classes with proof of application for certification. A letter from SBFS listing completion of all classes is also acceptable with proof of application for certification. Actual Certification required to be eligible for promotion.
Certified by the California State Board of Fire Services ICS 300 – Required, College transcripts listing completion acceptable. Must be able to prove CSBFS accredited course.

Possession of CFSTES Driver/Operator 1A and 1B Certificates - Required, College transcripts listing completion acceptable. Must be able to prove CFSTES accredited course.

Certified California State Board of Fire Services RS-1 - Required, College transcripts listing completion acceptable. Must be able to prove CSBFS accredited course.

Internally certified as an Acting Engineer – Required

NWCG S 215 (S 205), S 230, S 231, S 234, S 270, S 290 – Required, College transcripts listing completion acceptable. Must be able to prove NWCG accredited course.

Engineer

Certified as an Acting Engineer – Required

Two years full time experience with NFD – Required

Possession of High School Diploma – Submittal not required for testing purposes

Firefighter II Certification – Required

Class A or B or Class B FF Exempt CDL – Required

Possession of CFSTES Driver/Operator 1A and 1B Certificates - Required, College transcripts listing completion acceptable. Must be able to prove CFSTES accredited course.
Career Development Training Philosophy

CAREER DEVELOPMENT GUIDE: CLASSES

The District recognizes the positive benefits gained from personnel attending classes for the purposes of promoting within the organization. To this extent the District has developed a “Career Development Guide” and through labor negotiations identified the experience, education and certification requirements for advancement for each position within the organization. Participation in Career Development classes is voluntary.

1. The District will reimburse the employee for the cost of all books and tuition for classes that are required by the Career Development Guide.
   a. Successful completion of the class is required for reimbursement.
   b. Time off and overnight accommodations to attend Career Development Classes are the individual’s responsibility and not compensated by the District except as noted in the Career Development Guide.
   c. In no case will personnel be given time off to attend these classes.

2. On Duty Attendance to Career Development Classes – In District

   When career development classes are offered within the District, a good faith effort will be made to allow on duty personnel to attend the class. There is no guarantee that a given member will be able to attend a class while on duty. In all cases, District priorities will guide the ability of personnel to attend the class. No disservice to the District or public must arise from exercising this option. On duty members attending these classes will be available in a retrievable status should they be needed for District incidents or coverage.

   When possible, these classes will be scheduled on the MBO far enough in advance to allow the opportunity to plan competing events around the class. Members desiring to attend and on duty the day of the class should give as much advance warning to their supervisor as possible to allow for scheduling.

   Notwithstanding other priorities or staffing issues, seniority will be used when deciding which members may attend when requests for attendance exceed the number that can be accommodated. On duty members who are working a trade or a callback have the lowest priority for attendance.

3. Out of District-Adjacent Agency

   When a career development class is offered in an adjacent area, the District may allow on duty members to attend by sending up to one engine. There is no guarantee that a given member will be able to attend a class while on duty.
Members desiring to attend and on duty the day of the class should give as much advance warning to their supervisor as possible to allow for scheduling.

In all cases, District priorities will guide the ability of personnel to attend the class along with staffing issues and appropriate levels of coverage for the District. No disservice to the District or public must arise from exercising this option. Distance of the class from the District and return time will be carefully evaluated in each case. On duty members attending these classes will be available in a retrievable status should they be needed for District incidents or coverage.

Notwithstanding other priorities or staffing issues, seniority will be used when deciding which members may attend when requests for attendance exceed the number that can be accommodated. On duty members who are working a trade or a callback have the lowest priority for attendance.

4. Any classes added to the Career Development Guide that are requirements for promotional testing must be negotiated with the labor group.
   a. New classes added to the Career Development Guide will, whenever feasible, be provided in house and generally only on one occasion.
   b. Some classes may be given more than once. However, this will generally be through outside agency that may occasionally sponsor a class within the District.
EDUCATIONAL INCENTIVE PROGRAM

As of the January 1, 2006 the District will provide the represented employee group an educational incentive that provides an increase in the retirement subvention towards the employee’s contribution based upon certain educational achievements. Educational achievements are divided among three categories. Members are awarded a negotiated percentage per qualifications met for each category. A member need only meet one qualification (course or certification) of a category to be entitled to the subvention awarded in that area. Additionally, once a category requirement has been met, acquiring further coursework in that category does not increase the subvention. The only method to increase the subvention amount is to meet a component of a different category.

Category 1

- Participation on the Marin County USAR Team
- Participation on the Marin County Hazardous Materials Team
- Participation on the Marin County Fire Investigation Team
- Four certifications from a list of specialty rescue courses*
- Active assignment to an incident management team
- Fire Science certificate
- EMS: CPR Instructor and preceptor qualified

*Specialty Rescue Courses

1. Rescue Systems I
2. Rescue Systems II
3. Confined Space Rescue-Operations
4. Trench Rescue
5. Approved Vehicle Extrication Course
6. Approved Ventilation Training Course
8. Swift Water Rescue Technician I

The District will convene a one-time joint labor-management PACE (Peer Assessment Credential Evaluation) Committee in November-December 2005 to evaluate for equivalency those individuals applying for Specialty Rescue Course credit with courses not specifically mentioned on the list.
Category 2

- Meeting the course requirements of the next rank above in the current edition of the Career Development Guide for:
  - Firefighter-Paramedic
  - Firefighter
  - Engineer
  - Captain

- The following ranks will obtain credit in both Categories 2 and 3 when course work has been completed because of a lack of acting positions above their rank:
  - Fire Prevention Specialist: Obtain qualifications for Fire Inspector
  - Fire Inspector: Obtain qualifications for Deputy Fire Marshal
  - Deputy Fire Marshal: Obtain qualifications for Fire Marshal
  - CQI Coordinator: Medical Doctor or Doctor of Osteopathy license

Category 3

The member will be able to perform in a higher rank in an acting capacity:

- Firefighter-Paramedic: Acting Engineer Trainee or Acting Captain Trainee
- Firefighter: Acting Engineer Trainee or Acting Captain Trainee
- Engineer: Acting Captain Trainee
- Captain: Acting Battalion Chief Trainee

As of January 1, 2006, the unrepresented members will receive an educational incentive program based upon the same structure and operation as the represented group. The Fire Chief is excluded from this program. The categories are defined:

Category 1

- Participation on the Marin County USAR Team
- Participation on the Marin County Hazardous Materials Team
- Participation on the Marin County Fire Investigation Team
- Marin County Fire Chief’s Association Strike Team Leader
- Serve and trained as the District’s Web Master
- Active assignment to an incident management team
- Fire Mechanic I certification
- Microsoft certification
- Administrative Fire Service Section (CalChiefs) Professional Recognition Level 1
Category 2

- Associate of Arts or Associate of Science Degree (for non-chief officers)
- Bachelors, Masters, or Doctoral Degree

Category 3

The member will be able to perform in a higher rank in an acting capacity:

- Completion of one cross-trained clerk activity verified with completion of task book
- Certified Public Accountant
- Administrative Fire Service Section (CalChiefs) Professional Recognition Level 2
- Fire Mechanic II certification
- Certified Fire Chief (CFSTES)
- Completion of Executive Fire Officer Series
- Certified Fire Officer designation (IAFC)
NON - CAREER DEVELOPMENT GUIDE: CLASSES, SEMINARS, AND RIDE ALONGS

The District recognizes the positive benefits gained from personnel attending classes for the purposes of continuing their education. The District also recognizes that from time to time it will be necessary to request personnel to attend classes and seminars for the purpose of meeting Federal, State or Local mandates, obtain training the trainer status or research operational programs. Participation in classes not identified in the Career Development Guide is strictly voluntary unless the District requests participation.

1. Participation in classes & seminars not identified in the Career Development Guide are considered voluntary. The District will not cover any costs or time off associated with these classes but may, if available, provide a District vehicle for transportation.

   a. Vehicles for transportation should be coordinated through the Shift Battalion Chiefs.

2. When the District requests participation in a class the District will cover the cost of all books and tuition, travel expenses, meals, time off as well as paying the employee for participation on their days off for the time spent in class.

   a. In this situation the employee may be expected to use the skills that they have learned to teach others in the District, develop a program for the District or produce a report based on what they learned from attending the class or seminar.

   b. Successful completion of the class is required for reimbursement.

   c. Motel rooms are only provided if the employee travels 50 miles or more from the District to attend the seminar.

3. Participation requests must be made through the chain of command typically from a Battalion Chief to the Deputy Chief. The Deputy Chief will make the final decision regarding the request.

RIDE-ALONGS

Re: Philosophy Statement for “Ride-Alongs” with Outside Fire Agencies

The District recognizes the positive benefits gained from certain personnel riding along with other outside agencies. Personnel are exposed to different methods of operation and equipment to do the job. Participation of the employee is voluntary unless requested by the District.

1. The District will not cover any costs or time off associated with voluntary ride-a-longs but may, if available provide a District vehicle for transportation.
a. Vehicles for transportation should be coordinated through the Shift Battalion Chiefs.

b. Voluntary ride-a-long requests must be made through the chain of command typically from the employee to a Battalion Chief to the Deputy Chief. The Deputy Chief will make the final decision regarding the request.

   i. The District must approve the ride-a-long in order for the employee to be covered by workers compensation insurance at the NFD rate.

2. When the District requests an employee to ride-a-long the District will cover duty shifts, the cost of all travel expenses, meals, as well as paying the employee for participation on their days off for the time spent on the riding-a-long. The employee may be provided a District vehicle for travel if available. Ride-a-longs requests will generally be made for recently promoted personnel.

a. The District will cover two (2) of the employees work shifts for recently appointed Captains who will be allowed to ride-a-long anywhere in the State.

b. The District will cover one (1) of the employees work shifts for recently appointed Engineers, assigned to the truck, who will be allowed to ride-a-long anywhere in the Bay Area.

   i. Due to staffing issues the District will must approve all ride-a-long dates.

   ii. If the employee would like to spend additional time on the ride-a-long work shift coverage will be at the employees expense and must be in accordance with District policy.

c. Upon returning, the employee will be required to provide a report of their experiences. This format may include providing:

   i. Developing three suggestions for District improvement based on observed operations or equipment.

   ii. Providing a training session for their shift or for the District based on a newly learned idea or technique.

   iii. The immediate supervisor can determine the format. The District may contact the participating agency to assure appropriate employee participation and to assess the employee’s performance.

d. Employee’s desiring to participate in a ride-along will make the request through their immediate supervisor. The specific shift B/C will check with the Training Division to assure that sufficient callback funds are available to provide shift coverage.

3. The Training Division will contact the proposed agency to assure that the ride-along has the potential to provide sufficient and valuable experience.
To limit budgetary impact, the District may limit the number of ride-alongs to five employees per year.

SEMINARS - FDIC, SAN JOSE TRAINING WORKSHOP

Re: Philosophy Statement for Participation in certain seminars including but not limited to FDIC and the San Jose Training Workshops.

The District recognizes the positive benefits gained from personnel attending certain seminars and workshops specifically for new officers, new engineers, engine and truck captains and personnel with certain administrative and/or committee assignments.

1. The District may make certain seminars and workshops available to all personnel on a voluntary basis.
   a. Priority may be given to new officers, new engineers, engine and truck captains and personnel with certain administrative and/or committee assignments.
   b. The District will cover the cost of registration and if available provide a District vehicle for transportation.

2. Motel rooms are only provided if the employee travels 50 miles or more from the District to attend the seminar.

3. Time off will be the individual’s responsibility.

4. The District may occasionally request participation in a seminar or workshop.
   a. In these cases the District will cover the cost of all books and tuition, travel expenses, meals, time off and will pay the employee for participation on their days off for the time spent in class.
      ii. In this situation the employee may be expected to use the skills that they have learned to teach others in the organization.
   b. Successful completion of the seminar or workshop is required for reimbursement.
COUNTY TEAMS AND INCIDENT COMMAND TEAM PARTICIPATION,
SINGLE RESOURCE

PARTICIPATING ON COUNTY TEAMS

1. The District recognizes the positive benefits gained from certain personnel participating on County Teams. Personnel are exposed to different methods of operation and equipment to do the job. As a result, the Operations Chiefs will select personnel who desire to participate on a County Team. The District will cover the cost of all books and tuition, travel expenses, meals, time off as well as paying the employee for participation on their days off for the time spent in classes or training exercises as deemed necessary by I.C. of the Team and the District Deputy Chief.

2. The District will allow participation on County Teams to the following extent:
   a. USAR - 9 personnel total, 3 per shift
   b. HAZ Mat – 3 personnel total, 1 per shift
   c. Arson Task Force – As approved by the Deputy Chief
   d. In some cases employees will participate on duty.
   e. The District will pay portal-to-portal overtime for team callouts.

PARTICIPATING ON INCIDENT COMMAND TEAMS

1. The District recognizes the positive benefits gained from personnel participating on State or Federal Incident Command Teams. Personnel are exposed to different methods of operation and equipment to do the job. Because participation on Incident Command Teams is voluntary the District will not pay personnel for attending meetings or training courses required by the team or travel expenses associated with either activity. The District will however cover two (2) of the employees work shifts, per year, for the purpose of attending Team Meetings or required training.

2. The District will allow no more than two individuals per shift to participate on Incident Command Teams.
   - Incident Command Team assignments on Federal Teams are for the sole purpose of the Certification of the individual. Once certified the individual will resign from the team.
     a. Once Certified participation on State Teams or the Marin County ERD will be supported by the District
     b. Incident Command Team assignments on State Teams will be for the duration specified by the Department of Forestry with annual approval of the Deputy Chief
     c. The District will pay portal-to-portal overtime for team callouts
TRUCK COMPANY EDUCATIONAL BENCHMARKS

Specialty Rescue Courses include:

1. Rescue Systems I
2. Rescue Systems II
3. Confined Space Rescue-Operations
4. Trench Rescue
5. Approved Vehicle Extrication Course
6. Approved Ventilation Training Course
8. Swift Water Rescue Technician I

As of January 1, 2006, members assigned to the Truck Company will have a minimum of four of the eight listed specialty courses. Members seeking equivalency for courses potentially meeting the intent but not specifically listed in the eight certifications must apply to the District joint labor-management PACE committee meeting in November-December 2006.

By July 1, 2006, Truck Company members must possess a minimum of five of the eight designated specialty rescue courses. Of those five courses, three must be Rescue Systems I, Ventilation Training, and Vehicle Extrication.

The Promotional Examination Process
The purpose of this section is to help District members better prepare themselves for taking a promotional exam.

**Preparing for Examination**

"Be prepared" is a good rule to follow when taking a promotional examination. It means being prepared for the type and scope of examination you are to take, and for all questions you may be asked, not just some of them. It means being mentally alert, emotionally stable, and well rested. If you have studied in the proper manner, preparing for the examination itself should not be an attempt to learn things you should have learned earlier. If, just before an examination, you are still reading material for the first time and making notes on it, you are already handicapped. You will be trying to do too many different things at once and in too short a time.

While studying, the best source of questions is yourself. Every time you see a chapter or paragraph heading, questions should come to your mind. Knowing these questions is an aid to study. Use the question technique in everything you study. Eventually the art of asking questions will become so ingrained that you will not have to stop to formulate them. They will flood in as you read along.

The period of final review before an examination need not be too long. If you work too hard reviewing a great deal of material, you may become confused and remember less than if you were doing a less strenuous final review. In reviewing a chapter or portions of the Operations Manual, try to recall the main ideas without referring to your notes. Check these recollections against the notes. If you have difficulty recalling or understanding something, reread the passage covering it.

**Taking the Examination**

When taking an objective examination, first flip through the pages to see how many different kinds of questions are being used (True-False, Multiple Choice, Matching, etc.). Try to get an idea of **how many there are of each** so that you will be able to allocate your time during the examination. Determine weight and percentage of each question. Do not spend time trying to answer a question worth one-half percent and less time on a question worth one percent or more.

Read all directions carefully. Make sure you understand them. Indicate your answers exactly as specified in the directions. After instructions are clear and the "begin the examination" signal has been given by the monitor, proceed to carefully read and answer each question.

