

WOODBRIDGE FIRE PROTECTION DISTRICT

JOB ANNOUNCEMENT FOR THE POSITION OF (LATERAL) FIRE CAPTAIN

The Woodbridge Fire District invites all qualified employees to apply for the position of Fire Captain. The Woodbridge Fire District will be establishing an eligibility list for the position of Fire Captain.

APPLICATION PROCESS

Candidates interested in the position of Fire Captain are required to submit a Woodbridge Fire District Job Application, found on the district website, a formal Letter of Interest to test for the position of Fire Captain, addressed to the Fire Chief, and submit all supporting documentation substantiating their certifications and qualifications.

Packets shall be submitted in person or received by mail during the following filing period. Any application received after the filing period ends will not be considered.

Opens: October 2, 2023, 08:00 hours

****Closed for lunch from 1200-1300 hours*

Closes: End of business October 15, 2023, 17:00 hours

CURRENT OPEN POSITIONS

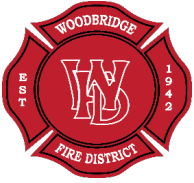
This recruitment will create an eligibility list for one current open position and potential future opportunities.

ELIGIBILITY REQUIREMENTS

EDUCATION AND EXPERIENCE: Any combination of education, training, or work experience, which would provide the required knowledge and abilities, as stated in the following:

Education:

- Equivalent to completion of the 12th Grade. Any level of higher education is desirable.



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Experience:

- 5 years of full-time fire suppression experience.
- 2 years of full-time Company Officer experience or 5 years Out of Class Company Officer experience.

MINIMUM REQUIREMENTS

The Employer specifies that upon declaration of the Board of Directors of position availability, a set of minimum requirements will be created for a full-time position within the Woodbridge Fire District. The requirements are listed below. Participants that meet the minimum requirements are considered eligible to participate in the hiring process.

LICENCE & CERTIFICATES:

- Possession of a Current EMT B Certificate.
- Possession of a Current BLS Provider CPR/AED Certificate.
- Possession of a valid California Class A or B commercial or Class C driver's license with Firefighter Endorsement.
- Possession of State Fire Training Driver/Operator 1-A/1-B Certification.
- Possession of State Fire Training Company Officer or Company Officer Certification to be completed within 1 year of appointment.
- Completion of Woodbridge Out of Class Captain Task book within 1 year of appointment.

HIGHLY DESIRABLE QUALIFICATIONS

The following Qualifications are highly desirable by the Woodbridge Fire District but are not part of the minimum requirements for candidates.

Completion of the Certified Company Officer (CSFM).

Completion of the Certified Instructor I (CSFM).

Completion of Fire Inspector 1 Series (CSFM).

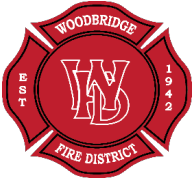
Completion of Hazardous Materials Technician & Specialist. (CSFM or CSTI)

Completion of a Hazardous Materials Incident Commander Title 8 CCR compliant certificate.

Completion of All Risk Safety Officer Certification.

Completion of Rescue Systems 1 or equivalent.

A Degree in Fire Science, Public Administration, or related field.



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TEST DATES

To be announced, Tentative for early November 2023.

THE TESTING PROCESS

The Fire Chief reserves the right to use the process known as the Rule of 3.

APPLICATION PROCESS

PASS/FAIL

Submission of a Woodbridge Fire District application, letter of interest, and support documentation.

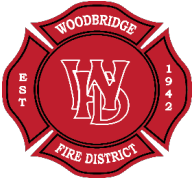
The application process is part of the examination process; A date and time stamp are applied to the application at the time of submittal; in the event of a tie score, the date and time stamp will be the tiebreaker when determining hiring. Those scoring highest on the examination process will have seniority within the rank.

