Reserve Firefighter (Volunteer)
RECRUITMENT ANNOUNCEMENT

Thank you for your interest in this position with San Miguel Fire & Rescue. This document outlines important dates, requirements, and supplemental information for the position you are applying for. If you have any questions or need clarification on any aspect of this announcement, please contact Captain Tobin Riley via email at triley@sanmiguelfire.org.

Position: **Reserve Firefighter**

Recruitment Opening Date: **March 4, 2021**

Application Deadline: **April 2, 2021**

Tentative Test Date: **April 30, 2021**

Attachments:

- **Recruitment Flyer**
- **Job Description**
- **Study Guide**

Reserve Firefighter Recruitment

SAN MIGUEL
FIRE & RESCUE
Service Beyond Expectations

THE DISTRICT

San Miguel Fire & Rescue is an organization which exists solely to provide a service to the community. An elected seven-member Board of Directors governs the District. Operating on an annual budget of $21,512,800 for Fiscal Year 2020/2021, the District covers a 50+ square mile area in the eastern portion of urban San Diego County, serving the communities of Bostonia, Casa de Oro, Crest, Mt. Helix, La Presa, Rancho San Diego, Spring Valley, and unincorporated areas of El Cajon and La Mesa. San Miguel provides emergency medical services, suppression, and prevention to approximately 140,000 residents.

Dedicated professionals committed to excellent service with compassion and pride, providing for the health and safety of the communities we serve.

THE POSITION

Under the general supervision of a Captain, a Reserve Firefighter responds to alarms and participates as a member of a crew in the mitigation of emergency incidents such as fire, emergency medical assistance, hazardous materials incidents, traffic accidents, other emergencies and requests for non-emergency assistance; assesses the situation and administers appropriate medical assistance to patients; operate and maintain emergency equipment; performs fire inspections, participates in public education programs and other fire prevention activities, and performs related work as required.

- Place fire hoses, set ladders, ventilate, and enter structures to extinguish fire and rescue victims.
- Assist with or direct the cleaning and reloading of all equipment, tools, and apparatus upon completion of emergency response activities.
- General knowledge of Microsoft Office programs
- Participate in drills, training exercises and activities, including, but not limited to, those related to firefighting, emergency medical services, technical rescue, extrication, physical fitness, and other related areas.
- Maintain skill levels, procedure familiarization and certifications, which are relevant and/or required for assigned responsibilities.

MINIMUM QUALIFICATIONS

Must be 18 years old to apply.

Education/Training

- High School graduate or approved equivalent (GED)

Licenses or Certifications

- Possession of a valid California Drivers License
- Possession of a current EMT certification – San Diego County
- CPR Certification Health Care Provider (AHA or equivalent)
- CPAT or Biddle certification within the last year (1 year) is required prior to being part of the program.

HIGHLY DESIRABLE QUALIFICATIONS

- Firefighter I Academy
- Paramedic License

PROGRAM REQUIREMENTS

- Work two 24-hour shifts, minimum of 2-24 hr shifts per month, or combined 48-hours of volunteer time 4 hours of drills per quarter.
- Reserve Firefighter is required to purchase their own uniforms.

ABILITY TO

Work effectively under the stress of emergency situations, and calmly and efficiently interact with others in emergency situations; engage in strenuous physical activity learn and utilize appropriate radio protocol with other fire and emergency medical services personnel; ability to take and follow orders from supervisors; effectively communicate orally and in written form; establish and maintain effective working relationships with District personnel, other fire agencies, outside agencies, and the general public; use computers and computer programs that assist in the accomplishment of assigned tasks.

ACCOUNTABILITY

The successful candidate will be actable for the performance of fire and emergency medical services, other tasks appropriate to the level of the position, and the completion of assigned tasks in accordance with District standards. The highest level of confidentiality, tact, diplomacy, and courtesy is required in the completion of duties. Must successfully complete a variety of tests at given intervals to successfully pass a one-year probation.

PHYSICAL CONDITION

Shall possess the physical, mental, and emotional ability to perform the essential duties of the position. They may include engaging in strenuous physical activity during the course of firefighting and other emergency andnon-emergency activities. Employees may be exposed to the physical and emotional hazards associated with firefighting, emergency medical response and rescue.

THE PROCESS

San Miguel Fire & Rescue reserves the right to initiate the examination process when sufficient qualified applications are received. Applications are available and fillable online from the District website. Completed applications shall be accompanied by a copy of your California Driver License and resume and sent or delivered to:

San Miguel Fire District
Reserve Firefighter Recruitment
2850 Via Orange Way
Spring Valley, California 91978

Applications/Resumes will be screened for qualifications and points will be awarded for neatness and completeness of the application/resume. Only the most qualified will be invited to participate in the examination process.

The process may include a written exam, assessment, and structured interview.

The final filing date is ***April 2, 2021 at 4:00 pm,*** with the examination process tentatively scheduled for April 30, 2021.