Answer the questions that are relatively easy for you as soon as you have read them carefully and are sure of the answers. Those that you find more difficult and of which you are not certain of the answers should be passed over temporarily. Do not let the difficult questions delay you. If you struggle with them, you will waste precious time and later find yourself rushing through other questions, resulting in mistakes you could have otherwise avoided.

Your score will depend upon the number of questions answered correctly and not on the number of questions answered wrong. Once you are certain you know the answer to a question, record it and go on to the next question. After you have answered all the easy questions, you can go back
to the ones you passed over. A check of the answer sheet will show you how many questions are still unanswered. Knowing how much time and how many difficult questions are left, you can properly budget the time available to spend on each one.

When answering a question, do not be in a rush to give the answer. Read each question slowly. Instead of being in a hurry for an answer, read and reread each question. As you read, do your best to grasp the intent and meaning of the statement. Do not read conditions or meaning into questions that are not stated in the first place. Never make a final selection on the first reading. When rereading the question, you may notice one word missed in the first reading that can change the answer.

This concept is equally true in all types of questions (True-False, Multiple Choice, Matching, etc.). On multiple choice questions for which there are four or five possible answers, eliminate one choice at a time until there are only two choices left. This will simplify the process, even though it may require several readings of the question. Any final selection of an answer on the basis of more than two possible choices is likely to result in an incorrect answer.

Try to leave enough time for a final rereading of the examination before turning in your paper. Make sure that you have not made any foolish mistakes (for example, putting down a different answer than you intended, leaving some questions unanswered, putting answers in the wrong place). During this rereading period, you may want to change some of the answers. If you feel strongly that an answer should be changed, then change it. However, if you waver between two answers, unable to make up your mind, your first guess based on a careful reading of the question is likely to be the best choice.

Conclusion

The following outline should assist you in preparing for and taking an examination.

A. Preparing for the examination
   1. Arrange a schedule for review of material previously studied.
   2. Make a condensed summary of the material reviewed.
   3. Predict questions that you think might be asked.
   4. Review selectively. Give special attention to subjects in which you are weak.

B. Taking the examination
   1. Read and follow all directions carefully.
   2. Look through the entire examination noting the parts that seem most difficult and determine how many questions comprise the examination.
3. Answer the easy questions first (unless instructed to answer the questions in order).

4. Before you answer a question, reread it to make sure you understand its meaning and implications.

5. Reject the temptation to guess the answer unless you have a basis for believing it to be probably correct.

6. Whenever you can do so quickly, associate questions with each other and with as many important ideas as you can develop.

7. Waste no time but do not hurry too much.

8. Take time to go over your work in every part of the test. You may discover errors or omissions.

9. Answer all questions. Examinations are usually scored by the number of correct answers.
Oral Interviews

Below are listed some thoughts, information and suggestions on oral interviews. These do not fully cover the subject and are not given as empirical rules, but are offered to give the candidate some ideas and explanations about this type of examination. What use is made of this information depends on the abilities, initiative and judgment of the individual.

Written tests and performance examinations determine the candidate's technical knowledge and proficiency in the necessary mechanical evolutions. The primary purpose of the oral interview is to evaluate those intangible qualities and characteristics that are essential for the rank for which the candidate is being examined.

Some of the intangible qualities would be listed as follows:

- attitude
- compatibility
- dependability
- integrity
- initiative

- leadership
- loyalty
- maturity
- motivation
- tenacity

The candidate is graded by each interviewer on these qualities in relation to other candidates. Interviewers consider the importance of each quality to the performance of the duties of the rank for which the exam is being held. As the interviewers are experienced in judging people, the margin of error is reduced to a minimum.

In preparation for the oral, the candidate should give thought to four basic categories of personal characteristics, and take steps to improve them. The four basic categories are:

- emotional
- mental
- physical
- oral

**Emotional** - When appearing before an oral board, some emotion is inevitable. By recognizing the fact, it can be controlled or minimized.

The most common emotional characteristic is fear. It is a rare person who does not experience some fear when confronted by an oral board, but it can be minimized by proper thought and effort beforehand. Fear is often brought on by a feeling of inadequacy. Sufficient study and reflection about all aspects of the fire service related to your department, your job and the job to which you aspire will give you self-confidence. Self-confidence is the best antidote for fear.

Another quality in this area is humor. Apprehension before the oral board may subdue a natural sense of humor. Don't let apprehension prevent a normal response to a humorous situation; it can alleviate tension. On the other hand, when the board presents a situation that may seem humorous, but is designed essentially to determine certain qualities, you should be able to recognize the intent of the board and respond accordingly.
There are other emotional qualities that will have a bearing on your performance before the oral board. Therefore, some effort should be made to understand them, and to learn to control or express them as necessary for a given situation.

Mental - Emotional and mental factors are closely related. For this purpose mental refers to your attitude, to your personal experience, and to the technical knowledge you must draw on to give the board concise and intelligent answers.

Developing a positive attitude is an important factor in preparing oneself mentally for the oral. Proper study and thinking can develop this. Discretion should be exercised though, so as not to overdo it and appear arrogant or cocky. Thorough knowledge of all phases of your job and the job you are seeking will automatically build confidence. The ability to practically apply your knowledge to a situation should be cultivated.

When confronted with a situation with which you are not familiar, give a definite and sincere answer. Bluffing can be dangerous. Also be prepared to concisely and definitely answer questions regarding the information you have written in your application.

Physical - This refers primarily to your overall appearance and not to your physical condition. Naturally good grooming is very important. Your clothes should be neat and clean. Dress your best, not your flashiest.

Oral - This phase is probably the most important of the four. In this instance oral refers to oral fluency, or how well and in what manner you express yourself. Three things are involved here: social ease, facial expression, and verbal expression. As verbal expression is increased, the other two will be easier to acquire, but effort on your part will still be required.

One's verbal expression can be improved by reading, studying grammar and familiarizing oneself with all phases of one's job. It is also wise to practice speaking before groups. Taking a course in public speaking is a good way to improve oneself in this area.

There is much more that could be discussed concerning the oral interview, but the foregoing seems to be the meat of the matter. It should give you, the candidate, some useful guidelines.

Here is a summarized list of suggestions, thoughts and comments that may aid you:

1. The oral interview is not to recheck you on your technical knowledge. It is to determine your sense of values, your judgment, what you have learned from your service (experience) in the fire department, how you react to the questions, how you express yourself, and something of your general personality.

2. Your interpretation of a question is important. You should answer the question from the viewpoint of the rank for which you are being examined. Don't answer a question in the Captain's oral from the viewpoint of a firefighter. Answer it as a Captain.

3. When you are brought into the interview room, remember to be courteous and dignified.
4. A closing statement by the candidate is not necessary or particularly expected. If you think you have made a good impression, it's better to get out while you are ahead. If, at the end of the interview, you believe you have something to add that will help your cause, this is the time to say it.

5. Dress your best; avoid looking flashy.

6. If given a situation problem, answer the question in exactly the same manner as you would handle it if confronted with the situation. Put simply, be yourself.

7. Don't be too hasty in answering the questions. Taking a moment to size up may save you considerable mental anguish and embarrassment.

8. Be sure that you understand the question. Ask for clarification or additional information you think is necessary.

9. Look the board members in the eye, or at least in their direction.

10. Give concise, but complete answers. Giving excessive details or superfluous information takes up time and doesn't particularly add to your score.

11. No one is perfect. Don't be reluctant to admit your shortcomings, but don't alibi.

12. Be prepared to tell the board why you are qualified for the promotion.

13. Do not be antagonistic. You are trying to make a good impression on the board.

14. The board's opinion of your qualifications will probably not be determined by your answer to any single question. It will be based upon the overall picture you give them of your training, experience, and personal fitness for the job you seek.

15. Remember, every person taking the exam is essentially asked the same questions and goes through the same procedures. You can do as well as they.
A Guide For Preparing Your Resume

What is a resume?

• It is an inventory you submit to an employer. It tells what you have to offer a particular employer for a particular job.

• It is a job-hunting tool, a personal cataloguing of your job qualifications.

• It "gets you on paper," briefly and accurately, for the prospective employer to see.

• Its main purpose is to get you an interview with an employer by interesting him in your abilities. It does this by presenting, attractively and systematically:

  - who you are
  - what kind of work you want
  - what you know
  - why you should be hired
  - what you have done

Why a resume?

• The resume has proven itself one of the most effective job-hunting tools.

• Preparation of a resume, in itself, will help to organize your job campaign. It will start you thinking methodically about your job qualifications and job opportunities. Having all the facts about yourself at your fingertips will increase your self-assurance, and build your confidence for the make-or-break personal interview with an employer. You can discuss your capabilities with an employer without fumbling for dates and significant facts. You can avoid both overselling and understating.

• After you have concluded your job interview, your resume can remain with the employer as a visual reminder of what you covered in the interview.

Your first step: your asset list

• You have decided a resume can help you in your job campaign. The first step then is to total the score--to prepare a list of your "job assets" under these headings:

  - work history
  - education
  - resources

This list will become the raw material you will use in developing your basic resume, so evaluate yourself realistically and in terms of the job you are seeking. Try to put yourself in the place of the employer. In his place, what would you want to know?
**Work History**

(List all of your employment. Ask yourself the following questions about each job.)

- What was my job title?
- What were the details of my job duties?
- Why was I hired for the job?
- What did I like about the job? Why?
- What did I dislike about the job? Why?
- What part of the job did I do best? Why?
- What part least well? Why?
- What experience did I gain that I can apply to another job?
- What special skills or talents did I develop on the job?
- How long did I work on the job?
- Why did I leave the job?
- What references can I obtain if necessary?
- What personality factors helped make me successful on the job?

**Education**

(Of prime importance if you have little or no work experience.)

- Schools attended, dates
- Courses taken, degrees, dates
- Subjects liked least and why
- Subjects excelled in, grades, honors
- Extracurricular activities, athletics, clubs
- Scholarships, honors
- Special skills such as languages, stenography, computers, business machines

**Resources**

(List all possible resources; that is, leads, sources of information, contacts and aids you may want to use in planning your job campaign.)

- Firms that may have the kind of job you want.
- Business associates
- Personal friends and acquaintances
- School friends and instructors
- Employment agencies: public, private, and school
- Trade directories
Planning Your Resume

Preliminary Analysis of Your "Job Asset" List
You have prepared your asset list. The information it contains must now be analyzed: graded for importance, selected for effectiveness, rejected when it is not to the point. From the data in your asset list, you design your basic resume. Start by asking yourself these questions:

• What kind of job is I seeking?
• Which parts of my training and experience related to the job I am seeking?
• That parts, if any, shall I minimize?
• Which details will help me get an interview?

Organization of Data

There is no one best way to organize a resume. The best format for you is one that highlights your job capacity in terms of the job you are seeking. Generally most resumes are arranged in one of two ways:

By work experience
You start with the most recent job; going back in time, give the employer, type of firm and work performed for each of your jobs.

By function or specialization
You start with the most relevant function you can perform (relevant from the prospective employer's point of view) and continue with other functions, in the order of their pertinence. You describe how each function was performed and the scope of your responsibility. You give specific illustrations of your skills and knowledge, and any outstanding results achieved.

The functional method is particularly effective in those occupations where the work is varied, or there are frequent changes of assignment--such as public relations, construction engineering, and free-land commercial art.

Brevity

Remember that your resume will usually go to the assessors who must read many resumes. So organize your resume; keep it as brief as possible, but still tell your story adequately and accurately. If possible, keep your resume to a single page.
A Suggested Resume Outline

1. **HEADING**
The following identifying information should always precede all other data:

   ________________________________
   Name
   ________________________________
   Complete Address
   ________________________________
   Telephone

2. **OCCUPATIONAL INTEREST AND GOAL**
This is your objective. Specify the kind of job or field of work you want. If your background qualifies you for several jobs, list them in the order of your preference. For example, Engineer, Captain, Battalion Chief.

   You may elaborate briefly on your goal at the beginning of the resume or in your cover letter.

3. **WORK HISTORY**
Organize this section of your resume as suggested below, either (A) by job or (B) by function, whichever highlights your work experience better.

   **A. BY JOB**
List your jobs in reverse chronological order.
• Dates of employment
• Employer, address, nature of business
• Name and title of supervisor
• Position you held
• Salary *(optional)*

   Describe for each job:
   • **Job Duties** -- Tasks performed, emphasizing those requiring the highest degree of skill and judgment. Indicate specialization and any duties beyond your regular assignment. Include any special tools, instruments or equipment used and the degree of skill involved.
   • **Scope of Responsibility** -- Tell how many persons you supervised, if you held an administrative post, and to whom you were responsible.
   • **Accomplishments** --
   Outline any outstanding results achieved. If possible, give concrete facts and figures.

   **B. BY FUNCTION**
List the functions (fields or areas of specialization) you performed in the order of their pertinence to your job objective. For example, if you did public relations work in several previous jobs and you are now applying for a public relations position, make an entry under "Public Relations" and group your experience under this heading.
Briefly describe the work you did in each of the broad function fields in which you qualify. This will provide a composite of your job duties, scope of responsibility and accomplishments. Use a terse, narrative style with active verbs and few personal pronouns--especially the first person singular.

4. MILITARY EXPERIENCE
- Draft application (if applicable)
- Branch and length of service
- Duties performed. List major assignments, detailing those pertinent to the job you are seeking.

5. EDUCATION
- High school (do not include if you have a higher degree)
- College (major subject, degree and date received)
- Graduate school (major, degree and date received)
- Additional training
- Professional certificates or licenses
- Courses related directly to your occupational choice (list in detail if your work experience is limited)
- Internship
- Scholarships and honors
- Extracurricular activities

6. MISCELLANEOUS INFORMATION
- Languages--levels of speaking, reading/writing ability
- Specific skills: computers, typing, stenography, business machines, etc.
- Professional contributions and achievements, such as publications, memberships in organizations, inventions and patents
- Relevant hobbies or outside interests
Appendix

- Recognition of NWCG Course Equivalencies
- Key to Qualification Flow Chart
- NWCG Flow Charts
- CFSTES Certification Tracks
Recognition of NWCG Course Equivalencies
California Incident Command Certification System

Overview

To aid the effort and direction of the California Incident Command Certification System, the criteria outlined in the attached document has been adopted to recognize course equivalencies. This analysis was accomplished by comparing the National Wildfire Coordinating Group (NWCG) PMS-310-1, January 2000 course outlines and content to like or similar courses provided by the California State Fire Marshal (CSFM), California Department of Forestry and Fire Protection (CDF), National Fire Academy (NFA), Joint Apprenticeship Committee (JAC), and community college course work. NWCG courses not required for ICS position certification are not included.

The goal of course equivalencies are to minimize redundancy of training, expedite the certification process, and avoid repetitive costs due to duplication of curriculum delivery.

It is not the purpose of the equivalency matrix to dilute the intent of the NWCG course curriculum. In comparative analysis, the identified equivalent course work meets or exceeds the intent of the NWCG course content identified for comparison.

<table>
<thead>
<tr>
<th>NWCG</th>
<th>CSFM</th>
<th>NFA</th>
<th>CDF</th>
<th>Community College</th>
<th>FIRESCOPE</th>
<th>Other Courses</th>
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<td>I-100 Intro to ICS</td>
<td>I-100 FSTEP</td>
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<td>N/E</td>
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National Wildfire Coordinating Group | **CSFM**  
California State Fire Marshall | **NFA**  
National Fire Academy | **CDF**  
California Department of Forestry and Fire Protection | **Communit**y College | **FIRESCOPE** | **Other Courses** |
| --- | --- | --- | --- | --- | --- | --- |
| S-131  
Advanced Firefighter Training | S-131  
FSTEP | N/E | Basic Fire Control 1A And Basic Fire Control 2B | N/E | N/E | N/E |
| S-190  
Intro to Wildland Fire Behavior | S-190  
FSTEP or Firefighter 1 2001 | N/E | N/E | N/E | N/E | J.A.C. Intro to I-Zone Mod 1 |
| S-200  
Initial Attack Incident Commander | S-200  
FSTEP or Command 1A and Command 1B (1998 or later) | N/E | Incident Management 1 | N/E | N/E | N/E |
| S-201  
Supervisory Concepts and Techniques | S-201  
FSTEP or Fire Mgt 1 | N/E | Supervision II Or Leadership Fundamentals | N/E | N/E | N/E |
| S-205  
Fire Operations in the Urban Interface | S-205  
FSTEP or Command 1C | Introduction to Wildland and Wildland/Urban Interface Firefighting for the Company Officer | I-Zone Firefighting - Engine Company Officer | N/E | N/E | N/E |
| S-212  
Wildland Power Saws | S-212  
FSTEP | N/E | Fire Crew Captain Operational Or CDF 212 | N/E | N/E | N/E |
| S-217  
Interagency Helicopter Training | S-217  
FSTEP | N/E | N/E | N/E | N/E | N/E |
| S-230  
Crew Boss (Single Resource) | S-230  
FSTEP | N/E | Fire Crew Captain Administrative And Operational | N/E | N/E | N/E |
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<th>NWCG</th>
<th>CSFM</th>
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KEY TO QUALIFICATION FLOW CHART

The charts in this appendix show the progression of qualifications from one position to another within the system. These charts are not organization charts.