JOB ASSESSMENT CENTER

A job assessment center exam will evaluate the candidate's ability to perform as a Fire Captain with the Woodbridge Fire District and evaluate the ability to use the incident command system. All aspects of the job assessment exam are weighted and scored; a minimum score of 70% of each process is required to pass the testing process. The candidate is scored on each portion of the exam throughout the process; however, all candidates will be able to continue throughout the job assessment exercise process; this does not designate a passing score. The candidates will be notified individually of their score. The candidates who successfully pass the Job Assessment Center Exam will be invited to the Fire Chief's interview.

- Emergency Incident Simulations
Weighted at a possible 40 points.

This portion of the exam will evaluate the candidates' ability to handle emergency incidents and use of the Incident Command System.



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- 15-minute presentation
Weighed at a possible 15 points.

This portion of the exam will evaluate the candidate's ability to communicate with the public in an organized and effective manner, both in writing and speaking. The candidate is required to prepare for both topics; however, the candidate will present one topic, the other will be submitted. The proctors will choose the presentation topic. All candidates will give an oral presentation on the same topic. The topics are.

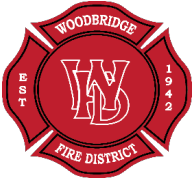
- A presentation to community members at the Fire District Open House about the importance of creating defensible space and being prepared for an emergency evacuation.
 - A self-evaluation presentation on your leadership style and how you plan to build a relationship with your Battalion Chief, and your subordinate.
- Oral Panel Interview
Weighed at a possible 20 points.
 - Fire Chief's Interview
Weighed at a possible 25 points.

ELIGIBILITY LIST

Only the candidates who successfully pass all portions of the examination process with a minimum of 70 percent will be placed on the eligibility list for Fire Captain. The eligibility list will be valid for two (2) years from the date ratified by the Woodbridge Fire District Board of Directors and or the list has been exhausted and/or no longer meets the needs of the Fire District, whichever comes first. The Woodbridge Fire District reserves the right to extend the list for an additional one (1) year should it be deemed necessary to meet the needs of the district.

DISCLAIMER

This job announcement does not guarantee employment as a Fire Captain and is not a contract between the applicant and Woodbridge Fire District. This job announcement is informational only and can change without notice by the Fire Chief.



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THE POSITION

DEFINITION

Under the direction of the Battalion Chief or Fire Chief's, this classification is responsible for performing, directing, and supervising activities of the fire station on an assigned shift, including fire suppression, emergency rescue, inspection, investigation, training, and support functions.

Incumbents may be assigned to a 56-hour (48/96) or 40-hour schedule at the discretion of the Fire Chief to perform specialized administrative duties in support of a District, or one of the following divisions: Training, Operations, Support Services, or Fire Prevention. Qualified Fire Captains may be assigned to work out of classification in the capacity of a Battalion Chief.

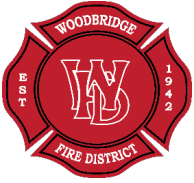
DISTINGUISHING CHARACTERISTICS

Fire Captain is the first supervisory class within the Woodbridge Rural Fire Protection District. The Fire Captain is responsible for the direct supervision of firefighters. This position may also be assigned to specialized administrative staff duties at District Headquarters (Station 71). Fire Captains are differentiated from those in the next higher classification of Battalion Chief in that the Battalion functions as a shift commander and performs administrative duties as determined by the Fire Chief(s) in connection with District's operations, functions, and programs.

EXAMPLES OF DUTIES

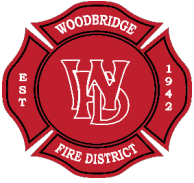
Examples of duties may include, but are not limited to, the following:

- Respond to reported emergencies such as fires, accidents, emergency medical, incidents, and incidents involving hazardous materials.
- Direct a company of firefighters to the scene, assess, and report on conditions at the scene, develop an action plan, assume command of all firefighting, rescue, and public service operations of the company unless relieved by a senior officer.
- Manage and perform emergency scene operation involving lifesaving and property protection work; conduct size-up, resource request and assignment, confinement, extinguishment, salvage, and overhaul.
- Supervise, plan, evaluate, train, motivate, direct, and participate in the work assignments and activities of firefighters.



