1. Full Packet

Documents:

MARCH 9 2020 PERSONNEL COMMISSION PACKET.PDF
KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE

Government’s duty is to serve the public, reaching its decisions in full view of the public. Commissions, task forces, councils and other agencies of the City exist to conduct the people’s business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people’s review.

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In compliance with the American Disabilities Act (ADA), the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the Human Resources Director 72 hours prior to the meeting at (408) 846-0228.

Materials related to an item on this agenda submitted to the Personnel Commission after distribution of the agenda packet are available for public inspection with the agenda packet in the lobby of Administration at City Hall, 7351 Rosanna Street during normal business hours. These materials are also available with the agenda packet on the City website at www.cityofgilroy.org

A Closed Session may be called during this meeting pursuant to Government Code Section 54956.9(b)(1) if a point has been reached where, in the opinion of the Personnel Commission of the City on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the City.

1) OPENING

   A) Call Meeting to order (Chairperson Edde-Mitchell)
   B) Report on posting of the agenda (HR Director, LeeAnn McPhillips)
   C) Roll Call (HR Director, LeeAnn McPhillips)

2) COMMUNICATIONS BY MEMBERS OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA

3) APPROVAL OF MINUTES

   A) Approval of Minutes for the Meeting of November 18, 2019 (report attached)
4) HUMAN RESOURCES DIRECTOR’S REPORT

5) INFORMATIONAL ITEMS
   A) Recruitment and Employment Status Report (report attached)

6) NEW BUSINESS
   A) Updates to Hazardous Materials Inspector I and II Job Descriptions (report attached)
   B) Updates to Firefighter Trainee Job Description (report attached)
   C) Updates to Firefighter I and II and Firefighter I and II (Lateral) Job Descriptions (report attached)
   D) Selection of Chair and Vice Chair for 2020 (report attached)

7) FUTURE PERSONNEL COMMISSION BUSINESS

8) MEETING ADJOURNMENT

NEXT MEETING OF THE PERSONNEL COMMISSION
The next regularly scheduled meeting of the Personnel Commission is Monday, April 13, 2019 at 5:30 p.m. at the Administration/HR Conference Room, 7351 Rosanna Street, Gilroy, CA 95020.

MEETING SCHEDULE
The City of Gilroy Personnel Commission meets regularly on the second Monday of each month at 5:30 p.m. If a holiday should fall on the regular meeting date, the meeting will be rescheduled to the following Monday.
City of Gilroy
PERSONNEL COMMISSION
MINUTES

November 18, 2019 Regular Meeting – DRAFT MINUTES

Members Present
Robin Bronze
Catherine Cummins
Nita Edde-Mitchell

Members Absent
Sholly Nicholson
Annie Tomasello

I. REPORT ON POSTING THE AGENDA AND ROLL CALL
Chairperson Edde-Mitchell called the special meeting of November 18, 2019 to order at 5:40 p.m. Human Resources Director McPhillips reported that the agenda was posted on Friday, November 15, 2019 at 4:29 p.m. Roll call was taken noting that Commissioners Bronze, Cummins, Edde-Mitchell were present. Commissioners Nicholson and Tomasello were absent with advance notification.

II. COMMUNICATIONS BY MEMBERS OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA- None.

III. APPROVAL OF MINUTES –
A. For the Regular Meeting dated September 23, 2019 – On a motion from Commissioner Bronze, seconded by Commissioner Cummins, the September 23, 2019 Regular Meeting minutes were approved on a 3-0 vote.

IV. HUMAN RESOURCES DIRECTOR’S REPORT- Reviewed the most recent Recruitment & Employment Status Report.

V. INFORMATIONAL ITEMS
A. Harassment & Discrimination Prevention Training for Employees – HR Director McPhillips shared the training materials provided by Gage Dungy of the Liebert Cassidy Whitmore employment law firm to show the training received by managers/supervisors and non-supervising employees. Four on-site training sessions scheduled in November and employees who are not able to attend an in-person class will complete very similar online training.

VI. NEW BUSINESS
A. Annual Personnel Commission Presentation to City Council Scheduled for December 16, 2019 – Held discussions regarding draft report and updated information to include. Commissioner Edde-Mitchell will present the report.

VII. FUTURE PERSONNEL COMMISSION BUSINESS
A. Selection of Chair and Vice Chair for 2020
B. Work Plan Items for 2020
VIII. ADJOURNMENT - the meeting adjourned at 5:59 p.m. on motion from Commissioner Cummins, seconded by Commissioner Bronze; motion passed 3-0.

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission
<table>
<thead>
<tr>
<th>Recruits Posted as of March, 2020</th>
<th>Date Open</th>
<th>Date Closed</th>
<th># to Fill</th>
<th>Status/Interview/Assessment Date</th>
<th># of Applications as of 3/5/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Officer – Lateral</td>
<td>1/27/20</td>
<td>Open Until Filled</td>
<td>2 total vacancies plus future retirements*</td>
<td>Accepting and screening applications; interviewing monthly</td>
<td>3</td>
</tr>
<tr>
<td>Police Officer – Academy Graduate</td>
<td>1/27/20</td>
<td>Open Until Filled</td>
<td>2 total vacancies plus future retirements*</td>
<td>Accepting and screening applications; interviewing monthly</td>
<td>3</td>
</tr>
<tr>
<td>Police Officer – Current Academy Cadet</td>
<td>1/27/20</td>
<td>Open Until Filled</td>
<td>2 total vacancies plus future retirements*</td>
<td>Accepting and screening applications; interviewing monthly</td>
<td>2</td>
</tr>
<tr>
<td>Police Officer Trainee</td>
<td>1/27/20</td>
<td>Open Until Filled</td>
<td>2 total vacancies plus future retirements*</td>
<td>Accepting and screening applications; interviewing monthly</td>
<td>16</td>
</tr>
<tr>
<td>Public Safety Communicator (Lateral)</td>
<td>1/29/20</td>
<td>Open Until Filled</td>
<td>1</td>
<td>Accepting and screening applications; interviewing monthly</td>
<td>3</td>
</tr>
<tr>
<td>Police Records Technician I</td>
<td>2/12/20</td>
<td>3/11/20</td>
<td>1</td>
<td>Accepting applications</td>
<td>18</td>
</tr>
<tr>
<td>PT Office Assistant I</td>
<td>2/21/20</td>
<td>3/13/20</td>
<td>2</td>
<td>Accepting applications</td>
<td>31</td>
</tr>
<tr>
<td>Pool Manager (Summer)</td>
<td>2/27/20</td>
<td>Open Until Filled</td>
<td>1</td>
<td>Accepting applications</td>
<td>1</td>
</tr>
<tr>
<td>Assistant Pool Manager (Summer)</td>
<td>1/16/20</td>
<td>Open Until Filled</td>
<td>1-2 (+2 waive throughs)</td>
<td>Accepting applications</td>
<td>4</td>
</tr>
<tr>
<td>Head Lifeguard (Summer)</td>
<td>1/16/20</td>
<td>Open Until Filled</td>
<td>2 (2 potential waive throughs)</td>
<td>Accepting applications</td>
<td>5</td>
</tr>
<tr>
<td>Lifeguard II (Summer)</td>
<td>1/16/20</td>
<td>Open Until Filled</td>
<td>8 (3 waive throughs)</td>
<td>Accepting applications</td>
<td>3</td>
</tr>
<tr>
<td>Lifeguard I (Summer)</td>
<td>1/16/20</td>
<td>Open Until Filled</td>
<td>27 (13 waive through)</td>
<td>Accepting applications</td>
<td>6</td>
</tr>
<tr>
<td>Pool Cashier (Summer)</td>
<td>1/17/20</td>
<td>Open Until Filled</td>
<td>1-2</td>
<td>Accepting applications</td>
<td>2</td>
</tr>
<tr>
<td>Recreation Leader – Summer Day Camps (Summer)</td>
<td>1/23/20</td>
<td>Open Until Filled</td>
<td>2-3 (1 waive through)</td>
<td>Accepting applications</td>
<td>5</td>
</tr>
<tr>
<td>Recreation Leader – Youth Center (Summer)</td>
<td>1/23/20</td>
<td>Open Until Filled</td>
<td>2 (3 waive through for all camp programs)</td>
<td>Accepting applications</td>
<td>2</td>
</tr>
<tr>
<td>Recreation Leader – Sports (Summer)</td>
<td>1/23/20</td>
<td>Open Until Filled</td>
<td>2-3 (3 waive through for all camp programs)</td>
<td>Accepting applications</td>
<td>2</td>
</tr>
<tr>
<td>Recreation Leader III or Specialist – Youth Services (grant funded)</td>
<td>10/10/19</td>
<td>Open Until Filled</td>
<td>1</td>
<td>Accepting applications</td>
<td>8</td>
</tr>
</tbody>
</table>
## Recruitment in Process – March, 2019