Each box within the charts contains information pertaining to prerequisite qualifications, training, and physical fitness and should be read as shown in the diagram below:

- An asterisk (*) indicates that a "position performance assignment" on a wildland or prescribed fire is needed prior to final qualifications in this position.
- Job title and mnemonics identifier for position.
- Lists positions (by mnemonics) for which a prerequisite qualification is required.
- Lists training course(s) required for qualification in this position. See Section L for a complete list of required training and knowledge and skills needed.
- Identifies required level of physical fitness for this position:
  - A - Arduous,
  - M - Moderate,
  - L - Light,
  - N - None.
Note: Command 1C has been added to the Fire Officer career track along with ICS 300. ICS 400 is added to the Chief Officer track.
Novato Fire Protection District

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Changes may be made to the job descriptions to reflect the actual duties and responsibilities of each position. Changes must be approved by the Fire Chief.

The following tasks listed for each position are typical. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed here.
Accounting Clerk

- Performs clerical governmental accounting support functions involving independent decision and judgment in the process
- Verification, and maintenance of financial documents and records
- Match, post, and input information
- Verify and perform calculations.
- Assignments require accuracy, attention to detail and problem troubleshooting resolution
- Assist with the Administrative Division as required.

Supervisor: Finance Manager

Typical Tasks:

a. Assist with the District's general ledger, accounts payable, accounts receivable, encumbrance, and payroll accounting.

b. Assist with review of documents authorizing expenditures from various accounts and funds for compliance with existing legal and procedural requirements.

c. Assist with analysis of computer printouts from Marin County dealing with expenditures and revenues.

d. Assist with verification of semi-monthly Administrative Staff daily payroll input for accuracy and compliance with Non-Represented Administrative Staff Compensation and Benefits document.

e. Assist with preparation of periodic and special financial statements and statistical reports.

f. Assist with submission of payroll information for processing; audit resulting payroll information from Ceridian Payroll Service.

g. Assist with preparation of monthly auditor journals for Marin County for payroll distribution, reclassification of revenue items to expense items, and other entries.

h. Assist with preparation of documentation to support all journals for Marin County EDP system.

i. Assist with maintaining cost figures on material, labor, equipment, projects, supplies, and contracts.

j. Assist with computing of salaries and fringe benefits costs.

k. Assist with billing for collection of revenues.

l. Assist with Special Assessment Property Tax billing system.
m. Assist with preparation of monthly financial reports: cash receipts, cash disbursements, and fund transfers for Board approval at the monthly meeting.

n. Maintain the accounting division file system including: accounts payable, payroll supporting documentation, and other reports.

o. Assist with answering questions about payments to vendors.

p. Assist with computing of monthly attendance records for administrative staff.

q. Assist with coding and data entry of payment vouchers into County of Marin's financial management system according to the purchasing procedures outlined in the District's policy.

r. Assist with ambulance billing data and reconciliation of ambulance accounts.

Knowledge:

- Generally accepted accounting principles (GAAP) regarding accounting and budget functions of a governmental agency.
- Understand and practice the principle of the NFD Way

Abilities:

- Use of judgment and accuracy of numbers
- Meeting critical deadlines
- Understanding, interpreting, and applying appropriate rules, regulations, and written directions to specific situations
- Meeting and communicating with the public and other personnel requiring tact and poise.

Skills:

- Use computers in a windows format
- Data entry
- Word processing
- Excel spreadsheets
- Payroll software
- Typical office equipment (fax, copier, telephone, printer, shredder, calculator)
- Gain and maintain competency on new computer software programs.

Licenses and Certificates:

- Valid California Driver's License.

Training and Experience:

- Graduation from high school
• Five years of progressively responsible accounting experience in private or governmental finance work
Administrative Clerk (Battalion Chief)

- Provides a full range of responsible clerical support to the line Battalion Chiefs

Supervisor: Line Battalion Chiefs

Typical Tasks:

a. Prepares reports, memos, flyers, and correspondence using a computer. Assures conformance with established formats. Exercises editing responsibility for correct spelling, punctuation, and language.

b. Part of a team to serve the public or act as a receptionist answering routine inquiries in person or by telephone in a courteous and tactful manner.

c. Indexes, codes and cross-references records or files according to established procedures. Files material in a timely and logical order. Pulls and checks out file material as needed. Posts data in an accurate fashion, keeps records, and prepares routine reports, memos, and policies in accordance with predetermined forms and procedures.

d. Sorts and arranges documents or correspondence in alphabetical or numerical order.

e. Processes repetitive documents in accordance with established procedures including checking for accuracy and completion of specific entries.

f. Handles incoming and outgoing mail. Responsible for mass mailing of educational/awareness materials to the public.

g. Adds and checks columns of figures. Checks and tabulates simple statistical or accounting data.

h. Establish and maintain monthly schedule for all line personnel.

i. Process leave reports approving or denying based on scheduling demands.

j. Maintains callback list for each shift including regular callback, out of county, and mandatory callback.

k. Maintains pager system records, pager groups, facilitates repair exchange, and assigns pagers as needed.

l. Verifies payroll in CFIRS and makes changes when necessary in 4-D or with an AD-66. Maintains payroll log and creates pages monthly and new book annually.

m. Runs missing incident and apparatus reports using NFIRS.
n. Maintains station roster.

o. Maintains out of class list, long term fill list, and prints report monthly report to ensure equity in hours as medic and out of class.

p. Creates and maintains annual vacation calendar, shift pick list, and employee vacation picks list.

q. Generate Worker’s Comp claims paperwork.

r. Maintains OSHA log and completes paperwork and reports at year end.

s. Processes lost/missing/damaged equipment (form AD-20)

t. Maintain apparatus/equipment status board

u. Maintains office equipment

v. Provides administrative support to mechanic division

Knowledge:

- Basic English and arithmetic
- Office procedures, practices and equipment
- Understand and practice the principle of the NFD Way

Abilities:

- Maintain records and to prepare reports from such records
- Understand and follow brief oral and written instruction
- Convey information to the general public
- Organize work effectively.

Skills:

- Use computers in a windows format
- Data entry
- Word processing
- Excel spreadsheets
- Database software
- Typical office equipment (fax, copier, telephone, printer, shredder, calculator, labelmakers, postage meter)
- Gain and maintain competency on new computer software programs.

Licenses and Certificates:

- Valid California Driver's License.
Training and Experience:

- Graduation from high school
- Two years of office experience.
Administrative Clerk – EMS Division

- Provides a full range of responsible administrative support to the Emergency Medical Services Division

Supervisor: Battalion Chief, Director of EMS

Typical Tasks:

a. Process ambulance patient care reports into the billing system
b. To assist the public and act as a receptionist answering routine inquiries in person or by telephone in a courteous and tactful manner.

c. Prepares reports, memos, flyers, and correspondence using a computer. Assures conformance with established formats. Exercises editing responsibility for correct spelling, punctuation, and language.

d. Indexes, codes and cross-references records or files according to established procedures. Files material in a timely and logical order. Pulls and checks out file material as needed. Posts data in an accurate fashion, keeps records, and prepares routine reports, memos, and policies in accordance with predetermined forms and procedures.

e. Sorts and arranges documents or correspondence in alphabetical or numerical order.

f. Processes repetitive documents in accordance with established procedures including checking for accuracy and completion of specific entries.

f. Handles incoming and outgoing mail.

g. Process course rosters and print CE certificates

h. Maintain medical supplies and inventory

i. Assist the DEMS and Medical Director with monthly report, layout, text, and editing.

j. Assist the EMS Division with recruitment.

k. Enter training reports into database.

l. Coordinate and assist in bulk mailings.

Knowledge:

- Basic English and arithmetic
• Office procedures, practices and equipment
• Medical terminology
• EMS procedures and scope of practice
• Understand and practice the principle of the NFD Way

Abilities:

• Maintain records and to prepare reports from such records
• Understand and follow brief oral and written instruction
• Convey information to the general public
• Organize work effectively.

Skills:

• Use computers in a windows format
• Data entry
• Word processing
• Excel spreadsheets
• Database software
• Typical office equipment (fax, copier, telephone, printer, shredder, calculator, labelmakers, postage meter, certified mail)
• Gain and maintain competency on new computer software programs.

5. Licenses and Certificates:

• Valid California Driver's License

6. Training and Experience:

• High School Diploma
• Two years of medical billing experience.
Administrative Clerk (Fire Loss Management)

- Provides a full range of responsible administrative support to the Fire Marshal, FLM staff and contracted inspectors.

Supervisor: Division Chief-Fire Marshal

Typical Tasks:

a. To assist the public and act as a receptionist answering routine inquiries in person or by telephone in a courteous and tactful manner.

b. Prepares reports, memos, flyers, and correspondence using a computer. Assures conformance with established formats. Exercises editing responsibility for correct spelling, punctuation, and language.

c. Indexes, codes and cross-references records or files according to established procedures. Files material in a timely and logical order. Pulls and checks out file material as needed. Posts data in an accurate fashion, keeps records, and prepares routine reports, memos, and policies in accordance with predetermined forms and procedures.

d. Sorts and arranges documents or correspondence in alphabetical or numerical order.

e. Processes repetitive documents in accordance with established procedures including checking for accuracy and completion of specific entries.

f. Handles incoming and outgoing mail. Responsible for mass mailing of educational/awareness materials to the public.

g. Process permit applications and planning reviews into the prevention database. File and mail out accordingly to procedures.

h. Organize and file archive property plans and maintain the master list.

i. Enter and maintain the Fire Hydrant Flow Test Data.

j. Maintain and update the prevention database.

k. Schedule inspections accordingly and maintain the inspector’s book with their dates.

l. Run a monthly 5 yr. Sprinkler certification report, process letters and deficiencies letters accordingly to procedures.

m. Run a monthly Report of Calamity for the County of Marin-Assessor-Recorder office.

n. Process Fire Safety inspection requests, enter into computer and log payments.
o. Process Knox box applications for approval.

p. Assist the Fire Marshal with the FLM monthly report, layout, text and editing.

q. Assist the FLM Division with investigation pictures and reports.

r. Enter R-1 inspection cards into the prevention database.

s. Coordinate and assist in bulk mailings for R-1(yellow cards) and weed abatement letters.

Knowledge:

- Basic English and arithmetic
- Office procedures, practices and equipment
- Understand and practice the principle of the NFD Way

Abilities:

- Maintain records and to prepare reports from such records
- Understand and follow brief oral and written instruction
- Convey information to the general public
- Organize work effectively.

Skills:

- Use computers in a windows format
- Data entry
- Word processing
- Excel spreadsheets
- Database software
- Typical office equipment (fax, copier, telephone, printer, shredder, calculator, label makers, postage meter, certified mail)
- Gain and maintain competency on new computer software programs.

5. Licenses and Certificates:

- Valid California Driver's License

6. Training and Experience:

- High School Diploma
- Two years of office experience.
Administrative Secretary

- Performs a wide variety of confidential and complex office support and administrative duties.
- Supports the Operations Division

Supervisor: Deputy Chief

Typical Tasks:

a. Produce annual reports, hiring packets, brochures, and other District documents that require a thorough knowledge of the use of computer word processing and graphics programs.

b. Conduct database programming including those involving Training Records, Annual Physicals, Callback, Workers Compensation, EMS Certifications, CPR and First Aid Certificates for internal and external classes using computer programs such as Excel, Access and 4D.

c. Work with CIFIRS and NFIRS and other database and reporting systems to produce statistical reports.

d. Makes arrangements for meetings by setting up meeting rooms, contacting other officials or staff members involved regarding materials or reports to be presented or discussed, and assists in the preparation of the Staff/Ops agenda.

e. Prepare a wide variety of other reports, letters, memoranda, policies, operational manuals, statistical charts, and other materials from rough draft, notes, transcribing recordings, using a word processor, graphics and data base programs

f. Independently compose correspondence related to responsibilities assigned; independently perform all of the office support work of the Operations Division

g. Perform general office support work, including filing, scheduling appointments, coordinating meetings, and answer phones

h. Establishes and maintains confidential files concerned with personnel and/or policy matters. Records actions taken on sensitive issues, and releases information to authorized parties upon approval.

i. Create forms as needed for Operations division

j. Assists with yearly review of Manual of Operations policies

k. Serve customers at public counter; accept payment of fees

l. Maintain paper and electronic files.

m. Serve as recording secretary, as needed, to the Board of Directors: preparing the agenda, notifications, assembling background materials; and taking minutes of meetings, and processing post-meeting documents.
n. Assist in creating reports relating to labor relations and negotiations.

o. Assist in the hiring process by producing application packets, scheduling interviews, conducting background investigations, arranging for physicals, live scan fingerprinting, credit checks, and physical and psychological exams. Assist as needed with Assessment Labs. Provides assistance to the Deputy Chief/Personnel Officer in the handling of confidential and sensitive issues involving labor-management relations, litigation, disciplinary actions, health and safety regulations, California Workers Compensation regulations and case management, Injury/Illness Prevention Program; assists with recruitment and selection, interpretation of District administrative policies and procedures; preparation and processing of workers comp paperwork; maintains personnel files.

p. Maintain postage meter. Handles incoming and outgoing mail. Responsible for mass mailing of educational/awareness materials to the public.

q. Issue CPR/First Aid certificates; maintain database

r. Enter payroll records

s. Track personnel timelines: end of probation, promotions, step raises.

t. Assist in maintaining the District Web Site

u. Order office supplies

v. Assist in maintaining the local area network; liaison with outside computer consultants

w. Provide end user support of computer software; troubleshooting, both remotely and on site; install and upgrade software programs

x. Provide general administrative assistance to Association officers

y. Assist in maintaining District phone systems; including addition of new personnel, maintenance of current system speed dial numbers, and voicemail maintenance and troubleshooting.

z. Assist in training of new, temporary, or light duty personnel.

aa. Orders and maintains photocopiers, fax machines, binding machines, etc. Orders and maintains office supplies, paper products, etc. for all Administration.

Knowledge:

- Modern office procedures and practices
- Organization, procedures, and operating details of the District and Operations Division
- Business arithmetic and grammar
- Modern office equipment, including computers and word processors,
- Graphics programs
• Data base programs
• Filing, indexing, and cross-referencing methods
• Financial record keeping and reference sources
• Understand and practice the principle of the NFD Way

Abilities:
• Type at a speed of not less than 50 words per minute
• Work under tight deadlines
• Learn District policies, procedures, organization, and operating details;
• Understand the policies and procedures of the Board of Directors
• Understand the organization and operation of the District and of outside agencies
• Understand, interpret, and apply a body of technical information beyond assigned District policies and procedures.

Skills:
• Comprehending and making inferences from written material
• Produce written documents using proper punctuation, grammar and spelling
• Communicate effectively both orally and in writing
• Oral communications via telephone or face to face
• Work cooperatively with other Divisions and outside agencies.
• Exercise independent judgment in applying the body of technical information in the performance of their duties, with review of end results by management.

