

NOVATO FIRE DISTRICT



INVITES APPLICANTS FOR THE POSITION OF **FIREFIGHTER/PARAMEDIC**



We invite and encourage qualified candidates to apply for a chance to be part of the Novato Fire family. Novato Fire District encompasses 72 square miles in northern Marin County, California and serves approximately 66,000 persons in residential, commercial and rural areas. Novato Fire provides an excellent learning environment for members, with EMS and Fire training scheduled weekly. Novato Fire is committed to the growth and inclusion of all members, offering room for advancement through the ranks, and the opportunity to participate on county wide teams such as Marin County Urban Search and Rescue, Marin County Fire Investigation Team, and the Marin County Hazardous Materials Response Team.

Novato Fire Protection District is a five station agency with 64 sworn line personnel covering three shifts. Each shift has one Battalion Chief, five Captains and five engine companies including a cross staffed truck and Type 3 engines. Staffing includes two front line paramedic ambulances, each staffed with two firefighter/paramedics. The District has a four person sworn Risk Reduction, Prevention and Mitigation division, as well as a Training and EMS division. Novato averages 4,800 calls for service a year as an all hazard fire agency.

If you are interested in this exciting opportunity, visit our website at www.novatofire.org for more information, and to download an application packet. Additionally, we are using FCTC's Statewide Eligibility List for this recruitment. Completed application packets with required documents will be accepted in person or via mail only. The application period opens **Monday, April 3, 2017 at 8:00am, and closes Monday, April 17, 2017 at 5:00pm**. Application packets should be directed to the attention of Gretchen Felciano, Human Resources Manager, Novato Fire District, 95 Rowland Way, Novato, CA 94945.

****Incomplete, early, or late applications will not be considered****

Novato Fire District is an Equal Opportunity Employer, and welcome and encourage qualified applicants of all ages, races, genders, and veteran status to apply

Qualified Candidates:

- Have a valid Cal-JAC CPAT dated April 17, 2016 or later
- Possess a high school diploma or GED certificate
- Possess and maintain a current EMT-Paramedic license from the State of California at time of employment
- Have obtained CSFM Firefighter 1 certificate, or completed an accredited fire academy
- Must be accredited as an EMT-P by the County of Marin by date of hire
- Possess and maintain a valid State of California Class C license upon date of hire, with a Class C Firefighter Endorsement required within six months of hire
- 12 months of full time ambulance experience, highly desirable
- Bilingual, highly desirable

Essential functions of the position include, but are not limited to:

- Response to emergency medical, fire, and public assistance calls for service
- Meet the continuing education and service requirements for EMT-P for the State of California and County of Marin, while staying skilled in use of appropriate emergency medical equipment
- Ensure proper maintenance and control over emergency medical equipment and supplies, including proper inventory procedures as set forth by the District and applicable State and Federal laws and regulations
- Prepare thorough and concise reports including Patient Care Reports and Incident Reports
- Abide by the District's rules, regulations, policies, procedures, mission, guiding principles and firefighter empowerment
- Remain skilled in fire suppression tactics, methods, and procedures as well as emergency lifesaving procedures through training drills and other maintenance programs
- Functions well as a team member of a fire company at any emergency or non-emergency scene and accepts his or her share of the work required
- Maintains an adequate level of physical fitness to meet the physical requirements required to perform firefighting tasks
- Project a positive image to the public as a fire service professional, including developing and maintaining public support for fire suppression and fire prevention activities

Compensation and Benefits:

- Starting Salary (Firefighter/Paramedic 3): \$8,332.43/month
- 48 x 96 schedule
- After one year of continuous service, shift members are entitled to six (6) shifts of vacation
- Shift members accrue 12 hours of sick leave per month
- Members may enroll in District sponsored medical, dental, vision, and voluntary life insurance coverage
 - The District will pay 80% of the applicable Kaiser medical premium towards the medical plan of the members choosing for member and eligible dependents
 - The District pays 100% of dental and vision premiums for the member and eligible dependents
 - The District provides \$60,000 of life and AD&D coverage for each member
 - The District offers additional voluntary life insurance coverage for member, member's spouse, and member's children. The member is responsible for 100% of voluntary life insurance premium
- District sponsored employee assistance program (EAP)

- 457b deferred compensation retirement plan with District matching up to \$100/month (optional employee enrollment)
- Retirement Health Savings account with District matching based on age at date of hire
- Safety new hires will join the Marin County Employees Retirement Association (MCERA) as a PEPRAs employee at 2.7% at 57
- 12 month probationary period
- Firefighter/Paramedics are represented by the Novato Professional Firefighters Association (NPFA)

HOW TO APPLY

Job Description Available for review at www.novatofire.org
 Application Packet Available beginning March 27, 2017 at www.novatofire.org

APPLICATION PERIOD:
OPENS MONDAY, APRIL 3, 2017 AT 8:00AM
CLOSES MONDAY, APRIL 17, 2017 AT 5:00PM

****Incomplete, Early, or Late Applications will not be accepted****

Interested applicants must submit the following items:

- Novato Fire District application
- A signed original of the "Applicant Employment Verification for Release of Information" form
- A signed original of the "Required Disclosure/Authorization to Procure Investigative Consumer Report" form
- A detailed résumé
- Copy of high school diploma, GED certificate or transcript
- Copy of a valid California Class C driver's license
- Original California DMV 10 year driving record obtained from a DMV office; *online DMV print outs will not be accepted*
- Copy of CSFM Firefighter 1 certificate, or proof of completion of an accredited fire academy
- Copy of a valid Cal-JAC CPAT dated April 17, 2016 or later
- Copy of current EMT-P License from the State of California
- DD 214 Long Form (**Required for all former military personnel**)

Applicants advancing past the interview process are subject to a background check including, but not limited to, polygraph, Live Scan, psychological screening, medical evaluation, and drug test.

Applications should be directed to the attention of:

Gretchen Felciano
 Human Resources Manager
 Novato Fire Protection District
 95 Rowland Way
 Novato, CA 94945

Please contact Gretchen Felciano with any questions at 415-878-2621