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- Address personnel matters and apply progressive discipline as appropriate.
- Conduct orientation, training, and practice drills in all phases of fire suppression and related activities to develop and maintain the capabilities, required standards, and readiness of firefighters; conduct training related to fire prevention, public education, accident prevention, and District safety practices.
- Responsible for proper maintenance and care of all equipment, apparatus, fire station, and grounds; direct and participate in a periodic inspection of same to ensure that all assigned equipment, apparatus, facilities, and supplies are in a state of readiness; ensure completion of proper maintenance, documentation, and repairs.
- Conduct fire prevention inspections of commercial properties according to state and local regulations and ordinances; follow up on routine and recommended repairs and corrections; refer non-routine inspections or inspection results to Fire Prevention Division personnel.
- Perform administrative duties such as maintaining records, writing reports on work activities such as fire and emergency reports, daily logbooks, equipment maintenance logs, and issue performance evaluations of probationary firefighters.
- Update and maintain current maps and charts; must be familiar with District jurisdiction streets, intersections, fire hydrants, water mains, and sprinkler systems; take note of specialized and unusual conditions as required.
- Maintain a level of physical fitness to meet job requirements and perform the primary job functions.
- Maintain current knowledge of new firefighting and fire prevention principles, techniques, and methods. Attend, as directed, training sessions and conferences concerning, but not limited to, fire suppression, personnel management, medical, and hazardous materials.
- Establish and maintain effective public relations and communications with customers and the communities served.
- Perform related duties as assigned.



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TYPICAL PHYSICAL AND MENTAL REQUIREMENTS

The position requires standing, stooping, kneeling, sitting, crouching, and walking for extended periods. It requires agility, balance, and stamina in responding to emergencies that include climbing, crawling, and walking in steep, slippery, and confined spaces, or similar adverse environments. It requires the ability to lift, carry, push, pull, grasp, and lift different sized objects, equipment, and apparatus weighing up to 100 pounds during both routine and emergencies. Requires the ability to lift, carry, push, pull, grasp, and lift trapped, injured, or deceased persons. Requires the ability to operate fire suppression equipment such as ladders, axes, chain saws, hoses, and general maintenance equipment. Requires the ability to drive and operate emergency response vehicles. Requires the ability to evaluate emergencies effectively and efficiently, determine the appropriate response; implement the appropriate incident action plan; remain calm and decisive in chaotic and confusing situations. Requires the ability to inspect fire equipment and apparatus visually; to function in atmospheres where vision is impaired; to differentiate between colors to assist in determining a proper course of action to mitigate emergencies. Requires normal manual dexterity, eye-hand coordination, corrected hearing, and vision to normal range.

EMPLOYMENT STANDARDS & REQUIREMENTS

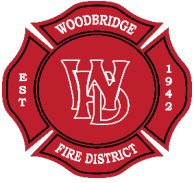
Education and Experience: Any combination of education, training, or work experience, which would provide the required knowledge and abilities, as stated in the following:

Education:

- Equivalent to completion of the 12th Grade. High School Diploma or GED is acceptable. Higher level education is desirable (AA/AS, BA/BS).

Experience:

- 5 years of full-time fire experience. Candidates must have 5 years of full-time Fire Suppression experience.
- 2 years of full-time company officer experience or 5 years Out of Class Company Officer experience (Captain, Lieutenant, Etc.).



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- Possession of State Fire Training Driver/Operator 1-A/1-B Certification.
- Possession of State Fire Training Company Officer or Company Officer Certification to be completed within one (1) year of appointment.
- Completion of Woodbridge Out of Class Captain Task book with verification form within one (1) year of appointment.