Licenses and Certificates:
• Possession of a valid California Driver’s License

Training and Experience:
• One year of experience as a Clerk with the Novato Fire District.
• High school diploma
• Computer program training in word processing, graphics and data bases
Battalion Chief - Operations

- Middle level management classification, manages member performance
- Fire shift supervisor with responsibility for coordinating or directing the fire scene work of a group of fire stations and engine, truck, and rescue companies, including coordination of emergency medical services, purchasing, equipment maintenance, budgeting, personnel management, program administration

Supervisor: Deputy Chief

Typical Tasks:

a. Plans and quality controls the operations of fire stations and response companies, including the monitoring of response standards to ensure personnel are productively utilized and acceptable work quality and service level standards are maintained.

b. Conducts inspections, reviews reports, and investigates complaints to ensure compliance with District policies, rules and procedures as well as modern fire fighting, prevention and equipment maintenance techniques.

c. Maintains clear, timely, and accurate communications between fire suppression companies and among suppression, inspection, and other organizational units so that fire protection and support activities are coordinates and achieve fire control objectives.

d. Provides technical assistance to Fire Captains and other staff in the completion of their work, and personally handles or directs complex tasks or multi-company firefighting and fire prevention responses.

e. Maintains a competent and motivated work force, with emphasis on first-line supervisors, through work assignments, performance evaluation, counseling, training, and managing member performance disciplinary action.

f. Keeps the Deputy Chief and Fire Marshal adequately informed of problems or issues which need to be addressed, and proposes alternative solutions for consideration.

g. Identifies ways to improve and streamline fire suppression, company inspection, training, and equipment maintenance tactics and programs, including the cost and benefit of possible improvements.

h. Assists the Deputy Chief in preparing the annual budget anticipating the resources required for the District to provide satisfactory and responsive protection of the residents of the District.

i. Identifies and assesses the nature of problems impacting the effectiveness of fire service delivery, such as the status and conditions of equipment, effect of training activities and training needs, utilization of staffing in response to work load, and takes corrective action in consultation with the Deputy Chief.
j. Establishes objectives for the operation of the District in conformance with the goals set by the Deputy Chief. Communicates these objectives to all personnel under their supervision. Monitors the implementation of these objectives for their work programs and takes corrective action as necessary.

k. Coordinates the delivery of services by company inspection, arson investigation, and fire prevention functions to ensure these functions do not work at cross-purposes.

l. Plans, directs, supervises and coordinates the work of a fire shift; organizes and assigns personnel; reviews shift activities through reports prepared by subordinate fire suppression personnel and through conferences with Fire Captains, instructs personnel in operating procedures.

m. Projects a positive image to individuals and groups as a professional, competent and helpful manager. Communicates effectively and openly with different individuals and groups.

n. Keeps abreast of fire suppression and prevention problems and hazards within the District and exercises initiative in finding workable solutions to these problems.

o. Prepares timely and accurate reports, and maintains shift files in an up-to-date status. Generates a monthly performance report for the Deputy Chief regarding the work activities of their shift as required.

p. Assures that all personnel under their supervision are adequately trained and appropriately informed regarding their duties and responsibilities.

q. Work as a team member within the operations division

r. Maintains an adequate level of physical fitness to meet job requirements. Keeps abreast of new tactics, procedures, programs, and technologies in the fire suppression and prevention.

s. Projects a positive image to the public as a fire service professional. Develops and maintains public support for fire suppression and fire prevention activities.

t. Abides by the District’s rules, regulations, policies, procedures, mission, guiding principles and firefighter empowerment, and the NFD Way.

Knowledge:

- Problems, issues, philosophies, principles and tactics associated with fire fighting, fire prevention, inspection and equipment maintenance, training, emergency medical service, modern management, planning, organization, motivation, budgeting and communication techniques
- District policies and regulations, and labor relation agreements
- District government operations; relevant laws, ordinances, codes and court decisions that affect fire protection
- District geography
- Major target hazards
- Water supply systems
- Incident Command System
- Understand and practice the principle of the NFD Way

Abilities:
- Manage the technical aspects of various fire suppression, prevention, emergency medical services, haz mat operations, and training activities
- Quickly analyze emergency situations and direct the proper course of action.

Skills:
- Evaluating, planning, and managing the technical as well as the management aspects of paramedic and emergency medical services
- Training staff in paramedic and emergency medical protocol, procedures, and treatment approaches
- Quickly analyzing emergency situations and directing the proper course of action
- Performance evaluation and employee development
- Program planning and development; written and oral communication
- Objective setting and organizational performance evaluation
- Functioning as part of a management team; planning, organizing and coordinating the work of staff in the delivery of paramedic/ emergency medical services
- Analyzing complex operational problems, developing effective and responsive solutions, and preparing accurate reports and recommendations regarding these solutions
- Budget, establishing and maintaining effective working relationships
- Commanding the respect of Firefighter/Paramedics, Fire Captains, and other staff
- Interpreting and making decisions in accordance with laws, policies and protocol.

Licenses and Certificates:

Reference the Career Development Guide Section for specific requirements.

Training and Experience:

Reference the Career Development Guide Section for specific requirements.
**Battalion Chief - Director of Emergency Medical Services**

- Assures effective planning, delivery, and evaluation of the paramedic/emergency medical services.

Supervisor: Deputy Chief

**Typical Tasks:**

a. Prepares the annual budget, anticipating the resources required to provide satisfactory and responsive paramedic/emergency medical services. Assists in presentation of the budget to the Board.

b. Evaluates the quality and efficiency of work completed by paramedic/emergency medical staff of the District by assessing the performance of Firefighter/Paramedics and other staff on an ongoing basis and by assessing the proficiency of response to calls for services. Assures paramedic/emergency medical services meet the standards established in the Marin County Emergency Medical Service Policies and Procedures as well as emergency medical protocol. Quickly identifies problems in the quality and quantity of paramedic/emergency medical services, and takes prompt and effective corrective action.

c. Serves as the District's representative to the County Prehospital Medical Care Committee (PMCC), providing timely and effective input regarding paramedic/emergency medical service policies and procedures and effectively representing the interests of the District.

d. Serves as liaison between the District and area hospitals.

e. Continually assesses the paramedic/emergency medical service needs of the residents of the District and determines the nature of problems hindering the effectiveness of the delivery of these services such as the status and condition of equipment, effect of training activities and training needs, and deployment of staff. Takes action to assure these services are responsive to the needs of the residents and emerging trends and issues.

f. Generates a monthly report for the Board of Directors regarding the workload and activities and paramedic/emergency medical services. Maintains the records necessary for the development of such a report.

g. Establishes annual objectives for the delivery of paramedic/emergency medical services. Communicates these objectives to staff of the District.

h. Stays up-to-date on the paramedic/emergency medical service knowledge and practices essential to providing efficient and effective services to the residents of the District.

i. Oversees the training and development of firefighter/paramedics and other fire suppression staff to assure the capacity of this staff to deliver effective and timely paramedic/emergency medical service. Trains staff of the District in the correct techniques and practices for performing paramedic/emergency medical service tasks.
j. Serves as the District Designated Health Care Information Privacy Officer for HIPAA, and is responsible for the HIPAA Plan revision, annually or as needed; HIPAA training annually or as needed.

k. Conducts inspections in the field, investigating complaints, problems with equipment and supplies, or violations of paramedic/emergency medical service protocol or policies and procedures. Initiates changes in a timely and constructive manner to improve service.

l. Assists in handling difficult, high priority, or sensitive emergency medical situations. Maintains state licensure as a paramedic.

m. Keeps superiors informed of problems concerning the delivery of paramedic/emergency medical services. Proposes changes to protocol, policies and procedures, plans and operational methods to improve these services.

n. Coordinates the work of Fire Captains and Firefighters/Paramedics pertaining to the delivery of paramedic/emergency medical services to maintain effective and efficient operations, assure proper implementation of new policies and protocol, assure staff receive the proper amounts and types of training.

o. Develops programs for public speaking and education including the use of visual aids.

p. Projects a positive image to individuals and groups as a professional, competent, and helpful manager.

q. Supervises the EMS Educator/ Medical Director of the District.

r. Supervises the Continuous Quality Improvement Program and any personnel associated with that program.

s. Supervises the ambulance billing clerk

t. Assists the Deputy Chief in recruiting new personnel.

u. Maintains an adequate level of physical fitness to meet the physical requirements required to perform firefighting tasks.

v. Projects a positive image to the public as a fire service professional. Develops and maintains public support for fire suppression and fire prevention activities.

w. Abides by the District’s rules, regulations, policies, procedures, mission, guiding principles and firefighter empowerment, and the NFD Way.

Knowledge:
- Paramedic and emergency medical service problems, issues, philosophies, and principles; modern planning, management, budgeting, organization, motivation, and communication techniques
• Relevant laws, court decisions, and ordinances that affect paramedic/emergency medical service
• Emergency medical protocol, procedures, and treatment approaches; basic operation and mechanics of emergency medical response equipment.
• Incident Command System
• Understand and practice the principle of the NFD Way

Abilities:

• Manage the technical aspects of various fire suppression, prevention, emergency medical services, haz mat operations, and training activities
• Quickly analyze emergency situations and direct the proper course of action.

Skills:

• Evaluating, planning, and managing the technical as well as the management aspects of paramedic and emergency medical services
• Training staff in paramedic and emergency medical protocol, procedures, and treatment approaches
• Quickly analyzing emergency situations and directing the proper course of action
• Performance evaluation and employee development
• Program planning and development; written and oral communication
• Objective setting and organizational performance evaluation
• Functioning as part of a management team; planning, organizing and coordinating the work of staff in the delivery of paramedic/emergency medical services
• Analyzing complex operational problems, developing effective and responsive solutions, and preparing accurate reports and recommendations regarding these solutions
• Budget, establishing and maintaining effective working relationships
• Commanding the respect of Firefighter/Paramedics, Fire Captains, and other staff
• Interpreting and making decisions in accordance with laws, policies and protocol.

Licenses and Certificates:

Reference the Career Development Guide Section for specific requirements.

Training and Experience:

Reference the Career Development Guide Section for specific requirements.
Battalion Chief - Director of Fire Training and Education

- Plans, schedules and administers a comprehensive fire training program
- Manages member performance
- Fire shift supervisor who may have responsibility for coordinating or directing the fire scene work of a group of fire stations and engine, truck, and rescue companies, including coordination of emergency medical services, purchasing, equipment maintenance, budgeting, personnel management, program administration

Supervisor: Deputy Chief

Typical Tasks:

a. In conjunction with other operations personnel, develops fire and emergency medical training program goals and objectives.

b. Designs specific fire training and emergency medical exercises in accordance with District needs as well as local, state, and federal mandates.

c. Administers, coordinates and monitors the performance of all training by Fire Captains and other personnel.

d. Conducts actual training and instructional exercises on selected specialized subjects; observes company fire training drills, acting engineer, acting captain, acting B/C testing and fire academies.

e. Develops individual and company based performance standards and evaluates companies based on these standards.

f. Develops recruitment and fire academy programs; instructs and monitors the progress of probationary fire personnel; confers with supervisors on the progress made by probationary firefighters and conducts probationary testing.

g. Maintains all records, files and logs related to training received by fire personnel.

h. Consults with other fire professionals and experts as well as fire services organizations to keep abreast of developments and innovations related to fire suppression, and emergency medical care.

i. Reads extensively in all areas of fire suppression and emergency medical care; compiles information, disseminates information to District personnel.

j. Obtains fire related printed and viewing materials for use by fire personnel.

k. Is responsible for maintaining training facilities and all training materials and equipment including tapes, films, viewing equipment and printed materials and records.
l. Provides technical assistance to Fire Captains and other staff in the completion of their work.

m. Keeps the Deputy Chief adequately informed of problems, issues and performance in fire service operations; prepares clear and concise reports to the Deputy Chief.

n. Prepares and administers budgets for training.

o. Evaluates future fire service program and equipment needs for the District.


q. Assists with recruitment and promotional exams.

r. Maintains an adequate level of physical fitness to meet the physical requirements required to perform firefighting tasks.

s. Projects a positive image to the public as a fire service professional. Develops and maintains public support for fire suppression and fire prevention activities.

t. Abides by the District’s rules, regulations, policies, procedures, mission, guiding principles and firefighter empowerment, and the NFD Way.

Knowledge:

- Firefighting methods and equipment
- Principles and tactics associated with firefighting, fire prevention, and emergency medical care
- Department policies and procedures
- Municipal government and Fire District operations
- Modern management; budgeting and communications techniques
- Relevant laws, ordinances, codes, and court decisions that affect fire protection
- Current developments and innovations in fire protection and medical care, and emergency apparatus and equipment
- Performance appraisal goals and methods.
- Incident Command System
- Understand and practice the principle of the NFD Way

Abilities:

- Manage the technical aspects of various fire suppression, prevention, emergency medical services, haz mat operations, and training activities
- Quickly analyze emergency situations and direct the proper course of action.
Skills:

- Evaluating, planning, and managing the technical as well as the management aspects of paramedic and emergency medical services
- Training staff in paramedic and emergency medical protocol, procedures, and treatment approaches
- Quickly analyzing emergency situations and directing the proper course of action
- Performance evaluation and employee development
- Program planning and development; written and oral communication
- Objective setting and organizational performance evaluation
- Functioning as part of a management team; planning, organizing and coordinating the work of staff in the delivery of paramedic/ emergency medical services
- Analyzing complex operational problems, developing effective and responsive solutions, and preparing accurate reports and recommendations regarding these solutions
- Budget, establishing and maintaining effective working relationships
- Commanding the respect of Firefighter/Paramedics, Fire Captains, and other staff
- Interpreting and making decisions in accordance with laws, policies and protocol.

Licenses and Certificates:

Reference the Career Development Guide Section for specific requirements.

Training and Experience:

Reference the Career Development Guide Section for specific requirements.
Deputy Chief

- Operational responsibility for directing fire suppression and emergency medical services for the District, personnel, including hiring, disciplinary actions.
- Promotional exams, hiring, liaison to personnel commission and other related functions, workers compensation processes, human resources responsibilities, and serves as the "acting" Fire Chief in his/her absence.

Supervisor: Fire Chief

Typical Tasks:

a. Determines and justifies community needs related to emergency medical services, fire suppression, training, communication, special operations, equipment maintenance and water supply availability for fire fighting purposes, and prepares and monitors objectives, plans, policies and procedures for adequately meeting these service and operational requirements.

b. Oversees the selection, assignment, scheduling, productivity, work quality, performance evaluation, development and discipline of personnel assigned to him/her for management.

c. Provides an on-going evaluation of the benefit of programs and operations for which he/she is responsible as well as alternative ways of meeting existing and future service and occupational needs.

d. Coordinates the work of his/her functions and information exchanges with other organizations external to the District.

e. Personally handles or directs difficult, multi-company, high priority or emergency fire suppression tasks, and remains on-call, where appropriate.

f. Participates in the identification and development of a cadre of competent first line supervisors and middle level managers.

g. Prepares the budget for his/her functions, controls expenditure levels, and ensures resources are economically utilized.

h. Keeps the Fire Chief adequately informed of the performance and problems of his/her functions and proposes changes to resolutions, MOUs, policies, rules, plans and operational methods, as appropriate, including their justifications.

i. Represents the Fire Chief and District to various individuals and groups, as required, and maintain effective communications and labor relations vertically and horizontally within the department.
j. Conducts various special projects, as needed, such as capital improvements programming, station location and facility planning, communication system upgrading, disaster planning and preparedness drills, response time.

k. Functions as the District's Personnel Officer, assuring the District is provided with adequate staffing to meet its current and projected needs and assuring that harmonious employee relations are maintained.

l. Develops plans, programs, and techniques for determining the major needs of the District which can be met through training, including the use of performance appraisal techniques, inventorying of individuals abilities, identification of current and projected District needs, and the construction of training programs to meet these needs. Oversees development of and administers the District formal training programs.

m. Functions as Liaison with Worker’s Compensation parties.

n. Maintains an adequate level of physical fitness to meet the physical requirements required to perform firefighting tasks.

o. Projects a positive image to the public as a fire service professional. Develops and maintains public support for fire suppression and fire prevention activities.

p. Abides by the District’s rules, regulations, policies, procedures, mission, guiding principles and firefighter empowerment, and the NFD Way.