<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Officer – All Levels</td>
<td>Interviews scheduled for 3/9/20</td>
</tr>
<tr>
<td>Police Officer Trainee</td>
<td>1 candidate in final pre-hire steps; 1 candidate starts work 3/9/20</td>
</tr>
<tr>
<td>Public Safety Communicator Trainee</td>
<td>1 candidate in background check</td>
</tr>
<tr>
<td>Police Captain</td>
<td>Employee starts work 3/10/20</td>
</tr>
<tr>
<td>IT Technician I/II</td>
<td>Interviews held 3/5/20</td>
</tr>
<tr>
<td>Maintenance Worker I</td>
<td>Practical testing scheduled for 3/11/20; interviews planned for 3/25/20</td>
</tr>
<tr>
<td>PT Maintenance Worker Assistant</td>
<td>Interviews scheduled for 3/17/20</td>
</tr>
<tr>
<td>PT Recreation Leader III – Youth Services</td>
<td>Employee scheduled to start work 3/16/20</td>
</tr>
<tr>
<td>PT Recreation Leader I – Youth Sports</td>
<td>Candidate in final pre-hire steps</td>
</tr>
<tr>
<td>PT Recreation Leader III – Youth Center</td>
<td>Candidate in final pre-hires steps</td>
</tr>
<tr>
<td>PT Recreation Leader I – After School Programs</td>
<td>Candidate in background check</td>
</tr>
<tr>
<td>Fire Chief</td>
<td>Interviews held on 3/5/20; in process of scheduling finalist interviews</td>
</tr>
<tr>
<td>Community Coordinator</td>
<td>Employee scheduled to start work on 3/23/20</td>
</tr>
<tr>
<td>Deputy City Administrator – Economic Development</td>
<td>Reviewing applications with Executive Search Firm 3/20/20</td>
</tr>
<tr>
<td>PT Recreation Specialist (Cultural Arts)</td>
<td>Interviews scheduled for 3/16/20</td>
</tr>
</tbody>
</table>

## HIRES/PROMOTION/SEPARATION INFORMATION (November 15, 2019 – March 6, 2020)

### HIRES/PROMOTIONS/UPGRADES:

<table>
<thead>
<tr>
<th>NAME</th>
<th>JOB CLASSIFICATION</th>
<th>DATE OF HIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Isabel Chavarria</td>
<td>Recreation Leader III (Upgrade)</td>
<td>12/1/2019</td>
</tr>
<tr>
<td>Christopher Macias</td>
<td>Maintenance Worker I</td>
<td>12/1/2019</td>
</tr>
<tr>
<td>Yeni Martinez</td>
<td>Accounting Assistant II (Upgrade)</td>
<td>12/1/2019</td>
</tr>
<tr>
<td>Karen Garner</td>
<td>Community Development Director</td>
<td>12/2/2019</td>
</tr>
<tr>
<td>Matthew Hernandez</td>
<td>Maintenance Worker I</td>
<td>12/2/2019</td>
</tr>
<tr>
<td>Mark Bisbee</td>
<td>Interim Fire Chief</td>
<td>12/17/2019</td>
</tr>
<tr>
<td>Sandra Cruz</td>
<td>Youth Task Force Coordinator</td>
<td>12/23/2019</td>
</tr>
<tr>
<td>Andres Plascencia</td>
<td>PT College Intern - PD Youth Task Force</td>
<td>12/23/2019</td>
</tr>
<tr>
<td>Beranda Lopez Figueroa</td>
<td>PT College Intern - PD Youth Task Force</td>
<td>12/23/2019</td>
</tr>
<tr>
<td>Basillio Diego</td>
<td>Recreation Specialist (Promotion)</td>
<td>1/1/2020</td>
</tr>
<tr>
<td>Nathan Hand</td>
<td>Information Technology Applications Analyst (Promotion)</td>
<td>1/1/2020</td>
</tr>
<tr>
<td>Mario Gutierrez</td>
<td>PT Custodian I</td>
<td>1/3/2020</td>
</tr>
<tr>
<td>Renee Hammer</td>
<td>Police Records Technician I</td>
<td>1/6/2020</td>
</tr>
<tr>
<td>Bradford Smith</td>
<td>PT College Intern - PD Youth Task Force</td>
<td>1/10/2020</td>
</tr>
<tr>
<td>Miguel Martin Del Campo</td>
<td>Police Officer</td>
<td>1/13/2020</td>
</tr>
<tr>
<td>Jason Smith</td>
<td>Police Captain (Promotion)</td>
<td>1/15/2020</td>
</tr>
<tr>
<td>Adelaida Corona</td>
<td>Recreation Leader III (Upgrade)</td>
<td>1/21/2020</td>
</tr>
<tr>
<td>Name</td>
<td>Job Classification</td>
<td>Date of Separation</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Cynthia McCormick</td>
<td>Senior Planner</td>
<td>1/21/2020</td>
</tr>
<tr>
<td>Kyle Jordan</td>
<td>Planner I (Limited Term)</td>
<td>1/21/2020</td>
</tr>
<tr>
<td>Jacqueline Jauregui</td>
<td>Recreation Leader III (Upgrade)</td>
<td>2/1/2020</td>
</tr>
<tr>
<td>Sheetal Parmar</td>
<td>Engineer I (Limited Term)</td>
<td>2/3/2020</td>
</tr>
<tr>
<td>Mayra Armenta</td>
<td>Public Safety Communicator</td>
<td>2/10/2020</td>
</tr>
<tr>
<td>Brian Dutton</td>
<td>Police Sergeant (Promotion)</td>
<td>3/1/2020</td>
</tr>
<tr>
<td>Nicholas Ferreyra</td>
<td>Community Services Officer</td>
<td>3/3/2020</td>
</tr>
<tr>
<td>Honora Eje</td>
<td>PT Recreation Leader I (Youth Center)</td>
<td>3/6/2020</td>
</tr>
<tr>
<td>Eric Garcia</td>
<td>PT Recreation Leader III (Youth Center)</td>
<td>3/6/2020</td>
</tr>
</tbody>
</table>