HIGHLY DESIRABLE QUALIFICATIONS

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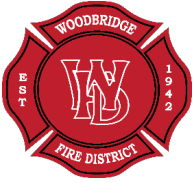
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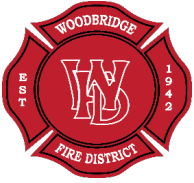
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Knowledge Of:

- Principles, practices, and procedures of modern fire suppression and fire prevention, including hazardous materials, building construction features, and electrical hazards.
- Operation and maintenance of modern firefighting equipment and apparatus.
- Emergency medical techniques.
- Fire codes, methods of residential and commercial construction, and techniques relative to the determination of origin and cause of hostile and non-hostile fires.
- District rules, regulations, policies, and procedures; local automatic aid agreements, local, state and federal mutual aid plans.
- Applicable local, state, and federal laws and regulations.
- Standard office equipment, including computers, and the necessary business software, RMS, and personnel staffing applications, telephones, calculators, copiers, and FAX.
- Local geography, including the location of water mains, hydrants, and significant target hazards, fuel models, and traffic hazards of the District.
- Principles and techniques of supervision, leadership, and training.
- Report writing and form procedures.

Ability To:

- Effectively communicate, lead, supervise, plan, evaluate, coordinate, train, and direct the activities of firefighters or other assigned personnel.
- Respond to emergencies calmly; make appropriate situational assessments and sound decisions.
- Effectively deal with the personal danger that may include exposure to fire encompassed surroundings, dangerous persons, dangerous animals, hazardous materials, hazards of



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- emergency driving, hazards associated with traffic control, working in and near traffic, and natural or man-made disasters.
- Implement District policies and procedures.
- Conduct inspections and investigations, including evidence, preservation, gathering, and presentation. Prepare and maintain accurate, concise, clear, complete, and timely records.
- Understand and carry out verbal and written directions.
- Maintain effective verbal and written communications.
- Establish and maintain effective working relationships with District staff and the general public.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include performing life-threatening firefighting activities in an emergency; running, walking, crouching or crawling during emergency operations; moving equipment and injured/deceased persons; climbing stairs/ladders; performing life-saving and rescue procedures; walking, standing or sitting for extended periods; operating assigned equipment and vehicles.
- Effectively plan, direct, coordinate, and complete assigned projects, activities, and specialized administrative duties.

BENEFITS SUMMARY

SALARY

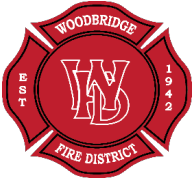
\$77,511.00 to \$89,623.50 Annually

SAFETY RETIREMENT

Cal PERS Classic 3% @ 55.

Cal PERS PEPRA 2.7% @ 57 as of 2013.

PERS 457 Deferred compensation program.



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LONGEVITY PAY

10 Years of Service \$1000 Annually.

15 Years of Service \$1500 Annually.

20+ Years of Service \$2000 Annually.

CLOTHING ALLOWANCE

\$950 Annually, prorated amount for new employees.

\$200 Boot Stipend as needed every two years.

SPECIALIZED TEAM AND EDUCATION INCENTIVE

Fire Investigation up to \$75 Monthly.

Hazardous Material Technician/Specialist up to \$75 Monthly.

Career development educational reimbursement.

Education Incentive AA/AS \$50; BA/BS \$100 Monthly

VACATION

1-4 Years of full-time regular employment 144 hours per year.

5-9 Years of full-time regular employment 168 hours per year.

10-14 Years of full-time regular employment 192 hours per year.

15-19 Years of full-time regular employment 216 hours per year.

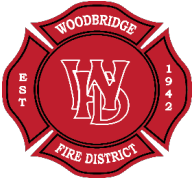
20-44 Years of full-time regular employment 240 hours per year.

25+ Years of full-time regular employment 288 hours per year.

SICK LEAVE

Sick Leave accrual is accumulated at seven hours per pay period; 182 hours annually.

Unlimited accrual with percentage pay out at retirement.



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COMPENSATORY TIME OFF (CTO)

CTO may be accrued in lieu of overtime worked at a rate of 1.5 hours worked.

INSURANCE

Health Insurance is offered with an employer's contribution.

Health Insurance opt out \$400 Monthly.

Dental Insurance.

Life Insurance.

Retiree Medical Benefit.