Knowledge:

- Fire suppression, prevention, disaster preparedness, equipment maintenance and water supply problems, issues, philosophies, principles, tactics and procedures
- Modern planning, management, budgeting, organization, motivation and communication techniques
- Relevant laws, ordinances, codes and court decisions which impact fire suppression and prevention
- Local government operations.
- District geography
- Major target hazards
- Water supply systems
- Incident Command System
- Understand and practice the principle of the NFD Way

Abilities:

- Manage the technical aspects of various fire suppression, prevention, emergency medical services, haz mat operations, and training activities
- Quickly analyze emergency situations and direct the proper course of action.
Skills:

- Evaluating, planning, and managing the technical as well as the management aspects of paramedic and emergency medical services
- Training staff in paramedic and emergency medical protocol, procedures, and treatment approaches
- Quickly analyzing emergency situations and directing the proper course of action
- Performance evaluation and employee development
- Program planning and development; written and oral communication
- Objective setting and organizational performance evaluation
- Functioning as part of a management team; planning, organizing and coordinating the work of staff in the delivery of paramedic/ emergency medical services
- Analyzing complex operational problems, developing effective and responsive solutions, and preparing accurate reports and recommendations regarding these solutions
- Budget, establishing and maintaining effective working relationships
- Commanding the respect of Firefighter/Paramedics, Fire Captains, and other staff
- Interpreting and making decisions in accordance with laws, policies and protocol.
- Direct technical aspects of fire suppression and prevention, EMS and Special Ops.
- Maintain effective relations between labor and management
- Program evaluation, productivity improvement, and cost benefit analysis
- Employee development and motivation, particularly supervisory personnel
- Oral and written communications
- Labor and interpersonal relations.

Licenses and Certificates:

Reference the Career Development Guide Section for specific requirements.

Training and Experience:

Reference the Career Development Guide Section for specific requirements.
Battalion Chief - Director of Organizational Resources

- Supervision of the Mechanics Division, Purchasing, Inventory and Human Resources, and special projects.

Supervisor: Fire Chief

Typical Tasks:

a. Determines and justifies community needs related to Support functions of the District, prepares and monitors objectives, plans, policies and procedures for adequately meeting these service and operational requirements.

b. Oversees the selection, assignment, scheduling, productivity, work quality, performance evaluation, development and discipline of personnel assigned to him/her for management.

c. Provides an on-going evaluation of the cost benefit of programs and operations for which he/she is responsible as well as alternative ways of meeting existing and future service and occupational needs.

d. Coordinates the work of his/her functions and information exchanges with other organizations external to the District.

e. Manages the mechanics bureau.

f. Assist the Fire Chief and Staff with specialized projects.

g. Supervise all major purchases, inventory, outside contracts and the maintenance and repair of District Facilities.

h. Prepares the budget for his/her functions, controls expenditure levels, and ensures resources are economically utilized.

i. Keeps the Fire Chief adequately informed of the performance and problems of his/her functions and proposes changes to codes, policies, rules, plans and operational methods and procedures, as appropriate, including their justifications.

j. Represents the Fire Chief and District to various individuals and groups, as required

k. Conducts various special projects, as needed, such as capital improvements programming, station location and facility planning.

l. Assist with promotional examination
m. Function as the District Personnel Officer, assuring the District is provided with adequate staffing to meet its current and projected needs and assuring that harmonious employee relations are maintained.

Knowledge:

- Fire suppression, prevention, disaster preparedness, equipment maintenance and water supply problems, issues, philosophies, principles, tactics and procedures
- Modern planning, management, budgeting, organization, motivation and communication techniques
- Relevant laws, ordinances, codes and court decisions which impact local government operations.
- Incident Command System
- Understand and practice the principle of the NFD Way

Abilities:

- Manage the technical aspects of various fire suppression, prevention, emergency medical services, haz mat operations, and training activities
- Quickly analyze emergency situations and direct the proper course of action.

Skills:

- Evaluating, planning, and managing the technical as well as the management aspects of paramedic and emergency medical services
- Training staff in paramedic and emergency medical protocol, procedures, and treatment approaches
- Quickly analyzing emergency situations and directing the proper course of action
- Performance evaluation and employee development
- Program planning and development; written and oral communication
- Objective setting and organizational performance evaluation
- Functioning as part of a management team; planning, organizing and coordinating the work of staff in the delivery of paramedic/ emergency medical services
- Analyzing complex operational problems, developing effective and responsive solutions, and preparing accurate reports and recommendations regarding these solutions
- Budget, establishing and maintaining effective working relationships
- Commanding the respect of Firefighter/Paramedics, Fire Captains, and other staff
- Interpreting and making decisions in accordance with laws, policies and protocol.
- Program evaluation, productivity improvement and cost benefit analysis
- Oral and written communications; and interpersonal relations.

Licenses and Certificates:

Reference the Career Development Guide Section for specific requirements.

Training and Experience:
Reference the Career Development Guide Section for specific requirements.
Division Chief - Fire Marshal

- Supervisor of the District's Fire Loss Management Division to ensure the effective enforcement of all applicable State and local codes, ordinances, and regulations governing the prevention of fires and elimination of fire hazards
- Checking of development plans to assure proper and adequate fire protection and conformance with fire codes, regulations, and standards
- And investigation of fires of suspicious nature or which involve loss of life, injury to persons, or substantial damage to property to thoroughly and accurately determine their cause, origin, and circumstances.
- This position may exercise fire suppression command responsibilities for major fires or emergencies.

Supervisor: Fire Chief

Typical Tasks:

a. Performs the more difficult inspections of commercial and industrial buildings to ensure construction practices conform to all applicable State and local ordinances, codes and regulations.

b. Develop a monthly work schedule of the work of the staff of the Fire Loss Management Division. Effectively sets priorities in meeting unit workload service requirements. Makes daily assignments to the staff of the Fire Loss Management Division in accordance with the schedule and the priorities.

c. Assures the attainment of annual performance objectives set by the Fire Chief for the inspection of commercial and industrial buildings, for the provision of public education services, and for other fire prevention activities.

d. Maintains a competent and motivated work force by selecting, training, evaluating, and disciplining subordinates. Objectively and constructively evaluates the performance of subordinates, promptly letting subordinates know how well they're doing.

e. Evaluates the quality and efficiency of the staff of the Fire Loss Management Division by making regular and frequent review of their work in the field, and by reviewing their reports. Advises and directs subordinate personnel in the improvement of work production and work methods.

f. Responds to public inquiries and complaints promptly and courteously, including investigating to determine responsibility and methods of resolving the problem.

g. Generates a monthly report for the Fire Chief regarding the work activities and workload of the Fire Loss Management Division, and maintains various work records related to development of such a report.
h. Establishes standard operating procedures for the work of the Fire Loss Management Division to include safety guidelines, and quality and performance standards. Assumes maximum production of the staff of the Division in compliance with these procedures and with District rules and regulations.

i. Evaluates the effectiveness of the fire prevention program. Ensures a continuing process of adjusting the fire prevention program to maintain its effectiveness in light of the results of the evaluation or to take into account changed circumstances.

j. Prepares the annual budget for the Division ensuring the budget adequately documents the amount and level of services to be provided. Exercises control over the authorized budget to keep expenses within the limits set.

k. Keeps the Fire Chief informed in a timely fashion on issues requiring the Fire Chief’s input or consent, and on service needs or problems. Proposes changes to improve the quality and efficiency of service delivery.

l. Maintains knowledge and skills essential for delivering effective and efficient fire inspection and prevention services and for exercising fire suppression command responsibilities.

m. Assures the prompt and comprehensive review of plans for proposed building construction or alteration and the timely inspection of all structures being built as well as all commercial and industrial buildings to obtain compliance with applicable State and local laws, codes, and ordinances. Assures sprinkler systems within these plans conform to applicable fire regulations, codes, and standards, and that the sprinkler system is inspected to assure proper operation.

n. Reviews and suggests revisions of District codes and ordinances to the Fire Chief to maintain codes and ordinances that are the most up-to-date available and that conform with all federal, State, and local requirements.

o. Provides informed and skilled technical assistance and advice to architects, engineers, contractors, and homeowners on material pertaining to building plans, construction methods, and local codes and ordinances.

p. Assist with emergency response as required, which may include weekend duty coverage, staffing the emergency operations center in Disaster Operations, and filling incident command system roles as qualified.

q. Plans, organizes, develops, and coordinates District Hazardous Material Operations in consultation with Operations and Director of Training.

r. Maintains an adequate level of physical fitness to meet the physical requirements required to perform firefighting/fire prevention tasks.
s. Projects a positive image to the public as a fire service professional. Develops and maintains public support for fire suppression and fire prevention activities.

t. Abides by the District’s rules, regulations, policies, procedures, mission, guiding principles and firefighter empowerment, and the NFD Way.

Knowledge:

- Federal, State, and local fire regulations, codes, and standards
- Building construction practices
- Principles and practices of fire inspection and prevention
- Principles and techniques of fire cause and arson investigation
- Hazardous chemicals and materials
- Modern fire suppression and emergency operation methods and equipment
- Fire suppression training principles and techniques
- Fire hydrant and sprinkler systems
- Principles and practices of development review and processing including plan checking to assure conformance with fire regulations, codes, and standards.
- Incident Command System
- Understand and practice the principle of the NFD Way

Abilities:

- Manage the technical aspects of various fire suppression, prevention, emergency medical services, haz mat operations, and training activities
- Quickly analyze emergency situations and direct the proper course of action.
- Making decisions in accordance with laws, policies and protocol.
- Maintain a level of physical fitness appropriate to the position.
- Perform mathematical calculations

Skills in:

- Checking plans to ensure conformity with pertinent regulations; detecting violation of fire codes and regulations; obtaining compliance with fire codes; interpreting and enforcing fire codes and regulations
- Answering technical questions involving code interpretations
- Making field inspections, preparing technical reports
- Establishing and maintaining effective working relationships with architects, engineers, supervisors, fellow employees and the public
- Reading and interpreting building plans, and specifications
- Supervising the work of others
- Verbal and written communication; planning, scheduling, and reviewing the work and performance of subordinates in a manner conducive to full performance and high morale
- Making sound judgments under emergency situations; providing effective leadership
- Maintaining a service orientation in the provision of fire services
• Determining the cause and origin of fires, taking photographs, preserving evidence, making sketches of fire scenes, and preparing court cases;

Licenses and Certificates:

Reference the Career Development Guide Section for specific requirements.

Training and Experience:

Reference the Career Development Guide Section for specific requirements.
EMS Educator/Medical Director

- Manages and evaluates effectiveness of the EMS Continuous Quality Improvement activities for the Paramedics and EMTs.
- Serve as the Districts Medical Director pursuant to Marin County EMS Program Policies and Procedures 2003, 4102, 4612.
- Provide other medical services for District personnel, citizen and community identified through the CQI process and mutually agreed upon.
- Provides, coordinates, conducts and evaluates education activities related to the provision of EMS services at both the BLS and ALS levels.
- Must be a California licensed physician.

Supervisor: Director of EMS

Typical Tasks:

a. Is responsible for curriculum development for EMS training and continuing education (CE) for both EMTs and paramedics. Instructs EMTs and paramedics on emergency medical care issues.

b. Monitor all EMS personnel-related certification/licensure, CQI and CE records.

c. Assists Paramedics and EMTs with accreditation/certification requirements.

d. Acts as a resource for locating continuing education classes and skills training.

e. Monitor the Prehospital patient care reporting system suggesting changes as needed.

f. Assists and provides input on Fire District and County of Marin EMS policies and procedures in draft form.

g. Prepare and submit quarterly CQI reports per Marin County requirements.

h. Refer CQI issues to DEMS.

i. Conduct or assist with EMS policy inservices as needed for EMTs and Paramedics.

j. Participate in the development of performance improvement plans.

k. Observes and/or monitors effectiveness of EMS system including supplies and equipment.

l. Represent the Fire District on various county committees, such as the CQI Trauma Committee, Prehospital Medical Care Committee, Marin County CQI Committee and Cal Chiefs.

m. Serves as Chair of the District CQI committee.
n. Work closely as needed with the Training Division while formally reporting to the DEMS.
o. Ride along with EMS personnel to evaluate field performance and serve as a resource to the EMTs and Paramedics.
p. Assist with annual infection control classes.
q. Assists with and instructs skills labs for lesser used skills or required basic/advanced life support classes as needed.
r. Serves as the District Designated Officer for Infection Control, and is responsible for the Infection Control Plan revision, annually or as needed; infection control training annually or as needed, and oversight of the infection control immunization and training records.
s. Responsible for annual revision of CQI plan.
t. Ability to work with minimal supervision.
u. Projects a positive, professional and competent image to individuals and groups.
v. Acts as the District Medical Director.
w. Perform other miscellaneous duties as assigned.

Knowledge:

- Curriculum development
- Instructional methodology
- Emergency medical treatment guidelines, policies and procedures and treatment approaches
- Principles of adult learning
- Quality Improvement principles and applications
- Motivation and communication techniques.
- Understand and practice the principle of the NFD Way

Skills:

- Performance evaluation and employee development
- Written and oral communication
- Computer skills
- Planning, organizing and facilitating meetings
- Planning, conducting and evaluating ems drills
- Objective setting and organizational performance evaluation
- Quickly analyzing emergency situations
- Establishing and maintaining effective working relationships.
Licenses and Certificates:

Reference the Career Development Guide Section for specific requirements.

Training and Experience:

Reference the Career Development Guide Section for specific requirements.
Executive Assistant

- Performs complex and responsible secretarial and administrative functions for the Fire Chief
- Acts as secretary to the Board of Directors
- Serves as Health Benefits Officer
- Confidential employee

Supervisor: Fire Chief

Typical Tasks:

Secretarial

a. Screens incoming correspondence routed to the Fire Chief, and, based on a particular awareness of the general importance and priorities of the subject, refers to appropriate staff member for reply.
b. Independently, or in accordance with general instructions, composes correspondence on a wide range of subjects requiring a high degree of knowledge and familiarity with District policies and the policies of the Fire Chief.
c. Reviews outgoing correspondence prepared by other staff members for the Fire Chief’s signature for consistency with administrative policy as well as for format, grammatical construction, and clerical errors. Edits and corrects to assure its accuracy, neatness, and conformance to policies and professional standards for quality.
d. Prepares the agenda and attends meetings of the Board of Directors; take and transcribes minutes; prepares drafts of agenda items requiring action by the Board; gives information to organizations, employees, customers and the general public regarding Board matters; prepares correspondence and maintains files on official actions of the Board and the Fire Chief.
e. Coordinates major activities such as budget preparation and monitoring.
f. Establishes and maintains official District records.
g. Compiles a variety of narrative and statistical reports, locating sources of information, devising forms needed to secure data. Determines proper format for finished reports.
h. Manages use of District meeting rooms, including maintenance of calendars for use and monitors agreements with civic groups using the rooms as well as use by other agencies.
i. Provides technical assistance to District Officers in the completion of their work.
j. Provides general support services to the Director of Organizational Resources Battalion Chief and by serving as the Accreditation Process Technician.
k. Prepares a budget for administrative support items. Reviews and authorizes invoices for payment.
l. Maintains Administrative sections of the District Manual of Operations by facilitating yearly review and by developing new policies with direction from the Fire Chief.
m. Attends staff meetings.
n. Coordination with janitorial service for maintenance of administration offices.
o. Plan, coordinate and supervise special events sponsored by the Fire Chief and/or the Board of Directors.
p. Coordinates commendatory resolutions, meritorious and valor awards.
q. Manages various district programs as assigned. 

r. Compiles and analyzes data and makes recommendations on organizational changes, conducts surveys, performs research and statistical analyses. 

**Personnel**

a. Provides assistance to the Fire Chief in the handling of confidential and sensitive issues involving labor-management relations, litigation, disciplinary actions, health and safety regulations, California Workers' Compensation regulations and case management, Injury/Illness Prevention Program; may assist with recruitment and selection, interpretation of District administrative policies and procedures. 