**SEPARATIONS:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Classification</th>
<th>Date of Separation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rito Martinez</td>
<td>Maintenance Worker II</td>
<td>11/22/2019</td>
</tr>
<tr>
<td>Aaliyah Kirby</td>
<td>ECR Assistant Instructor</td>
<td>12/2/2019</td>
</tr>
<tr>
<td>James Hames</td>
<td>Police Officer</td>
<td>12/12/2019</td>
</tr>
<tr>
<td>Scott Povio</td>
<td>Maintenance Worker I</td>
<td>12/12/2019</td>
</tr>
<tr>
<td>Taylor Kaufman</td>
<td>Recreation Leader III</td>
<td>12/20/2019</td>
</tr>
<tr>
<td>Andres Plascencia</td>
<td>PT College Intern - PD Youth Task Force</td>
<td>1/3/2020</td>
</tr>
<tr>
<td>Dianna Rivera</td>
<td>Recreation Leader I</td>
<td>1/7/2020</td>
</tr>
<tr>
<td>Leanna Rivera</td>
<td>Recreation Leader I</td>
<td>1/7/2020</td>
</tr>
<tr>
<td>Joseph Deras</td>
<td>Police Captain (Retired)</td>
<td>1/20/2020</td>
</tr>
<tr>
<td>Silvester Torres</td>
<td>Recreation Leader I</td>
<td>1/23/2020</td>
</tr>
<tr>
<td>Mary Gutierrez</td>
<td>Fire Division Chief (Retired)</td>
<td>1/24/2020</td>
</tr>
<tr>
<td>Andriea Castellanos</td>
<td>Police Officer</td>
<td>2/7/2020</td>
</tr>
<tr>
<td>Jacqueline Jauregui</td>
<td>Recreation Leader III</td>
<td>2/7/2020</td>
</tr>
<tr>
<td>Paul Butler</td>
<td>Fire Captain (Retired)</td>
<td>2/7/2020</td>
</tr>
<tr>
<td>Inge Van Hoose</td>
<td>Hazmat Inspector I</td>
<td>2/10/2020</td>
</tr>
<tr>
<td>Annette Juco</td>
<td>Public Safety Communicator (Retired)</td>
<td>2/14/2020</td>
</tr>
<tr>
<td>Nancy Torres</td>
<td>College Intern – Engineering</td>
<td>2/20/2020</td>
</tr>
<tr>
<td>Sheetal Parmar</td>
<td>Engineer I (Limited Term)</td>
<td>2/26/2020</td>
</tr>
</tbody>
</table>
CITY OF GILROY
PERSONNEL COMMISSION
STAFF REPORT

Date: March 6, 2020
To: Personnel Commission
Staff: LeeAnn McPhillips, Human Resources Director/Risk Manager
Subject: Approve Updates to Job Descriptions for the Positions of Hazardous Materials Inspector I and II

SUMMARY:

Human Resources is getting ready to begin a recruitment process for the position of Hazardous Materials Inspector. As part of the process, staff in Community Development completed a review of the job descriptions to ensure all information was current. Staff is recommending some updates to the requirements to expand the applicant pool to include candidates with related inspection experience that would be transferrable to this position. Other changes include expanding some of the job duties to allow for cross training and coverage with the fire inspection team given how closely these employees work together under supervision of the Fire Marshal.

These positions fall under the AFSCME, Local 101 General Unit. The Fire Marshal engaged the employees currently in these classifications, as well as the Deputy Fire Marshal, to review and provide input on these changes. The employees are supportive of the changes. The updated job descriptions were also shared with the AFSCME Unit representatives. As of the drafting of this staff report, no concerns have been raised. If any feedback is received prior to the Personnel Commission meeting, we will bring that forward at the meeting.

With these updates, Human Resources will be commencing a recruitment for a Hazardous Materials Inspector I or II in the very near future.

RECOMMENDED ACTIONS:

Staff recommends that the Personnel Commission take the following action:

1. Approve the updates to the job descriptions for the positions of Hazardous Materials Inspector I and II.

Respectfully Submitted,

LeeAnn McPhillips
Human Resources Director/Risk Manager
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING, LIFE AND ENVIRONMENTAL SAFETY DIVISION
HAZARDOUS MATERIALS INSPECTOR I

GENERAL DUTIES: Under the supervision of the Fire Marshal, enforce the requirements of Federal, State and Local regulations and ordinances related to industrial/commercial wastewater, hazardous material, underground storage tanks and other similar requirements. The Inspector I level is an entry/training level for the Hazardous Materials Inspector job series. The Inspector I level is expected to have the educational level of the Inspector II, but may have only limited working experience in one or more of the program areas.

GENERAL REQUIREMENTS:

Personal Appearance – Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. When required, respond to complaints involving wastewater, hazardous materials, hazardous waste, and fire code issues.

2. Evaluate simple applications related to wastewater discharge, hazardous materials and underground tank installation/and removals and fire code permits.

3. Write permit conditions related to pretreatment, and hazardous materials and fire code operations (simple facilities).

4. Conduct regulatory inspections of simple facilities and equipment.
5. Conduct minor plan checks and write permits for simple type facilities to ensure compliance with hazmat/pre-treatment codes and ordinances, and fire protection systems.

6. Enforce applicable ordinances and regulations and issue notice of violations.

7. Maintain permit file records in accordance with policies.

8. Assist in obtaining environmental samples of various matrices.

9. Conduct investigations, gather evidence, prepare investigative reports, and testify in court.

10. Provide technical assistance at the public counter.

11. Provide program related inter-departmental training.

12. Operate specialized analytical equipment.

13. Provide oversight of soil remediation and monitoring projects (simple type).

14. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

SKILLS:

1. Effective report writing.

2. Customer service techniques.

3. Perform field inspections, investigations, and surveys as necessary.

4. Maintain public relations with courtesy and tact.

5. Work effectively as part of a group.

6. Obtain environmental samples.

7. Basic computer operations.

KNOWLEDGE: Knowledge of:

1. One or more of the following: Federal, State and Local laws relating to the “Clean Water Act”, Pre-treatment of Industrial Wastewater, Underground and Aboveground Storage Tanks, Hazardous Materials and Hazardous Waste, Toxic Gas Regulation’s, the California Uniform Fire Code and related safety, health, and environmental regulations.

2. Some knowledge of instructional methods and public speaking.
3. Some knowledge of industrial and/or chemical processes.


5. Some fire code and fire protection systems.

6. Some knowledge in the methods and techniques of proper monitoring and sampling or pretreatment and hazardous materials protocols.

7. Safety regulations.

8. Some knowledge of enforcement protocol.

9. Some knowledge of chemical hazards.

ABILITIES: Ability to:

1. Understand and interpret applicable codes, laws, ordinances, and regulations.

2. Write reports clearly and maintain effective filing system.

3. Evaluate analytical laboratory reports.

4. Prioritize work assignments.

5. Follow instructions and procedures.

6. Work in the field without close supervision.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone and cell phone
4. Copier
5. Calculator or 10-key adding machine
6. Facsimile machine
7. Multi-Function Machine
8. Microfiche reader
9. Polaroid or digital camera
10. Automobile, truck or van
11. Paper shredder and cutter
12. Computer scanner
13. Specialized computer software
14. Specialized tools and equipment used in obtaining water samples
15. Handcart or dolly
16. Pager or two-way radio
17. PH meter
18. Gas detector
19. Lifting sampling equipment
20. Crowbar/hook
21. Van-mounted hoist
22. Safety goggles, booties, gloves, shoes, masks and helmets
23. Disposable latex gloves
24. Disposable tyvex coveralls

**PHYSICAL DEMANDS:**

Under typical office and field conditions, employee will perform the following physical activities which include traveling in a vehicle, performing inspection and enforcement activities, transporting and utilizing sampling equipment, handling files, briefcases, books, binders, and other work material or equipment:

1. Sitting, for prolonged periods of time working at a computer or attending meetings.
2. Walking, when conducting site visits, inspections or enforcement activities.
3. Standing, when conducting site visits, inspections or enforcement activities.
4. Kneeling, when conducting site visits, inspections or enforcement activities.
5. Bending/stooping, when conducting site visits, inspections or enforcement activities.
6. Squatting/bending, when conducting site visits, inspections or enforcement activities.
7. Crawling, when conducting site visits, inspections or enforcement activities.
8. Climbing, ladders or stairs when conducting site visits, inspections or enforcement activities.
9. Balancing, when using ladders during site visits, inspections or enforcement activities.
10. Twisting, when conducting site visits, inspections or enforcement activities.
11. Reaching, when conducting site visits, inspections or enforcement activities.
12. Carrying, equipment and tools during site visits, inspections or enforcement activities.
13. Pushing/pulling, handcart during site visits, inspections or enforcement activities.
14. Lifting, at least 50 lbs., during site visits, inspections or enforcement activities.
15. Driving, to other facilities when conducting site visits, inspections or enforcement activities, or when attending meetings and training seminars.
16. Speed, in meeting deadlines and using office equipment.