The District reserves the right to conduct parts of the examination process via Zoom due to COVID restrictions, if applicable.

Reserve Firefighter (Volunteer)
Position Description

POSITION DESCRIPTION

Under the supervision of the assigned Captain or his/her designee, Reserve Firefighters respond to fire alarms, emergency medical calls, and other emergency calls as a member of an engine company. These responses include the protection of life and property; participating in fire training, EMS training, fire prevention, public education, station, and equipment maintenance activities; participate in physical fitness; perform inspections for fire safety in businesses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are the typical duties performed by a Reserve Firefighter; however, this job specification is intended to identify essential functions and requirements of the job and should not be considered all-inclusive.

Routine Duties (Under the supervision of assigned Captain or his/her designee)

- Respond to alarms involving fires, all types of accidents, gas leaks, flooded structures, hazardous materials, including hazmat rescue, extrication, water rescue, and lifesaving rescue work;
- Place fire hoses, make connections to hydrants, set ladders, operate fire streams, ventilate, and enter burning structures to extinguish fires using various forcible entry tools and perform rescue services.
- Perform first aid and lifesaving duties; provide immediate basic and advanced life support to persons injured in automobile accidents, fires, and industrial accidents, and victims of sudden illness such as heart attack, drowning, and similar emergencies;
- Operate pneumatic and auxiliary equipment such as generators and pumps; drive fire apparatus and on a limited basis serve as a fire engineer or fire captain as assigned for emergency relief, if properly certified;
- Stand fire watches; perform fire prevention and inspections in commercial, industrial, and municipal facilities; inspect and perform maintenance on hydrants.
- Perform decontamination procedures in compliance with Cal OSHA regulations;
- Engage in drills and participate in self-directed exercise program to maintain physical fitness;
- Wash, polish, and perform preventive maintenance on fire apparatus and equipment; clean and maintain fire station and grounds; perform routine housekeeping chores;
- Respond and suppress brush fires;
- Operate radio equipment in an efficient manner;
- Work 24-hour shifts, minimum of 2-24 hr. shifts per month or combined 48-hours of volunteer time.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Reserve Firefighters may be exposed to physical and emotional hazardous associated with firefighting, emergency medical response and rescue. Reserves must possess the physical, mental, and emotional ability to perform the duties of the position. The conditions herein are representative of those that must be met by a Reserve Firefighter to successfully perform the essential functions of their assignments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Reserve Firefighters will be required to work with a SCBA mask, within confined spaces, and high elevations.

Physical Demands:

Frequent walking, standing, sitting, twisting at waist, upward and downward flexion of neck, side-to-side turning of neck; transporting objects weighing up to 10 lbs. distances up to one city block; grasp ranging from light to power to hold radios, equipment, property, and persons; fine finger dexterity to manipulate apparatus controls, computer keyboard, writing utensils; wrist and arm movement to manipulate equipment. Occasional bending and stooping, squatting, climbing, reaching at and above shoulder height, kneeling, pushing/pulling, running; lifting objects weighing up to 25 lbs. from below waist to above shoulder level and transporting distances up to one city block; lifting objects weighing 26-50 lbs. below waist level; transporting objects weighing 11-100 lbs. distances up to 100 feet, with or without assistance; transporting objects weighing over 100 lbs. distances up to 50 feet, with or without assistance. Infrequent crawling, balancing above ground; lifting objects weighing 26 to over 100 lbs. from below waist to above shoulder level, with or without assistance. Vision must be no less than 20/40 uncorrected and correctable to 20/20 to observe situations and use equipment and computer. Hearing in normal range with or without correction to hear instructions, radio messages, and emergency tones, alarms, and other warning devices. Speaking to give oral instructions and to respond to citizens and emergency situations. Writing to complete required incident reports and records. Reading of manuals, maps, reports, and training materials.

Environmental:

Exposure to extreme heat, cold, humidity, and temperature swings working indoors and outdoors; extreme noise of emergency equipment; mechanical and electrical hazards of burning equipment, facilities and materials; explosive hazards of gases and explosive devices; radiation hazards of locations having exposure to radioactive materials; fumes, odors and dust of atmosphere at fires and other emergency sites; biological hazards of bodily fluids, airborne and blood-borne pathogens; toxic substances of burning materials. Work is performed in 24-hour shifts, with time allowed for meals, breaks and sleeping subject to interruption as required by emergency situations. Work setting is both formal and informal, team oriented, having both routine and variable tasks. Work pace and pressure is variable, frequently fast-paced, and high pressure.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The position description does not constitute an employment agreement between the employer and Reserve Firefighter and is subject to change by the employer as the needs of the employer and requirements of the position change.

SAN MIGUEL FIRE & RESCUE
2021 RESERVE FIREFIGHTER EXAM
STUDY GUIDE

- San Miguel Fire & Rescue General Information (can be obtained by District website)
- San Diego County EMT/BLS Protocols
- American Heart Association CPR Healthcare Provider