**Health Benefits Officer**

a. Administration and communication of all employee benefits to both active employees and retirees, including medical/dental programs, vision care, life insurance, employee assistance program, and COBRA coverage; maintenance of premium payment records for retirees and COBRA; provides new employee orientation of the benefits program. 

b. Reviews and authorizes payment of insurance statements relating to employee benefits. 

**Administrative Support Citizen**

**Volunteer Program Coordinator**


b. Prepares job description on job request of Division head or Chief Officer. 

c. Recruits for positions. 

d. Interviews applicants. 

e. Maintains records of volunteers and time contributed. 

f. Plans annual recognition event for volunteers. 

**Knowledge**

- Principles and practices of public administration; principles, methods, and practices of budgeting, management and research techniques and procedures and methods of report presentation 
- Record keeping systems and office equipment including computers and software related to tasks described 
- Understand and practice the principle of The Novato Way 

**Abilities**

- Type accurately at a net speed of 70 words per minute 
- Work under tight deadlines 
- Learn District policies, procedures, organization and operating details 
- Understand the policies and procedures of the Board of Directors 
- Understand the organization and operation of the District and of outside agencies 
- Communicate clearly and concisely, orally and in writing; maintain harmonious relationships with those contacted in the course of work; review and analyze organizational and administrative issues, recommend and implement effective courses of action; properly interpret and make decisions in accordance with laws, regulations, and policies; work effectively with community groups and organizations; coordinate complex
projects and work effectively with community groups and organizations; and meet established deadlines; effectively manage conflicting priorities

Skills
- Perform difficult secretarial tasks involving the use of judgment and requiring accuracy and speed; developing clear and comprehensive reports; comprehending and making inferences from written material.
- Work cooperatively with all District divisions and outside agencies.
- Display an intimate awareness and in-depth knowledge of the structure and functions of the District, and be able to exercise independent judgment in the provision of assistance to the Fire Chief and other staff members.

Licenses and Certificates
- Valid California Driver’s License

Training and Experience
- High School Diploma
- Computer program training in word processing, graphics and data bases
- Experience as secretary/assistant to high level manager or executive

Desirable Skill
- Perform data analysis using GIS and database tools; create, edit and maintain geographic information system layers; produce a wide variety of maps and reports.
Finance Manager

- Plans, organizes, reviews, and evaluates all functions and supervises staff required to perform accounting, financial record keeping, and payroll activities for the District.
- Performs complex accounting and budget work related to the preparation and maintenance of financial records, the audit and reconciliation of financial transactions and the production of financial records for the Fire Chief and the District.
- Serves as a confidential employee.

Supervisor: Fire Chief

Typical Tasks:

a. Maintains general ledger, accounts payable, accounts receivable, encumbrance, and payroll accounting;

b. Manages the maintenance of complete and accurate financial transactions and related records;

c. Plans, organizes, assigns, supervises, reviews, and evaluates the work of accounting support staff;

d. Prepares working trial balance, adjusting journal entries, supporting schedules, coordinates with external auditors; provides technical support and requested records to external auditors; proposes audit finding corrections;

e. Prepares internal monthly, quarterly, and annual financial reports for Fire Chief and Board of Directors;

f. Prepares external financial reports; prepares annual report of financial transactions of special districts for State Controller’s Office; U. S. Department of Labor data reporting; State Board of Equalization reporting;

g. Prepares monthly bank reconciliations for the following accounts; payroll revolving, workers compensation, ambulance fee lockbox, and merchant services accounts;

h. Reviews monthly Marin Accounting Resources System (MARS) financial reports for accuracy and compliance with budget limits;

i. Prepares Property Tax revenue budget based on historical data and County of Marin, Auditor-Controller’s knowledge and monitors receipt of funds;

j. Maintains cash flow information; provides annual investment policy and report quarterly on status of investment portfolio in order to comply with California Investment Laws;

k. Prepares periodic and special financial statements and statistical reports;
l. Under general supervision of the Fire Chief, prepare, plan, organize, the preliminary and final budget documents and supporting documentation;

m. Computes salaries and benefits costs for the budget; budget requests and modifications are processed through the accountant;

n. Prepare supporting schedules for finance committee meetings;

o. Compiles salary survey data by contacting all Marin County Fire Agencies or selected Agencies for salary and benefit information; provides outside agencies with internal salary and benefit information;

p. Forecasts employee salary negotiation cost;

q. Manages Special Assessment Property Tax billing system; prepares special assessment transmittals to County of Marin, Auditors-Controllers, Property Tax Division; coordinates Assessor data with special assessment system; works directly with Auditor-Controller staff, Assessor’s Staff and public to answer questions and resolve issues;

r. Responsible for the overall preparation of the semi-monthly District payrolls and maintenance of pay records for employees; organizes payroll work to meet critical deadlines; researches, interprets and applies Federal, State, County laws, rules and regulations governing payroll; maintenance and control of employees payroll deductions withholding taxes, garnishments, benefits, deferred compensation, etc.; maintains Ceridian payroll system;

s. Approves Administrative Staff timekeeping data on a semi-monthly basis; inputs timekeeping corrections per AD-66;

t. Prepares monthly employee and employer retirement contributions; prepares retirement confirmations for retiring employees; answers questions directed from employees regarding retirement issues;

u. Notifies Fire Chief and communicates with employees not in compliance with District policies and procedures regarding to purchasing, physicals, fixed assets, and etc.;

v. Liaison between outside departments and agencies dealing with budget and accounting functions;

w. Filing of claims dealing with mandated costs with the state and other federal agencies;

x. Answering inquiries from vendors;

y. Prepares verbal and written employment confirmations for District employees;

z. Special projects requested by the Fire Chief.

Knowledge:

- Generally accepted accounting principles (GAAP) regarding accounting and budget functions of a governmental agency.
• an intimate awareness and in-depth knowledge of the governmental accounting and budgeting functions of the District
• exercise independent judgment in the provision of assistance to the Fire Chief and other administrative staff
• Understand and practice the principle of the NFD Way

Skills:

• Performing difficult tasks involving the use of judgment and accuracy of numbers
• Also the understanding, interpreting, and applying appropriate rules, regulations, and written directions to specific situations
• Effectively meeting and communicating with the public and other personnel requiring tact and poise.

Abilities:

• Use and understand personal computers and applications that are used with the computer; i.e., word processing, spreadsheets, and other software
• Keep up to date on new progressive computer software programs.

Licenses and Certificates:

• Valid California Driver's License.

Training and Experience:

• Bachelor's Degree from an accredited college or university, with major work in business administration or other related field
• Five years experience in private or governmental finance work that include responsibilities for budget formulation and implementation and accounting functions
Fire Captain - Deputy Fire Marshal

- Responsible for fire inspection, investigation, education, and other related fire prevention tasks.
- May supervises fire inspectors
- Acts for the Fire Marshal in his/her absence when approved by the Fire Chief

Supervisor: Division Chief - Fire Marshal

Tasks:

a. Inspects residential, commercial, and industrial buildings in a thorough manner and accurately detects fire hazards and deviations from fire codes and standards. Records accurately the findings of the inspection, the corrections needed, and issues orders to comply to achieve compliance with the codes. Conducts annual license inspections of hospitals, rest homes, day care homes, pre-schools, and mental care institutions, assuring compliance of these buildings with their intended use and with Title 19 of the State Administrative Code.

b. Assures corrections are made to violations of the fire codes and standards in a timely manner, and minimum fire safety practices are put into effect. Issues code violations, confers with and recommends action to the Fire Marshal if corrections are not made, and prepares case records for presentation when prosecution becomes necessary.

c. Prepares and keeps accurate logs, reports, and records regarding fire inspections, violation notices, fire investigations, and other related data which are legible, complete, up-to-date, and descriptive of problems encountered and how resolved.

d. Establishes a meaningful and effective rapport with the community by providing useful and helpful information to building owners and others regarding fire codes and standards so that questions and concerns are effectively resolved as soon as possible.

e. Maintains a current and thorough working knowledge of fire codes and standards, and is able to correctly interpret and apply them. Studies new materials and methods of building construction to keep abreast of modern development and fire hazards.

f. Checks and analyzes building construction plans as related to fire protection and safety requirements in a timely manner to assure compliance with applicable fire codes and policies, and identifies needed corrections. Assures that deficiencies identified in plans are promptly followed up and corrected. Maintains accurate commentary of errors, omissions, and violations in plans which are up to date, legible, complete, and descriptive of problems encountered and how resolved.

g. Thoroughly investigates fires determining the point of origin, the cause of the fire, why the fire spread, whether the cause of the fire was accidental, natural, or whether the source of the fire was arson. Assures the scene of the fire is preserved, preventing the
obliteration or deterioration of tangible clues. Thoroughly searches the scene of the fire and systematically collects evidence including information from witnesses and gathering the building and its contents. Records observations of the fire scene in a comprehensive and accurate fashion, assuring such records are relevant and material. Develops accurate investigative leads for arson caused fires leading to the identify of the perpetrator as well as the motive and opportunity of the perpetrator through the effective use of criminal laboratories, use of informants, interviews of victims and witnesses, and the gathering of physical evidence.

h. Understands fire education goals and service objectives and is consistently able to translate them into a meaningful education program. Maintains a current knowledge of the fire problems within the community and tailors the education program to these problems. Clearly and in an understandable and positive manner delivers lectures and demonstrations, on fire safety, prevention, and inspection. Makes citizens and the business community aware of their fire prevention responsibilities. Continually develops, knows, and actively utilizes resources in the community to help in fire prevention.

i. Assures the timely and complete abatement of weeds by property owners, enforcing compliance with the weed abatement provisions of the State Health and Safety Code. Evaluates compliance by property owners with these weed abatement provisions by making regular and frequent inspections of property within the District, and promptly and courteously responding to complaints. Records accurately the findings of those inspections, and issues orders to comply to obtain compliance with the weed abatement provisions of the Health and Safety Code.

j. Provides training of fire suppression staff of the District on a regular and frequent basis to enable maintenance of their skill levels in fire inspection. Instructs staff on the right methods to conduct fire inspections using training techniques which effectively convey the skills to be learned as well as maintain the interest of fire suppression staff.

k. Assures the proper operation of newly installed sprinkler systems by closely monitoring pressure tests and flushing of the system, and inspecting the system to assure conformance with NFPA #13 and approved plans. Inspects the system annually including all valves and appurtenances as well as testing flow alarms.

l. Issues burn permits, conducting on-site inspections to assure the safety of such a burn and accurately completes the forms required by the Bay Area Pollution Control District.

m. Assures the safe installation and utilization of tanks for flammable liquids, closely inspecting and testing the installation of new tanks and inspecting existing tanks, equipment, and uses to assure compliance with code requirements. Abates fuel leaks in a prompt and complete manner.

n. Prepares credible and relevant material, arson evidence for courtroom presentations; testifies in court on the findings of arson investigations; makes a credible presentation in court regarding the evidence and elements of the offense.
o. Responds to fires, when directed, in a timely, safe, and skilled manner, and participates in control of fires through hose laying, ladder operation, ventilation, extinguishment, salvage, and overhaul activities.

Knowledge:

- Relevant laws, ordinances and codes related to fire prevention and protection
- Relevant court decisions; rules and regulations related to criminal investigation, arrest and prosecution
- Chemistry and physics of fire and firefighting, prevention and protection
- Basic building structural construction
- Hazardous materials such as flammable liquids and exotic combustibles
- Burning characteristics of combustibles.
- Understand and practice the principle of the NFD Way

Abilities:

- Analyze events and make sound judgments;
- Interpret and enforce regulations objectively and fairly;
- Read blueprints
- Work effectively with the public
- Demonstrate tact and diplomacy
- Write clear and concise reports and letters
- Operate effectively without constant supervision
- Follow oral and written directions
- Make decisions and judgments quickly and logically
- Independently determine the cause of fires
- Advise on fire prevention systems and plans
- Recognize, appraise, and correct fire hazards
- Recognize potential life-safety hazards
- Maintain a level of physical fitness appropriate to the position.

Skills

- Inspection and investigation techniques
- Communication and interpersonal relations.

Licenses and Certificates:

Reference the Career Development Guide Section for specific requirements.

Training and Experience:

Reference the Career Development Guide Section for specific requirements.
Fire Captain - Operations

- Supervises and participates in all activities and functions assigned to a fire company
- Participates in fire suppression, prevention, training and related tasks.
- Supervises firefighters, firefighter/paramedics and fire engineers
- May function as an "acting" Battalion Chief in the absence of their immediate supervisor when approved by the Deputy Chief or Fire Chief.

Supervisor: Battalion Chief

Tasks:

a. Leads and participates in the response of a fire company to reported emergencies, such as fires, accidents, medical assistance, and other hazardous conditions, as well as other assigned calls, assessing and taking action on the conditions found. Assures calls for service are responded in a safe and timely manner, including the prompt and correct size-up, assessment, and type of the response, and that the scene is set up properly to provide proper traffic flow, and prevents the occurrence of injuries to fire suppression personnel.

b. Supervises a fire company in the performance of the technical aspects of their work and takes charge of complex and difficult tasks, as appropriate. Determines work procedures, assigns work to Firefighters and Fire Engineers, and trains the Firefighters and Fire Engineers.

c. Keeps subordinates and superiors adequately informed of significant matters which affect their work, attitudes and morale. Advises and consults with their immediate supervisor on a regular and ongoing basis.

d. Identifies ways to streamline operational methods and tactics and proposes changes to management staff.

e. Prepares timely and accurate reports and maintains company files in an up-to-date status, as required. Generates a performance report for their immediate supervisor as needed.

f. Maintains adequate contact with other fire companies in the District so that work is properly coordinated.

g. Maintains an adequate level of physical fitness to meet job requirements. Keeps abreast of new tactics, procedures, programs, and technologies in the fire suppression and prevention.

h. Assures the performance of their fire company in accordance with the objectives and priorities established by the Fire Chief as well as the District's Rules and Regulations, mission, guiding principles and firefighter empowerment.
i. Plans, organizes, directs, and controls a company fire prevention and inspection program. Conducts fire prevention inspections on a timely and frequent basis to eliminate fire hazards, enforce fire codes, and provide fire safety education.

j. Assigns and supervises the work of maintaining fire apparatus, the fire station, and related grounds, facilities, equipment, and supplies during a work shift to ensure that all apparatus, equipment, facilities, and supplies are in a readily available, safe, and useful condition. Maintains control over equipment, supplies, and materials utilized by their fire company. Has an adequate knowledge of their immediate response area.

k. Conducts orientation, training, and practice drills in coordination with the Battalion Chief in all phases of firefighting and related emergency rescue/medical services response to develop and maintain the capabilities and readiness of subordinate firefighting personnel. Conducts timely and frequent training related to fire inspection, physical fitness, and accident prevention, monitors, get out and response times of their company.

l. Monitors the quality and quantity of the work performed by subordinate fire suppression personnel by frequently reviewing the work methods utilized and the timeliness of those work methods; identifies problems in quantity and quality of work and takes prompt and effective corrective action. Objectively and constructively evaluates the performance of subordinate fire suppression personnel, promptly letting the employee know how well they're doing, and recommending discipline and sanctions when necessary.

m. Develops responsibility and teamwork among the members of their fire company in the accomplishment of work tasks by assuring each employee understands their work responsibilities, delegating responsibility and authority to Firefighters and Fire Engineers who can effectively fulfill them, and encouraging communication with and among employees.

n. Motivates their fire company by providing recognition and a sense of achievement when a job is well done, and helping Firefighters and Fire Engineers learn new skills so they feel a sense of personal growth and advancement.

o. Develops a work schedule for their fire company, establishing the priorities of the work, and reviewing and adjusting the schedule to fit climatic conditions and workload. Makes daily assignments to their fire company in accordance with the schedule.

p. Performs as an EMT-1 when necessary.

q. Maintains an adequate level of physical fitness to meet the physical requirements required to perform firefighting tasks.

r. Projects a positive image to the public as a fire service professional. Develops and maintains public support for fire suppression and fire prevention activities.

s. Abides by the District’s rules, regulations, policies, procedures, mission, guiding principles and firefighter empowerment, and the NFD Way.
Knowledge:

- Issues, problems, principles and practices of firefighting, fire prevention, code enforcement, emergency medical services, and fire apparatus operation and maintenance
- Relevant laws, ordinances, codes and court decisions that affect fire protection
- Fire hazards and firefighting resources
- Functions, characteristics, and proper use and maintenance of firefighting equipment and supplies
- Departmental policies and regulations
- District geography
- Basic English and arithmetic
- Current laws and regulations pertaining to fire prevention and safety
- First aid, emergency medical care and rescue methods.
- Modern supervisory practices, employee development and work simplification techniques
- Departmental policies and regulations
- Incident Command Systems
- Understand and practice the principle of the NFD Way

Abilities:

- Supervise the technical aspects of fire suppression, prevention, emergency medical services and rescue
- Work and live as a member of a team and give and follow directions in an emergency setting
- Motivate and direct personnel as well as utilize other basic supervisory techniques
- Ability to use continuous and/or short bursts of muscle force to jump, sprint, climb ladders, pull victims out of hazardous areas
- Up and downstairs carrying equipment as required, lifting, pushing, pulling, or carrying objects using his/her hands, arms, back, abdominal muscles, shoulders, or legs
- Exert his/herself physically over a period of time without giving out
- Work effectively and safely during unavoidable exposure to an unpleasant environment with exposure to potentially heavy and somewhat unpredictable hazards
- Safely wear a self-contained breathing apparatus without medical or physical restriction
- Move his/her body quickly while keeping his/her balance on surfaces offering narrow footing. Clearly see objects with vision meeting District requirements
- Follow verbal and written instructions
- Effectively apply firefighting, rescue, and emergency medical techniques
- Establish and maintain effective working relationships
- Think and act quickly and competently in emergencies and under stress.
Skills:

- Motivating, directing, evaluating and maximizing the abilities of personnel under their command
- Analyzing and solving fire protection and emergency control problems
- Oral and written communications and interpersonal relations.
- Quickly analyzing emergency situations and directing the proper course of action

Licenses and Certificates:

Reference the Career Development Guide Section for specific requirements.