**SENSORY DEMANDS:**

When working and traveling in the field, all senses are used during site visits, inspections and enforcement activities. Under typical office conditions, employee utilizes these senses while using a computer, printer, phone, fax machine, copier, calculator, adding machine, paper shredder, paper cutter, camera or automobile:

1. Seeing, colorvision is necessary during site visits, inspections or enforcement activities.
2. Speaking/Hearing
3. Touching
4. Smelling, to detect odors such as petroleum, chemicals, decomposed byproducts, or gasoline during site visits, inspections and enforcement activities.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, up to 50% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, radios, and printers.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal to high indoor levels associated with dust and odors from computer equipment, paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Indoors/Outdoors: Typical field conditions, approximately 30-50% of the time, when conducting site visits, inspections or enforcement activities. In some cases employee may be required to crawl or work in cramped spaces when performing inspections.
2. Travel: Under varying conditions via automobile or plane, 20% of the time.
3. Flooring: Asphalt, linoleum, gravel, dirt, wood, rock, mud, uneven surfaces, etc.
4. Noise Level: Varying low to high noise, while working near traffic, at a construction site, manufacturing plant, park or near a stream, etc.
5. Lighting: Conducive to day or night setting; when working a chemical spill, inspection or investigation and may be in poorly lit areas out on the road or at a business facility.
6. Ventilation: Heating and air conditioning provided by a vehicle or facility and is restricted in poorly ventilated areas, such as a chemical storage site or sewer test manhole.
7. Dust or Fumes: Normal to high levels of dust, pollen, or fumes when conducting site visits, inspections, or enforcement activities.

HAZARDS:

Mechanical and electrical exposure is low to high, depending on the nature of the work being performed in the field. When conducting inspection or enforcement activities, exposure to mechanical hazards is higher, due to the use of various equipment and tools. Also, when utilizing a vehicle, there is some potential exposure to mechanical hazards.

Exposure is minimal in the office environment when properly using standard office equipment such as a telephone, computer, printer, copier, adding machine, fax machine, camera, radio, paper shredder, or paper cutter.

ATMOSPHERIC CONDITIONS:

Some exposure to fumes and gases occurs when visiting a site, performing an inspection, and when conducting enforcement activities. Employees refer all hazardous waste situations to the
Fire Department or a Hazardous Materials team. Solvents, cleaners, decomposed byproducts from sewer lines, construction site waste, and other types of hazards are common.

Minimal to medium exposure to fumes occurs in the typical office environment which may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

**REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:**

1. Education and experience equivalent to a four-year college degree from an accredited college or university in chemistry, biology, microbiology, environmental science, fire technology/science or sanitary engineering and some experience in one or more of the program areas involving the enforcement of laws, ordinances, or regulations. Two (2) years of experience may be substituted for one (1) year of college up to a maximum of two years of the education requirement.

2-3. International Code Council (ICC) Underground Storage Tank (UST) Inspector certificate is required at the time of application or within 1 year from date of hire.

2-3. Complete and obtain the APSA certification within six (6) months from the date of hire.

3. California Water Pollution Control Association Industrial Waste Certificate and/or a Hazardous Materials Certificate from an accredited College or University are preferred. Possession of this either certificate is considered experience in one or more program areas.

4. A CWEA Grade I Industrial Waste Inspector Certification is required at time of application or within one year from date of hire.

5. International Code Council (ICC) Fire Inspector I certificate is desired.

6. Willingness to continue education and training by learning new and innovative skills as changes occur. Expand skills by taking additional courses, attending seminars, workshops, and individual study.

7. Pass a post-offer medical examination, which includes a drug test.

8. Prefer non-tobacco user.

9. Possess and maintain a California Driver License and a safe driving record necessary to operate assigned vehicle(s).

10. Pass a Department of Justice criminal record check for employment.

HAZARDOUS MATERIALS INSPECTOR I - Page 6 of 6
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING, LIFE AND ENVIRONMENTAL SAFETY DIVISION
HAZARDOUS MATERIALS INSPECTOR II

GENERAL DUTIES: Under the supervision of the Fire Marshal, enforce the requirements of Federal, State and Local regulations and ordinances related to industrial/commercial wastewater, hazardous material, underground storage tanks, and other similar requirements. The Inspector II level is a journey level position. The Inspector II level is expected to have working experience in all program areas and requires relatively little supervision in the enforcement of the laws and regulations. Incumbents may provide some training to those classified as an Inspector I. Incumbents accomplish both routine and complex investigations and exercise judgment in applying appropriate enforcement and mitigation techniques.

GENERAL REQUIREMENTS:

Personal Appearance – Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. When required, respond to hazardous materials incidents and provide technical support to the Incident Commander as requested.

2. Evaluate applications related to wastewater discharge, hazardous materials and underground tank installation and removals and fire code permits.

3. Write permit conditions related to pretreatment and hazardous materials and fire code operations.

HAZARDOUS MATERIALS INSPECTOR II - Page 1 of 7
4. Conduct regulatory inspections of facilities and equipment.

5. Conduct plan checks and write permits to ensure compliance with hazmat/pre-treatment codes and ordinances, and fire protection systems.

6. Enforce applicable ordinances and regulations and issue notice of violations.

7. Maintain permit file records in accordance with policies.

8. Obtain environmental samples of various matrices.

9. Conduct investigations, gather evidence, prepare investigative reports, and testify in court.

10. Provide technical assistance at the public counter.

11. Provide program related inter-departmental training.

12. Operate specialized analytical equipment.

13. Provide oversight of soil remediation and monitoring projects.

14. Perform related work as required.

**REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:**

**SKILLS:**

1. Effective report writing.

2. Customer service techniques.

3. Perform field inspections, investigations, and surveys as necessary.

4. Maintain public relations with courtesy and tact.

5. Work effectively as part of a group.

6. Obtain environmental samples.

7. Basic computer operations.

**KNOWLEDGE:** Knowledge of:

1. Federal, State and Local laws relating to the “Clean Water Act”, Pre-treatment of Industrial Wastewater, Underground and Aboveground Storage Tanks, Hazardous
HAZARDOUS MATERIALS INSPECTOR II - Page 3 of 7

Materials and Hazardous Waste, Toxic Gas Regulations, the California Uniform Fire Code and related safety, health, and environmental regulations.

2. Instructional methods and public speaking.

3. Industrial and chemical processes.


4-5. Fire code and fire protection systems.

5-6. Flow measuring equipment and practices.

6-7. Methods and techniques of proper monitoring and sampling or pretreatment and hazardous materials protocols.

7-8. Safety regulations.


9-10. Chemical hazards.

ABILITIES: Ability to:

1. Understand and interpret applicable codes, laws, ordinances, and regulations.

2. Write reports clearly and maintain effective filing system.

3. Evaluate analytical laboratory reports.

4. Prioritize work assignments.

5. Follow instructions and procedures.

6. Work in the field without close supervision.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone and cell phone
4. Copier
5. Calculator or 10-key adding machine
6. Facsimile machine
7. Multi-Function Machine Microfiche reader
8. Automobile, truck or van
9. Paper shredder and cutter
10. Computer scanner
11. Specialized computer software
12. Specialized tools and equipment used in obtaining water samples
13. Handcart or dolly
14. Pager or two-way radio
15. PH meter
16. Gas detector
17. Lifting sampling equipment
18. Crowbar/hook
19. Van-mounted hoist
20. Safety goggles, booties, gloves, shoes, masks and helmets
21. Disposable latex gloves
22. Disposable tyvex coveralls

**PHYSICAL DEMANDS:**

Under typical office and field conditions, employee will perform the following physical activities which include traveling in a vehicle, performing inspection and enforcement activities, transporting and utilizing sampling equipment, handling files, briefcases, books, binders, and other work material or equipment:

1. Sitting, for prolonged periods of time working at a computer or attending meetings.
2. Walking, when conducting site visits, inspections or enforcement activities.
3. Standing, when conducting site visits, inspections or enforcement activities.
4. Kneeling, when conducting site visits, inspections or enforcement activities.
5. Bending/stooping, when conducting site visits, inspections or enforcement activities.
6. Squatting/bending, when conducting site visits, inspections or enforcement activities.
7. Crawling, when conducting site visits, inspections or enforcement activities.
8. Climbing, ladders or stairs when conducting site visits, inspections or enforcement activities.
9. Balancing, when using ladders during site visits, inspections or enforcement activities.
10. Twisting, when conducting site visits, inspections or enforcement activities.
11. Reaching, when conducting site visits, inspections or enforcement activities.
12. Carrying, equipment and tools during site visits, inspections or enforcement activities.
13. Pushing/pulling, handcart during site visits, inspections or enforcement activities.
14. Lifting, at least 50 lbs., during site visits, inspections or enforcement activities.
15. Driving, to other facilities when conducting site visits, inspections, or enforcement activities, or when attending meetings and training seminars.
16. Speed, in meeting deadlines and using office equipment.

**SENSORY DEMANDS:**

When working and traveling in the field, all senses are used during site visits, inspections and enforcement activities. Under typical office conditions, employee utilizes these senses while using a computer, printer, phone, fax machine, copier, calculator, adding machine, paper shredder, paper cutter, camera or automobile:
1. Seeing, color vision is necessary during site visits, inspections or enforcement activities.
2. Speaking/Hearing
3. Touching
4. Smelling, to detect odors such as petroleum, chemicals, decomposed byproducts, or gasoline during site visits, inspections and enforcement activities.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. **Indoors**: Typical office conditions, up to 50% of the time.
2. **Flooring**: Low level carpeting, linoleum, tile, wood and some exposure to asphalt.
3. **Noise Level**: Conducive to office settings with phones, copiers, radios, and printers.
4. **Lighting**: Conducive to normal office setting.
5. **Ventilation**: Provided by central heating and air conditioning.
6. **Dust or Fumes**: Normal to high indoor levels associated with dust and odors from computer equipment, paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. **Indoors/Outdoors**: Typical field conditions, approximately 30-50% of the time, when conducting site visits, inspections or enforcement activities. In some cases employee may be required to crawl or work in cramped spaces when performing inspections.
2. **Travel**: Under varying conditions via automobile or plane, 20% of the time.
3. **Flooring**: Asphalt, linoleum, gravel, dirt, wood, rock, mud, uneven surfaces, etc.
4. **Noise Level**: Varying low to high noise, while working near traffic, at a construction site, manufacturing plant, park or near a stream, etc.
5. **Lighting**: Conducive to day or night setting; when working a chemical spill, inspection or investigation and may be in poorly lit areas out on the road or at a business facility.
6. **Ventilation**: Heating and air conditioning provided by a vehicle or facility and is restricted in poorly ventilated areas, such as a chemical storage site or sewer test manhole.
7. **Dust or Fumes**: Normal to high levels of dust, pollen, or fumes when conducting site visits, inspections, or enforcement activities.

HAZARDS:

Mechanical and electrical exposure is low to high, depending on the nature of the work being performed in the field. When conducting inspection or enforcement activities, exposure to mechanical hazards is higher, due to the use of various equipment and tools. Also, when utilizing a vehicle, there is some potential exposure to mechanical hazards.

Exposure is minimal in the office environment when properly using standard office equipment such as a telephone, computer, printer, copier, adding machine, fax machine, camera, radio, paper shredder, or paper cutter.

ATMOSPHERIC CONDITIONS:
Some exposure to fumes and gases occurs when visiting a site, performing an inspection, and when conducting enforcement activities—Employees refer all hazardous waste situations to the Fire Department or a Hazardous Materials team—Solvents, cleaners, decomposed byproducts from sewer lines, construction site waste, and other types of hazards are common.

Minimal to medium exposure to fumes occurs in the typical office environment which may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Education and experience equivalent to a four-year college degree from an accredited college or university in chemistry, biology, microbiology, environmental science, fire technology/science, or sanitary engineering and two (2) years of experience in one or more program areas involving the enforcement of laws, ordinances, regulations, technical responsibilities in a chemical laboratory or science related activity. An additional two (2) years of experience may be substituted for one (1) year of college up to a maximum of two years of the education requirement.

2. International Code Council (ICC) Underground Storage Tank (UST) Inspector certificate is required at the time of application or within 1 year from date of hire.

3. International Code Council (ICC) Fire Inspector I or II certificate is required at the time of application or within 1 year from date of hire.

4. Complete and obtain the APSA certification within six (6) months from the date of hire.

5. California Water Pollution Control Association Industrial Waste Inspector Certificate and/or a Hazardous Materials Certificate from an accredited College or University are preferred. Possession of this certificate is considered experience in one or more program areas.

6. For staff hired in to this position after January 1, 2003, a CWEA Industrial Waste Inspector Certificate Grade II is required at time of application or within one year from date of hire.

7. Willingness to continue education and training by learning new and innovative skills as changes occur. Expand skills by taking additional courses, attend seminars, workshops, and individual study.

8. Pass a post-offer medical examination, which includes a drug test.

9. Prefer non-tobacco user.

10. Possess and maintain a California Driver License and a safe driving record necessary to operate assigned vehicle(s).
11. Pass a Department of Justice criminal record check for employment.
SUMMARY:

In July, 2019, the Commission approved a new job description for the temporary classification of Firefighter Trainee (Licensed Paramedic). Adding this classification has proven succession as we just graduated three well-trained individuals from the Joint Fire Academy. The candidates are now here in Gilroy completing their Santa Clara County paramedic accreditation and will soon be deployable as part of an engine company.

While the Trainees were in the Joint Fire Academy (October 2019 – January 2020), the State of California made a change to the requirements to obtain State of California Firefighter I certification. This change is important as the Trainees are required to obtain the State of California Firefighter I certification before they can advance from “trainee” to “regular” Firefighter status. In the past, individuals would need about six months of time with a fire department before they could obtain the certification. The recent change approved allows individuals to obtain the certification immediately following successful graduation from a Fire Academy provided the Academy meets State of California standards. Gilroy would only send Trainees to an Academy that fully met the State of California standards.

The above change allows the City to advance a Firefighter Trainee to regular Firefighter status upon graduation from the Academy as the Trainee graduate will be State of California Firefighter I certified. We would delete the requirement to complete the Santa Clara County paramedic accreditation prior to the job change to be consistent with how Firefighter I and II new hires complete this process. New Firefighter employees complete the accreditation in the first month or two of employment as part of the eighteen month probationary period. This process aligns with the Police Officer trainee process in which police academy graduates are hired as regular Police Officers upon graduation from the police academy.