Training and Experience:

Reference the Career Development Guide Section for specific requirements.
Fire Chief

- Serves as the head of the Fire District
- Assumes total management responsibility for functions related to fire prevention, fire suppression and emergency medical services.
- Direct supervision of the Deputy Chief, the Fire Marshal, the Administrative Services Manager, the Finance Manager, and other positions as required.

Supervisor: Board of Directors

Tasks:

a. Documents and regularly updates the District's fire protection, emergency medical, disaster preparedness needs, and formulates and monitors goals, objectives, plans, and policies for adequately meeting these needs based on acceptable risk levels and current and future costs. Communicates these goals, objectives, plans, and policies to the Board of Directors, District personnel, and the public.

b. Evaluates current and future fire protection programs, emergency medical programs, and other emergency services to ensure they are effective and their benefits exceed their costs.

c. Organizes and directs the personnel, equipment, facilities and other resources of the District to ensure their economical and productive utilization, and the protection of life and property.

d. Maintains a competent and motivated work force through effective training, performance evaluation, and disciplinary procedures. Promotes and stimulates the development of the managerial skills of the Fire Marshal and the Deputy Chief.

e. Stimulates and mobilizes the residents of the District to be aware of fire dangers and takes action to reduce these risks, including built-in fire prevention and suppression technologies and methods.

f. Keeps the Board of Directors adequately informed of District performance and problems, and proposes changes to improve fire protection and disaster preparedness, including revision of fire safety codes and ordinances, disaster plans, water supply systems, station locations, and fire fighting technologies.

g. Prepares the District budget and keeps actual expenditures within the limits set.

h. Keeps abreast of and utilizes, where appropriate, new fire prevention and suppression programs, tactics, technologies and emergency medical systems.

i. Directs the effective and timely provision of fire inspection services for residential, commercial, and industrial structures, and assures the enforcement of fire prevention ordinances an State laws. Assures the delivery of an effective company inspection
program with the objective of inspecting every business within the District at least once a year.

j. Assures the provision of adequate fire flow requirements through timely testing of the pressure in the water distribution system, effective maintenance of fire suppression equipment, and the prompt response to calls for service of fire suppression personnel.

k. Assures the effective and timely review of development plans submitted to the District to minimize fire risks.

l. Fosters a decision making environment in the District in which the Fire Chief, Deputy Chief, Fire Marshal, and Battalion Chiefs can function effectively as a management team. Utilizes this time to program planning, fire suppression and prevention, and community involvement’s to develop effective fire service programs.

m. Assures a sense of service is developed and maintained by each District employee to the end that each employee supports the concept of the District as a community resource.

Knowledge:

- Fire protection, emergency medical systems and disaster preparedness problems, issues, philosophies, principles and tactics
- Modern planning, management, budgeting, and organizational techniques
- Relevant laws, ordinances, codes and court decisions which impact fire protection
- Governmental operations at the local, State and Federal level and the insurance industry.
- Incident Command System
- Understand and practice the principle of the NFD Way

Skills:

- Program evaluation, productivity improvement and cost-benefit analysis, identifying, evaluating, motivating and developing supervisors and managers
- Communicating clearly and concisely verbally and in writing
- Labor and inter-personal relations
- Planning, directing, and organizing fire prevention, suppression, and support activities
- Establishing and maintaining cooperative working relationships with those contacted in the course of work
- Deal tactfully with the public
- Analyze, interpret, and check complex plans and specifications and assure their compliance with building codes and fire safety requirements.

Licenses and Certificates:

Reference the Career Development Guide Section for specific requirements.
Training and Experience:

Reference the Career Development Guide Section for specific requirements.
Fire Engineer

- Specialized responsibility for the operation and maintenance of fire suppression equipment, rescue equipment, and fire apparatus
- Responsibility for firefighting, lifesaving, fire prevention, and other fire service activities.
- Work as a team member of a fire response company
- May function as an "acting" fire captain when approved by the fire chief or deputy chief.

Supervisor: Fire Captain

Tasks:

a. Responds to fires with their company driving fire apparatus, including aerial ladders, quickly and safely to the emergency. Properly operates fire apparatus, makes hydrant, pump, and suction hose connections, and operates the fire apparatus to supply water in proper quantities and pressures to gain effective control of the fire.

b. Initiates and assures that fire apparatus are safe and ready for service and apparatus equipment is secure through regular and preventive maintenance of the fire apparatus and by testing the apparatus on a routine basis. Makes and keeps accurate logs and records regarding the maintenance of fire apparatus. Promptly notifies their immediate supervisor of needed repairs.

c. Maintains a current and thorough working knowledge of the operation of all fire apparatus, and is able to properly and skillfully operate all fire apparatus.

d. Maintains familiarity with District practices and procedures relative to water supply, hose streams, operation of fire apparatus, and other essentials which will enable them to completely perform the duties of a Fire Engineer.

e. Maintains a working knowledge of the District geographical layout, street names and locations enabling a prompt response to fire calls for service.

f. Rescues victims endangered by fires or other hazards and administers first aid to injured parties. Quickly analyzes situations where life safety is threatened and applies the correct treatment approach.

g. Conducts inspections and other fire prevention tasks on a frequent and timely basis, including fire safety education, to eliminate or reduce fire hazards, and enforce fire codes. Correctly applies fire codes in inspections. Conducts thorough inspections and accurately identifies violations. Effectively utilizes appropriate educational approaches to fire prevention where needed.

h. Remains skilled in modern fire suppression tactics, methods, and procedures as well as emergency life saving procedures through training drills, and other frequent and timely skill maintenance programs. Maintains knowledge about specific fire hazards in the District and effective approaches for attacking them.
i. Keeps the fire station and related grounds, facilities, and supplies in a clean, orderly and usable condition.

d. Performs routine non-firefighting work tasks willingly and adequately such as working on District records, compiling and analyzing fire responses, maintaining maps and other documented information about the types and locations of buildings and facilities, and in planning fire suppression activities.

k. Has an extensive knowledge of District streets and fire roads.

l. Functions well as a team member of a fire company at any emergency or non-emergency scene, and willingly accepts their share of the work required.

m. Maintains an adequate level of physical fitness to meet the physical requirements required to perform firefighting tasks.

n. Projects a positive image to the public as a fire service professional. Develops and maintains public support for fire suppression and fire prevention activities.

o. Abides by the District’s rules, regulations, policies, procedures, mission, guiding principles and firefighter empowerment, and the NFD Way.

p. Responds to emergency rescue calls driving an ambulance or fire apparatus quickly and safely to the site of the emergency and in conformance with District rules and regulations. Interviews and thoroughly and accurately examines patients for signs and symptoms related to the cause of the illness or injury. Quickly and competently analyzes the medical emergency and applies the correct medical treatment approach as an EMT-1.

Knowledge:

- Issues, problems, principles and practices of firefighting, fire prevention, code enforcement, emergency medical services, and fire apparatus operation and maintenance
- Relevant laws, ordinances, codes and court decisions that affect fire protection
- Fire hazards and firefighting resources
- Functions, characteristics, and proper use and maintenance of firefighting equipment and supplies
- Departmental policies and regulations
- District geography
- DMV regulations
- Basic English and arithmetic
- Current laws and regulations pertaining to fire prevention and safety
- First aid, emergency medical care and rescue methods.
- Incident Command System
- Understand and practice the principle of the NFD Way
Abilities:

- Work and live as a member of a team and give and follow directions in an emergency setting
- Ability to use continuous and/or short bursts of muscle force to jump, sprint, climb ladders, pull victims out of hazardous areas
- Up and downstairs carrying equipment as required, lifting, pushing, pulling, or carrying objects using his/her hands, arms, back, abdominal muscles, shoulders, or legs
- Exert his/herself physically over a period of time without giving out
- Work effectively and safely during unavoidable exposure to an unpleasant environment with exposure to potentially heavy and somewhat unpredictable hazards
- Safely wear a self-contained breathing apparatus without medical or physical restriction
- Move his/her body quickly while keeping his/her balance on surfaces offering narrow footing. Clearly see objects with vision meeting District requirements
- Follow verbal and written instructions
- Effectively apply firefighting, rescue, and emergency medical techniques
- Establish and maintain effective working relationships
- Think and act quickly and competently in emergencies and under stress.

Skills:

- All aspects of firefighting, rescue, fire apparatus operation and maintenance and other relevant techniques
- Dealing and communicating with others.

Licenses and Certificates:

Reference the Career Development Guide Section for specific requirements.

Training and Experience:

Reference the Career Development Guide Section for specific requirements.
Fire Inspector

- Responsible for fire inspection, investigation, education, and other related fire prevention tasks.

Supervisor: Division Chief – Fire Marshal

Typical Tasks:

a. Inspects residential, commercial, and industrial buildings in a thorough manner and accurately detects fire hazards and deviations from fire codes and standards. Records accurately the findings of the inspection, the corrections needed, and issues orders to comply to achieve compliance with the codes. Conducts annual license inspections of hospitals, rest homes, day care homes, pre-schools, and mental care institutions, assuring compliance of these buildings with their intended use and with Title 19 of the State Administrative Code.

b. Assures corrections are made to violations of the fire codes and standards in a timely manner, and minimum fire safety practices are put into effect. Issues code violations, confers with and recommends action to the Fire Marshal if corrections are not made, and prepares case records for presentation when prosecution becomes necessary.

c. Prepares and keeps accurate logs, reports, and records regarding fire inspections, violation notices, fire investigations, and other related data which are legible, complete, up-to-date, and descriptive of problems encountered and how resolved.

d. Establishes a meaningful and effective rapport with the community by providing useful and helpful information to building owners and others regarding fire codes and standards to that questions and concerns are effectively resolved as soon as possible.

e. Maintains a current and thorough working knowledge of fire codes and standards, and is able to correctly interpret and apply them. Studies new materials and methods of building construction to keep abreast of modern development and fire hazards.

f. Checks and analyzes building construction plans as related to fire protection and safety requirements in a timely manner to assure compliance with applicable fire codes and policies, and identifies needed corrections. Assures that deficiencies identified in plans are promptly followed up and corrected. Maintains accurate commentary of errors, omissions, and violations in plans which are up-to-date, legible, complete, and descriptive of problems encountered and how resolved.

g. Thoroughly investigates fires determining the point of origin, the cause of the fire, why the fire spread, whether the cause of the fire was accidental or whether the source of the fire was arson. Assures the scene of the fire is preserved, preventing the obliteration or deterioration of tangible clues. Thoroughly searches the scene of the fire and systematically collects evidence including information from witnesses and gathering the building and its contents. Records observations of the fire scene in a comprehensive and
accurate fashion, assuring such records are relevant and material. Develops accurate investigative leads for arson caused fires leading to the identity of the perpetrator as well as the motive and opportunity of the perpetrator through the effective use of criminal laboratories, use of informants, interviews of victims and witnesses, and the gathering of physical evidence.

h. Understands fire education goals and service objectives and is consistently able to translate them into a meaningful education program. Maintains a current knowledge of the fire problems within the community and tailors the education program to these problems. Clearly and in an understandable and positive manner delivers lectures and demonstrations, on fire safety, prevention, and inspection. Makes citizens and the business community aware of their fire prevention responsibilities. Continually develops, knows, and actively utilizes resources in the community to help in fire prevention.

i. Assures the timely and complete abatement of weeds by property owners, enforcing compliance with the weed abatement provisions of the State Health and Safety Code. Evaluates compliance by property owners with these weed abatement provisions by making regular and frequent inspections of property within the District, and promptly and courteously responding to complaints. Records accurately the findings of those inspections, and issues orders to comply to obtain compliance with the weed abatement provisions of the Health and Safety Code.

j. Provides training of fire suppression staff of the District on a regular and frequent basis to enable maintenance of their skill levels in fire inspection. Instructs staff on the right methods to conduct fire inspections using training techniques which effectively convey the skills to be learned as well as maintain the interest of fire suppression staff.

k. Assures the proper operation of newly installed sprinkler systems by closely monitoring pressure tests and flushing of the system, and inspecting the system to assure conformance with NFPA #13 and approved plans. Inspects the system annually including all valves and appurtenances as well as testing flow alarms.

l. Issues burn permits, conducting on-site inspections to assure the safety of such a burn and accurately completes the forms required by the Bay Area Air Pollution Control District.

m. Assures the safe installation and utilization of tanks for flammable liquids, closely inspecting and testing the installation of new tanks and inspecting existing tanks, equipment, and uses to assure compliance with code requirements. Abates fuel leaks in a prompt and complete manner.

n. Prepares credible and relevant material, arson evidence for courtroom presentations; testifies in court on the findings of arson investigations; makes a credible presentation in court regarding the evidence and elements of the offense.
Knowledge:

- Relevant laws, ordinances and codes related to fire prevention and protection
- Relevant court decisions
- Rules and regulations related to criminal investigation, arrest and prosecution
- Chemistry and physics of fire and firefighting, prevention, and protection
- Basic building structural construction
- Hazardous materials such as flammable liquids and exotic combustibles
- Burning characteristics of combustibles.
- Understand and practice the principle of the NFD Way

Abilities:

- Analyze events and make sound judgments
- Interpret and enforce regulations objectively and fairly
- Read blueprints
- Work effectively with the public
- Demonstrate tact and diplomacy
- Write clear and concise reports and letters
- Operate effectively without constant supervision
- Follow oral and written directions
- Make decisions and judgments quickly and logically
- Independently determine the cause of fires
- Advise on fire prevention systems and plans
- Recognize, appraise, and correct fire hazards
- Recognize potential life-safety hazards.

Skills:

- Inspection and investigation techniques
- Communication and interpersonal relations.

Licenses and Certificates:

Reference the Career Development Guide Section for specific requirements.

Training and Experience:

Reference the Career Development Guide Section for specific requirements.
Firefighter

- Firefighting, life saving and rescue services, fire inspection and prevention, and other fire services.
- Work as a team member of a fire response company, and report to a fire captain.
- May function as an "acting" fire captain or fire engineer when approved by the fire chief or deputy chief.