With the above change, and upon receipt of the State of California Firefighter I certification paperwork, Gilroy’s recent fire academy graduates will be reclassified to the Firefighter classification and will begin their regular probationary period.

Although the Firefighter Trainee is a temporary unrepresented position, staff engaged with the IAFF, Local 2805 Fire Union to receive their thoughts and input. Local 2805 is in agreement with the change in light of the change at the State level.

RECOMMENDED ACTIONS:

Staff recommends that the Personnel Commission take the following actions:
1. Approve updates to the job description of Firefighter Trainee (Licensed Paramedic).

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/Risk Manager
FIREFIGHTER TRAINEE (LICENSED PARAMEDIC)
FIRE DEPARTMENT
OPERATIONS DIVISION

**GENERAL DUTIES:** Under general direction of the Fire Officer and/or Fire Academy supervisor, and in a non-sworn/non-suppression capacity, attend and participate in a Firefighter I academy/training program (meets or exceeds the standards for certification by the State Board of Fire Services and the Office of the State Fire Marshal). The Trainee is responsible to learn, train, and successfully perform all related learning and testing activities relative to the technical knowledge, skills and physical capabilities required to perform in the capacity of a State of California certified Firefighter I. The Trainee must successfully complete the Firefighter I academy/training program during the time period established for completion. Trainees will also be assigned to complete in-house training to include time with an engine company to gain firefighting and paramedic work experience. Firefighter Trainees do not possess recognized firefighter authority, but may perform firefighting duties as part of their assigned training program. However, Trainees are licensed paramedics with the ability to perform paramedic related duties as assigned. Individuals in this job classification are considered temporary, non-sworn, unrepresented, at-will employees. Appointment to a regular Firefighter position is contingent upon successful completion of:

- A Firefighter I academy/training program (meets or exceeds the standards for certification by the State Board of Fire Services and the Office of the State Fire Marshal)
- Santa Clara County paramedic accreditation and Gilroy Fire Department paramedic field evaluation process
- Attainment of a State of CA Fire Marshal’s Office Firefighter I certification
- Final review and selection by the Fire Chief and City Administrator

**GENERAL REQUIREMENTS:**

**Personal Appearance** - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

**Attendance** - Follows department/City policy in regards to punctuality and attendance.

**Compliance with Work Instructions** - Follows all work instructions given and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

**Safety** - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

**Internal Relations** - Conducts work in a manner which supports the overall team effort, and which avoids disruptions of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, age and sexual differences of others, and avoids derogatory statements regarding these differences.

**Customer Service** - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customer to follow. Respects racial, religious, ethnic, age and sexual differences of others, and avoids derogatory statements regarding these differences.
ILLUSTRATIVE EXAMPLES OF WORK:

1. Attend, fully participate in, successfully complete, and graduate from a State of California Fire Marshal’s Office approved firefighter academy.

2. Successfully perform all related learning, both academic and physical, and testing activities.

3. Care for and maintain department and academy equipment.

4. Attend all academy courses and training in accordance with the academy schedule which may include varied days and/or hours.

5. Complete in-house training as assigned.

6. As a licensed paramedic, perform paramedicine duties in response to calls for emergency medical services.

7. Subject to recall on a scheduled and/or emergency basis.

8. Perform related work as required.

9. While a Trainee and when assigned to complete in-house training, to include time with an engine company, the Trainee will assist with and perform the following duties as part of their training program:

   a) Respond to fires, Emergency Medical Services (EMS), hazardous material incidents, rescues, and other requests for emergency service.

   b) Use equipment and assist with mitigating emergency and non-emergency incidents.

   c) Maintain fire apparatus, equipment and facilities.

   d) Become familiar with city streets and response routes.

   e) Conduct fire safety inspections and public education presentations.

   f) Other related duties as assigned.

REQUIREMENTS, SKILLS, KNOWLEDGE, AND ABILITIES:

All of the below skills, knowledge and abilities will be possessed at time of hire and/or further developed as part of Gilroy’s Trainee program:

SKILLS:

1. Techniques required to safely and effectively operate all department equipment.

2. Listening, hearing and understanding.


4. Independent decision-making.

5. Communicating with others in a positive and effective format.
6. Presenting a positive image.
7. Preparing detailed, accurate reports.
8. Expressing ideas effectively, orally and in writing.

**KNOWLEDGE:** Knowledge of:

1. Principles and practices of modern methods and techniques of fire suppression, fire prevention, rescue and of the Incident Command System (ICS).
2. Principles of Basic Life Support, Emergency Medical Services (EMS), Emergency Medical Technician-Defibrillator (EMT-D), and Advanced Life Support.
3. City and departmental rules, policies, and procedures.
4. Customer service techniques.
5. Operation of Department computer system, including the effective use of the City’s electronic mail system, spreadsheet software, and word-processing software.
6. Basic arithmetic, correct English usage, grammar, spelling and punctuation.

**ABILITIES:** Ability to:

1. Respond to and evaluate emergency situations.
2. Learn a wide variety of firefighter duties and methods and to use department apparatus and equipment.
3. Safely and effectively operate fire equipment.
4. Evaluate equipment performance and recommend for service or repair.
5. Establish and maintain effective working relationships with supervisors, co-workers, other departments, other agencies, business and community groups and the general public.
6. Communicate, understand and follow oral and written instructions.
7. Think clearly and act decisively under stressful conditions.
8. Maintain good physical condition and pass physical fitness testing as required by the department and academy.

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Printers and multi-function machines
3. Telephone or cell phone
4. Station Pager
5. Mobile data terminals (MDT)
6. Copier
7. Calculator
8. I Pad or tablet device
9. Facsimile machine
10. Personal protective equipment (PPE)
11. Breathing air compressor
12. Various ground ladders
13. Paper shredder or cutter
14. Specialized computer software
15. Mobile and portable radio
16. Binoculars
17. Gas detector
18. Thermal imaging camera (TIC)
19. Fuel pumps
20. Eye, ear, hand and head protection equipment
21. Flashlight
22. Uniforms and safety equipment
23. Cameras/video cameras
24. Keys to a variety of City locks
25. All medical diagnostic equipment authorized by Santa Clara County EMS
26. Trauma medical bag equipped with standard equipment
27. Stokes litter
28. Hose Tester
29. Rescue equipment
30. Oxygen equipment
31. Diagnostic equipment
32. Radiation detection equipment
33. Foam eductor
34. Backboard and straps
35. Sager splint
36. Defibrillator/AED/Cardiac monitor
37. Suction unit
38. Rescue rope and associated hardware
39. Rescue air bags
40. Self-contained breathing apparatus and associated components (SCBA)
41. Various types of fire nozzles
42. Run book, target hazard book, and other reference books
43. Fire extinguishers
44. Electrical cord and adaptors
45. Highway flares
46. Glass cutter
47. Fire hydrants
48. Bolt cutter
49. Cribbing
50. Hydrant wrench
51. Plug and dike
52. Axe (various types)
53. Crowbar
54. Halligan bar and rescue tools
55. Sledge hammer
56. Various type of hand tools for cutting and forcible entry
57. Pike pole
58. Push broom  
59. Shovel  
60. Fire protection systems  
61. Wildland fire apparatus  
62. Structural fire apparatus  
63. Ventilation fan  
64. Aerial fire apparatus  
65. Various types of gas or battery powered saws  
66. Power Generators  
67. Battery or gas/hydraulic extrication tool  
68. Water vacuum  
69. Various residential appliances (washing machine, dryer, oven, microwave)  
70. Extractor and hose dryer  
71. Other related emergency and firefighting equipment  

ADDITIONAL COMMENTS:  

The work of all firefighters may be dangerous. Firefighters may go from a resting pulse position, to a physically demanding and dangerous situation, and then return to a resting position. The job may be very fast paced and may require quick changes within a short period of time.  