Supervisor: Fire Captain

Tasks:

a. Responds to fires with their company in a timely, safe and skilled manner, and participates in control of fires through hose laying, ladder operation, ventilation, extinguishment, salvage, and overhaul activities. Quickly follows established District procedures when responding to fire calls as well as instructions given at the fire scene. Correctly and promptly uses all relevant apparatus, tools, and equipment. Remains calm and poised in all emergency situations and gains rapid control over the problem at hand.

b. Rescues persons endangered by fires or other hazards, and administers first aid to injured parties as an EMT-1. Quickly analyzes situations where life safety is threatened and applies the correct treatment.

c. Conducts company fire inspections and other fire prevention tasks on a frequent and timely basis, including fire safety education, to eliminate or reduce fire hazards and enforce fire codes. Correctly applies fire codes in inspections. Conducts thorough inspections and accurately identifies violations. Effectively utilizes appropriate educational approaches to fire prevention where needed.

d. Responds to emergency rescue calls driving an ambulance quickly and safely to the site of the emergency in conformance with District rules and regulations. Interviews and thoroughly and accurately examines patients for signs and symptoms related to the cause of the illness or injury. Quickly and competently analyzes the medical emergency and applies the correct medical treatment approach as an EMT-1.

e. Assists in the maintenance of fire and rescue apparatus, tools, and equipment keeping such apparatus, tools, and equipment in good operating and safe condition by competently and efficiently performing maintenance and testing tasks.

f. Remains skilled in modern fire suppression tactics, methods, and procedures as well as emergency life saving procedures through training drills, Maintains knowledge about specific fire hazards in the District and effective approaches for attacking them.

g. Keeps the fire station and related grounds, facilities, and supplies in a clean, orderly and useable condition.
h. Performs routine non-firefighting work tasks willingly and adequately such as working on District records, maintaining maps and other documented information about the types and locations of buildings and facilities, and in planning fire suppression activities.

i. Functions satisfactorily as a team member of a fire company at any emergency or non-emergency scene, and willingly accepts their share of the work required.

j. Able to meet the physical requirements required to perform firefighting tasks. Remains skilled in and properly applies modern fire suppression tactics, methods, and procedures. Meets continuing educational requirements in emergency medical procedures, and maintains skills in the operation and maintenance of medical equipment.

k. Projects a positive image to the public as a fire service professional. Develops and maintains public support for fire suppression and fire prevention activities.

l. Maintains a current and thorough working knowledge of fire codes and standards, and is able to correctly interpret and apply them.

m. Abides by the District’s rules, regulations, policies, procedures, mission, guiding principles and firefighter empowerment, and the NFD Way.

Knowledge:

- Issues, problems, principles and practices of firefighting, fire prevention, code enforcement, emergency medical services, and fire apparatus operation and maintenance
- Relevant laws, ordinances, codes and court decisions that affect fire protection
- Fire hazards and firefighting resources
- Functions, characteristics, and proper use and maintenance of firefighting equipment and supplies
- Departmental policies and regulations
- District geography
- Basic English and arithmetic
- Current laws and regulations pertaining to fire prevention and safety
- First aid, emergency medical care and rescue methods.
- Incident Command System
- Understand and practice the principle of the NFD Way

Skills

- Interpreting current laws, rules, and regulations pertaining to emergency medical services, fire prevention and safety
- Identifying hazardous conditions and obtaining code compliance with minimal technical support
- Maintaining firefighting and EMS equipment and fire station facilities
- Providing emergency medical services at the EMT-P level
- Suppressing fires
• Communicating effectively with the general public.

Abilities:

• Work and live as a member of a team and give and follow directions in an emergency setting
• Motivate and direct personnel as well as utilize other basic supervisory techniques
• Ability to use continuous and/or short bursts of muscle force to jump, sprint, climb ladders, pull victims out of hazardous areas
• Up and downstairs carrying equipment as required, lifting, pushing, pulling, or carrying objects using his/her hands, arms, back, abdominal muscles, shoulders, or legs
• Exert his/herself physically over a period of time without giving out
• Work effectively and safely during unavoidable exposure to an unpleasant environment with exposure to potentially heavy and somewhat unpredictable hazards
• Safely wear a self-contained breathing apparatus without medical or physical restriction
• Move his/her body quickly while keeping his/her balance on surfaces offering narrow footing. Clearly see objects with vision meeting District requirements
• Follow verbal and written instructions
• Effectively apply firefighting, rescue, and emergency medical techniques
• Establish and maintain effective working relationships
• Think and act quickly and competently in emergencies and under stress.

Licenses and Certificates:

Reference the Career Development Guide Section for specific requirements.

Training and Experience:

Reference the Career Development Guide Section for specific requirements.
Firefighter/Paramedic

- Provide pre-hospital emergency medical care, and transportation
- Responsibility for the provision of firefighting, fire prevention, and related activities.
- Work as a member of a fire response company
- May guide fire suppression personnel in the provision of emergency medical services.

Supervisor: Fire Captain

Tasks:

a. Responds to emergency medical calls for services in a timely, safe and skilled manner, and gains effective control of the situation. Interviews thoroughly, and accurately examines injury. Quickly and competently analyzes the medical emergency and applies the correct medical treatment approach including rescue, first aid, resuscitation, cardiopulmonary resuscitation, defibrillation, controlling bleeding, applying splints, assisting in childbirth, and the administration of drugs, fluids, narcotics, and medications.

b. Meets the continuing educational and continuing service requirements for emergency medical technician paramedics, and stays skilled in the operation of appropriate emergency medical equipment, and application of guidelines. Will meet Marin County requirements for continuing education, continuous service and accreditation.

c. Assures that emergency medical equipment, tools, and apparatus are regularly maintained, inspected, and kept in good operating condition. Exercises close control over emergency medical supplies, particularly narcotics, through the utilization of proper inventory procedures, a daily inventory of the drug box and a weekly inventory of all medical supplies, and thorough monitoring of the shelf life of all medical supplies.

d. Exercises close control over fire suppression personnel in the application of emergency medical procedures and treatment approaches, and assures patients receive proper treatment.

e. Trains fire suppression personnel in EMT skills and techniques.

f. Prepares thorough and concise reports including Patient Care Reports and Incident Reports. Enters data into a computer terminal in an accurate fashion to prepare reports and amend stored data.

g. Maintains consistent and reliable radio communications with designated hospital to relay information on signs and symptoms of the patient. Receives and promptly and correctly carries out the appropriate orders of the emergency medical room staff in the calculation and administration of medications, intravenous solutions, and related emergency therapy techniques.

h. Responds to fires with his/her company in a timely, safe, and skilled manner, and participates in their control through hose laying, ladder operation, ventilation,
extinguishment, salvage, and overhaul activities. Quickly follows established departmental procedures when responding to emergency calls as well as instructions given at the fire scene. Correctly and promptly uses all relevant apparatus, tools, and equipment.

i. Abides by the District’s rules, regulations, policies, procedures, mission, guiding principles and firefighter empowerment and the NFD Way.

j. Conducts inspections and other fire prevention tasks on a frequent and timely basis including fire safety education to eliminate or reduce fire hazards and enforce fire codes. Correctly applies fire codes in inspections and accurately identifies violations.

k. Remains skilled in modern fire suppression tactics, methods, and procedures as well as emergency life saving procedures through training drills, and other maintenance programs. Maintains knowledge about specific fire hazards in the District and effective approaches for attacking them. Knows District street layout.

l. Keeps the fire station and related grounds, facilities, and supplies in a clean, orderly and useable condition.

m. Has extensive knowledge of District streets to respond quickly to fire/ems emergencies

n. Willingly and adequately performs routine non-firefighting work tasks such as working on departmental records, compiling and analyzing emergency reports, maintaining maps and other documented information about the types and locations of buildings and facilities, and in planning fire prevention and suppression activities.

o. Functions well as a team member of a fire company at any emergency or non-emergency scene, and willingly accepts his/her share of the work required.

p. Maintains an adequate level of physical fitness to meet the physical requirements required to perform firefighting tasks.

q. Projects a positive image to the public as a fire service professional. Develops and maintains public support for fire suppression and fire prevention activities.

Knowledge:

- Issues, problems, principles and practices of firefighting, fire prevention, code enforcement, emergency medical services, and fire apparatus operation and maintenance
- Relevant laws, ordinances, codes and court decisions that affect fire protection
- Fire hazards and firefighting resources
- Functions, characteristics, and proper use and maintenance of firefighting equipment and supplies
- Departmental policies and regulations
- District geography
- Basic English and arithmetic
• Current laws and regulations pertaining to fire prevention and safety
• First aid, emergency medical care and rescue methods.
• State, local and Fire District emergency medical technician paramedic procedures and treatment approaches, including but not limited to rescue, first aid, resuscitation, cardiopulmonary resuscitation, defibrillation, and the administration of various drugs and agents
• Medical technology; basic operation and mechanics of emergency medical response equipment
• Sections of the State Health and Safety Code relevant to emergency medical services.’
• Marin County EMS guidelines
• Incident Command System
• Understand and practice the principle of the NFD Way

Skills:

• Interpreting current laws, rules, and regulations pertaining to emergency medical services, fire prevention and safety
• Identifying hazardous conditions and obtaining code compliance with minimal technical support
• Maintaining firefighting and EMS equipment and fire station facilities
• Providing emergency medical services at the EMT-P level
• Suppressing fires
• Communicating effectively with the general public.

Abilities:

• Work and live as a member of a team and give and follow directions in an emergency setting
• Motivate and direct personnel as well as utilize other basic supervisory techniques
• Ability to use continuous and/or short bursts of muscle force to jump, sprint, climb ladders, pull victims out of hazardous areas
• Up and downstairs carrying equipment as required, lifting, pushing, pulling, or carrying objects using his/her hands, arms, back, abdominal muscles, shoulders, or legs
• Exert his/herself physically over a period of time without giving out
• Work effectively and safely during unavoidable exposure to an unpleasant environment with exposure to potentially heavy and somewhat unpredictable hazards
• Safely wear a self-contained breathing apparatus without medical or physical restriction
• Move his/her body quickly while keeping his/her balance on surfaces offering narrow footing. Clearly see objects with vision meeting District requirements
• Follow verbal and written instructions
• Effectively apply firefighting, rescue, and emergency medical techniques
• Establish and maintain effective working relationships
• Think and act quickly and competently in emergencies and under stress.
• Provide emergency medical technician paramedic procedures and utilize emergency medical equipment in a proficient manner
• Analyze correctly and quickly identify medical problems
• Develop logical and effective medical responses.

Licenses and Certificates:

Reference the Career Development Guide Section for specific requirements.

Training and Experience:

Reference the Career Development Guide Section for specific requirements.
Fire Prevention Specialist

- Responsible for fire and life safety education, public information and other fire safety and life safety related tasks.

Supervisor: Division Chief – Fire Marshal

Tasks:

a. Understands fire education goals and service objectives and is consistently able to translate them into a meaningful education program. Maintains a current knowledge of the Fire and Life Safety Program within the community and tailors the educational program to these problems. Clearly and in an understandable and positive manner, delivers lectures and demonstrations on fire safety, prevention and inspection. Makes citizens and the business community aware of their fire prevention and life safety responsibilities. Continually develops, knows and actively utilizes resources in the community to help in fire prevention and life safety.

b. Provides training of fire suppression staff of the District on a regular and frequent basis to enable maintenance of their skill levels in public education. Instructs staff on the right methods to conduct public education using training techniques which effectively convey the skills to be learned as well as maintain the interest of the fire suppression staff.

c. Assures the attainment of annual performance objectives set by the Fire Marshal for the public fire and life safety education services.

d. Evaluates the effectiveness of the Fire and Life Safety Programs. Insures a continuing process of adjusting the Fire and Life Safety Program to maintain its effectiveness in light of the results of the evaluation, or to take into account changed circumstances.

e. Projects a positive image to the public as a medical and fire service educator. Develops and maintains public support for fire suppression, disaster preparedness, emergency medical service and fire prevention activities.

f. Maintains all records, files and logs related to public education.

g. Develops recruitment and Fire Academy programs specific to public fire safety and disaster preparedness. Instructs and monitors the progress of this training. Confers with the Director of Training and EMS on the progress made by probationary firefighters.

h. Reads extensively in all areas of fire and life safety; compiles information and disseminates information to District personnel and citizens.

i. Acts as a liaison between the District's Public Education and Public Information Programs and external agencies.
j. Prepares press releases and public service announcements in coordination with community programs. Compiles and prepares oral and written reports.

k. Develops and compiles data to determine a needs assessment for community fire safety, life safety and disaster preparedness educational programs.

l. Participates in State certification programs, attends continuing education, and participates in professional organizations to develop and reinforce the skills needed to provide quality public education programs.

Knowledge:

- Basic Firefighting Techniques
- Fire Prevention Safety Principles
- Effective Education And Publicity Techniques
- Media Utilization.
- Understand and practice the principle of the NFD Way

Ability to:

- Design, organize and present fire and life safety educational programs to the public
- speak to large and small group
- write concise reports
- establish and maintain effective working relationships.

Skills:

- Work planning, scheduling and controlling;
- Oral and written communications;
- Fire protection and emergency medical operations; and classroom teaching.

Licenses and Certificates:

Reference the Career Development Guide Section for specific requirements.

Training and Experience:

Reference the Career Development Guide Section for specific requirements.
Mechanic

- Responsible for all District apparatus and equipment maintenance, service, repair, and related functions.

Supervisor: Master Mechanic or Director of Support Services

Tasks:

a. The following are intended to indicate the basic nature of positions allocated to the class. This position may not perform all of these tasks and/or may perform similar related tasks not listed here.

b. Service all Fire District vehicles, standby power supplies such as auxiliary generators, fire pumps and their components as well as other complex fire apparatus on a regularly scheduled basis, including lubricate, service, diagnose, repair, assemble and maintain equipment and vehicles such as automobiles and fire equipment.

c. Perform major and minor repairs on all Fire District apparatus and equipment such as pump repairs and hydraulic equipment repairs to ensure they will perform under emergency conditions.

d. Make improvements or modifications to new or existing fire apparatus in accordance with District needs and specifications.

e. Maintain communication with members of the Fire District to ensure apparatus and equipment is properly cared for and maintained.

f. Weld, cut repair, lay out, and fabricate specialized equipment from informal plans; design special equipment to accommodate District needs; perform welding on vehicles.

g. Maintain and repair all tools and appliances carried on fire apparatus.

h. Maintain complete and accurate computerized maintenance and repair records for all apparatus and equipment; keep abreast of changes to industry standards.

i. Conduct apparatus pump tests.

j. Attend training courses, reading and studying assigned materials related to emergency operations and fire apparatus maintenance. If not already a Certified Fire Mechanic, must enroll in Fire Mechanic Certification Program and maintain Fire Mechanic Certification, levels 1, 2, and 3.

k. Serve on committees to develop specifications for fire apparatus and equipment. Work with vendors to ensure compliance.
l. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for the purchase, repair and maintenance of fire apparatus and equipment; monitor and control expenditures.

m. Perform related duties as assigned.

n. Special Requirement:

Knowledge:

- Occupational hazards and standard safety precautions necessary in the work and work site
- Operating principles of electric motors and engines fueled by gasoline, diesel, or gaseous fuels
- Methods, materials, tools and techniques used in repair, maintenance, welding, and fabrication of heavy and light equipment and mechanical repair work on a variety of fire equipment
- And the use and care of tools used in the work.
- Understand and practice the principle of the NFD Way

Abilities:

- Communicate effectively with those contacted in the course of work
- Follow written and verbal instructions
- Complete forms and maintain manual and computerized records
- Enter data into a terminal or keyboard device
- Comprehend and make decisions based on written materials such as repair manuals
- Learn and retain information presented in a structured lecture format.

Licenses and Certificates:

- ASE Master Truck Technician Certification (re Mechanic Certification preferred)
- Valid Class B California motor vehicle operator’s license with tank, air brake, and manual transmission endorsements or ability to obtain within six months of hiring.

Training, Experience and Education:

- Two years of increasingly responsible heavy-duty truck, diesel and gas, experience, preferably in the repair of fire equipment. Two years of automotive repair experience.
- Education equivalent to the completion of the twelfth grade supplemented by special training in diesel and automotive repair.