PHYSICAL DEMANDS:  

1. **Standing:** Firefighters have to stand while at the scene of an accident or when communicating with other safety personnel or citizens. Firefighters stand when waiting for assignments, putting on gear, accessing ladders, servicing equipment, attending training, etc.  

2. **Walking:** Firefighters walk while on the incident ground to complete various tasks. Firefighters walk when conducting fire inspections, completing daily tasks, cleaning equipment and tools, maintaining the Fire station facilities, attending training, etc.  

3. **Sitting:** Firefighters have to sit when performing various administrative tasks such as typing, computer operations, attending training and meetings, etc. Firefighters are seated on fire apparatus when responding to emergencies or may remain seated for extended periods of time when traveling out of town to Southern or Northern California.  

4. **Stooping/Bending:** Firefighters have to stoop or bend during rescue situations, when interviewing or working on patients, picking up tools and equipment, attending training, etc.  

5. **Lifting:** Firefighters have to lift various objects or materials, sometimes in excess of 90 pounds. Firefighters lift emergency equipment, fire hoses, positive pressure ventilators, hand tools, ladders, lighting equipment, patients, victims, etc. Firefighters may lift victims out of cars or when assisting with their removal from a burning building, or when attending training. They may also lift heavy material during salvage operations.  

6. **Carrying:** Firefighters have to carry various objects and materials, sometimes in excess of 90 pounds. Firefighters lift emergency equipment fire hoses, positive pressure ventilators, hand tools, ladders, lighting equipment, etc. Firefighters may carry victims for long distances, such as out of burning
buildings or when attending training. They may also carry heavy materials in salvage operations.

7. **Pushing/Pulling**: Firefighters have to pull hoses or pull ceilings down during overhaul operations. They may push and pull heavy objects while extinguishing and overhauling a fire or during training exercises.

8. **Balancing**: Firefighters have to balance while on ladders, steep rooftops, hillsides, etc. During training exercises, Firefighters are required to demonstrate their ability to safely access fire apparatus such as ladders or heavy equipment.

9. **Climbing**: Firefighters have to climb ladders, hills, fences, stairs, rooftops, etc. Firefighters may climb over all types of debris from burning buildings.

10. **Twisting/Turning**: Firefighters twist and turn when fighting fires, working with fire hoses, searching buildings, moving patients, cleaning equipment, attending training, etc.

11. **Kneeling**: Firefighters kneel when working with patients or while holding C-spine on injured patients, when fighting fires, attending training, cleaning equipment, etc.

12. **Reaching**: Firefighters reach when fighting fires, attending training, cleaning equipment, removing debris, moving patients, pulling down ceilings, etc.

13. **Crawling**: Firefighters may crawl when entering or exiting a burning building, cleaning fire apparatus and heavy equipment, maintaining the Fire stations, etc.

14. **Brisk Walking/Running**: Firefighters may walk briskly during the course of a firefighting incident or during training. Firefighters may run 1.5 miles when completing the physical fitness evaluation.

**ADDITIONAL COMMENTS:**

Firefighters are exposed to extreme physical demands during emergency situations with exposure to extreme danger, at times. The time periods that the firefighter has to perform physically may be very long in duration (sometimes hours at a time). The firefighter must be able to perform work under various environmental conditions, which often produces major physical strain. The firefighter must have a combination of strength, dexterity, and endurance to properly function under these various situations.

**SENSORY DEMANDS:**

1. **Seeing**: Firefighters use vision to assess patients, incident conditions, such as a fire back draft or eminent building collapse, and dangerous situations such as downed power lines. Firefighters need to see while conducting inspections or performing station maintenance.

2. **Talking/Hearing**: Firefighters must have the ability to talk and hear to effectively communicate in both emergency and non-emergency situations. They need to hear to detect a possible trapped victim. They need to hear while assessing a patient for lung sounds or determining a pulse or blood pressure.

3. **Touching/Feeling**: Firefighters must touch and feel when testing a patient’s pulse rate. Firefighters must also be able to feel the contour of a building when conducting a search or rescue. They need the ability to feel for heat when conducting suppression activities in a non-visible environment. They also
must have the ability to detect the presence of a body or foreign objects or obstacles.

4. **Smelling:** Firefighters must smell to detect odors on patients such as alcohol or emesis. Firefighters must also be able to detect smoke, specific gases and other odors that could indicate a harmful or dangerous environment.

**ADDITIONAL COMMENTS:**

Firefighters must have keen senses to do their job efficiently and effectively. A Firefighter’s sense is the means by which he/she obtains information. A firefighter must have the ability to obtain information so that he/she can properly act on a specific situation. Often there are times when the sense of sight is not available. During these types of hazardous situations, the firefighter must rely on all other senses to obtain necessary information to act in a safe and effective manner. An example would be a firefighter who has to couple hoses together in the dark; the firefighter has no visual sense, but does have the sense of touch.

**ENVIRONMENTAL CONDITIONS:**

1. **Temperature/Weather:** Firefighters are exposed to all temperature variations. While in full protective clothing, a firefighter may have to perform in very hot (300+ degrees). While wet, a firefighter may have to perform in very cold conditions (below 32 degrees). Firefighters have to perform under many conditions such as in a storm with rain, sleet, hail, or lightning, during a flood, in the dark, under direct sunlight, etc.

2. **Noise:** Firefighters are exposed to a wide variety of noises such as helicopters, fire engines, chainsaws, air chisels, sirens, explosions, etc. The decibel level that firefighters are exposed to may exceed 108 decibels, such as when working near a running helicopter.

3. **Hazards:**
   a. **Burns:** Burns may occur from a fire type incident as the result of a thermal, steam, direct flame, or chemical contact.
   b. **Mechanical:** Mechanical injuries may occur from a firefighter being struck by a falling object or being hit by a moving vehicle. A combative patient may cause a mechanical injury. In addition, the firefighter may fall on or against various objects during routine firefighting duties or training.
   c. **Electrical:** Electrical injuries may occur from a firefighter coming in contact with an exposed electrical line during a structure fire. Accidental contact with a downed power line may also cause an electrical injury.
   d. **Chemical:** A chemical injury may occur from a firefighter coming in contact with a hazardous chemical through either inhalation, injection, absorption, or ingestion.
   e. **Biological:** A firefighter runs the risk of coming in contact with bloodborne pathogens containing harmful infectious diseases such as AIDS, hepatitis A, B, and C, tuberculosis, meningitis, etc.
   f. **Respiratory:** Respiratory hazards may occur when a firefighter accidentally inhales a substance such as smoke that contains a carcinogenic, mutagenic, toxin or other harmful substance.
   g. **Mental Stress:** Mental stress is a hazard to the firefighter because of the grim situations that a
firefighter often encounters. There is also a mental stress of having to be in the constant state of readiness while on duty.

h. **Physical Stress:** The firefighter’s body is subjected to a great deal of physical stress, sometimes for a long period of time. Stress may result from having to remove victims, manage hose lines, move heavy and/or unsafe objects, etc.

i. **Radiological:** Firefighters may be faced with radiological hazards when responding to a vehicle accident where radiological substances are being transported.

j. **Sleep deprivation:** Firefighter’s sleep often gets interrupted due to response to emergency incidents. Firefighters may work over a 24-hour period without sleep.

**ADDITIONAL COMMENTS:**

Firefighters are exposed to many dangerous environmental conditions. Through extensive training and experiences, the firefighter will be able to determine the presence of dangerous environmental conditions. A firefighter acts in a manner that provides for his/her safety and the safety of others.

**ATMOSPHERIC CONDITIONS:**

1. **Fire:** Firefighters are exposed to fire when they are involved in a structure fire, vehicle fire, vegetation fire, or other emergencies.

2. **Smoke:** Firefighters are exposed to smoke when they are involved in a structure fire, vehicle fire, vegetation fire, or other emergencies.

3. **Gases:** Firefighters are exposed to many gases both hazardous and non-hazardous in nature. An example would be when a firefighter has to mitigate a flammable gas leak or when a he/she has to perform a rescue on a patient who is in a vehicle with gasoline dripping from the vehicle’s gasoline tank.

4. **Dust:** Firefighters are exposed to dust when at the scene of a fire and when in the mop-up stage of a fire or when fighting a vegetation fire.

5. **Biological:** Firefighters may be exposed to various biological atmospheres. An example is when the firefighter is in enclosed quarters with a patient who has tuberculosis and is coughing productively.

6. **Low Oxygen levels:** Firefighters may be exposed to low oxygen levels in situations such as confined space or a CO2 enriched environment.

**ADDITIONAL COMMENTS:**

Firefighters are often exposed to dangerous atmospheric conditions. Through extensive training and past experiences, the firefighter will be able to determine the presence of a dangerous atmospheric situation. The firefighter may then act in a manner that provides for his/her safety and the safety of others.

**FLOOR SURFACES:**

Firefighters work on a variety of surfaces, both safe and unsafe. These surfaces may include but are not limited to: cement, asphalt, dirt, wood, water, mud, tile, carpet, metal grate, linoleum, gravel, etc. The surfaces may be uneven, steep and/or slippery such as an icy rooftop. Floor conditions may be undetectable.
especially when a floor has been exposed to fire. Firefighters often work on surfaces with poor visibility and in areas that they are unfamiliar with such as fighting a vegetation fire on the side of a hill at night. The floor surfaces may contain biological or chemical hazards such as blood or hazardous chemicals.

**REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS**:  

1. Must be on the Firefighter Candidate Testing Center (FCTC) Statewide Eligibility List by meeting the entry-level Firefighter candidate requirements and passing the written and physical ability testing elements.
2. Education equivalent to graduation from high school. Additional college level course work in the field of paramedicine and fire science/technology strongly preferred.
3. Be at least 18 years of age.
4. Possess at time of application, and maintain, a valid State of California Emergency Medical Technician – Paramedic (EMT-P) license.
5. One year of full-time (or equivalent; equivalency determined by the City of Gilroy) work experience within the last year as a licensed paramedic in the State of California.
6. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
7. Must be able to successfully complete a Firefighter I Academy (meets or exceeds the standards for certification by the State Board of Fire Services and the Office of the State Fire Marshal and in-house training programs).
8. Willingness to continue education and training by taking additional courses, attending seminars and workshops, supplemented by individual study.
9. Pass an extensive background investigation, which includes a Department of Justice criminal record check for employment.
10. Be able to meet the current medical standards for a Firefighter, and be free from any physical condition which might adversely affect the ability to perform the duties of a City of Gilroy firefighter.
11. Pass a post-offer psychological evaluation and a medical examination, which includes a drug test.
12. Shall comply with no tobacco use standard (includes all types of nicotine/tobacco).
13. Bilingual (English/Spanish) highly desired.

*Although not a requirement of the Firefighter Trainee position, Trainees should be aware the Gilroy Fire Department has a mandatory residency requirement wherein Fire personnel must reside, and continue to reside, within ninety (90) minutes of a Gilroy Fire Station before the end of the Firefighter I/II probationary period.
Date: March 6, 2020
To: Personnel Commission
Staff: LeeAnn McPhillips, Human Resources Director/Risk Manager

Subject: Updates to the Firefighter I and II Job Descriptions

SUMMARY:

Fire Department personnel have requested that the I and II designations associated with the Firefighter job description be changed to something else due to the confusion created with this title and the State of CA Firefighter certifications. While a State of California Firefighter I certification is required for the Firefighter I classification, there is no relationship between the Firefighter II job description and the Firefighter II State of California certification. Applicants are often confused thinking they need to possess the State of California Firefighter II certification to apply for Gilroy’s Firefighter II position.

The only difference between Gilroy’s Firefighter I and Firefighter II job descriptions is the requirement that a Firefighter II must possess 60 college semester units, or equivalent college unit hours, from an accredited college or university (with equivalency determination made at the sole discretion of the City of Gilroy) in academic coursework (i.e. English, math, history, science, business, fire science, social science, health, etc.). All other aspects of the job descriptions are the same.

It is recommended that the I and II designations be removed from the Gilroy job descriptions and the Firefighter II title be changed to Firefighter (60 college units). The Firefighter I job description would change to Firefighter.

The Firefighter I and II job descriptions are represented by IAFF, Local 2805. These changes are a request from IAFF, Local 2805 and the City supports the changes.

RECOMMENDED ACTIONS:

Staff recommends that the Personnel Commission take the following actions:

1. Approve updates to the job description of Firefighter and Firefighter - Lateral.
2. Approve the updates to the job description of Firefighter (60 College Units) and Firefighter – Lateral (60 College Units).

Respectfully Submitted,

LeeAnn McPhillips
Human Resources Director/Risk Manager
FIREFIGHTER I
FIRE DEPARTMENT

GENERAL DUTIES: Under general direction of the Fire Captain, is responsible for the operation and maintenance of fire apparatus equipment, station equipment and the Fire station facility. Respond to fires, medical-aid related calls, hazardous materials incidents, rescues, and other requests for emergency service as well as non-emergency public service requests.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruptions of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, age and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customer to follow. Respects racial, religious, ethnic, age and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Respond to fires, medical-aid related calls, hazardous material incidents, rescues, and other requests for emergency service as well as non-emergency public service requests.

2. Operate all Fire department apparatus and equipment and assist with mitigating emergency and non-emergency incidents.

3. Test and maintain fire apparatus, equipment and facilities.

4. Is familiar with city streets and response routes.

5. Participate in related training programs.
6. Conduct fire safety inspections and public education presentations as necessary.

7. Administer staff assignments and special projects.

8. Initiate service requisitions for apparatus, equipment and facility maintenance.

9. Subject to recall on a scheduled and/or emergency basis.

10. As assigned, assume the duties and responsibilities of a Fire Engineer.

11. Duties may include the operation of a vehicle designed and operated for transportation of ill and injured persons, equipped and staffed to provide first aid or life support measures to be applied during transport.

12. Perform related work as required.

**REQUIREMENTS, SKILLS, KNOWLEDGE AND ABILITIES:**

**SKILLS:**

1. Techniques required to safely and effectively operate all department apparatus and equipment.

2. Communicating effectively with other employees regarding work to be performed.

3. Expressing ideas effectively, orally and in writing.

**KNOWLEDGE:** Knowledge of:

1. Principles and practices of modern methods and techniques of fire suppression, fire prevention, rescue and of the Incident Command System (ICS).

2. Principles and practices of basic and advanced life support including CPR as regulated by the county and state EMS agencies for emergency medical technicians (EMT) and paramedics (EMT-P).

3. Principles of hydraulics and fire pump design.

4. City and departmental rules, policies, and procedures.

5. Customer service techniques.

6. Operation of Department records management system and computer system, including the effective use of the City’s electronic mail system, spreadsheet software, word-processing software, web-based training system, and on-line form completion.

7. Basic arithmetic, correct English usage, grammar, spelling and punctuation.
ABILITIES: Ability to:

1. Respond to and evaluate emergency situations when not directly supervised.

2. Learn a wide variety of firefighter duties and methods and to use department apparatus and equipment.

3. Safely and effectively, drive and/or operate and maintain fire apparatus and equipment.

4. Respond apparatus to the incident location in the most direct and expeditious way.

5. Evaluate and/or maintain equipment performance and recommend for service or repair.

6. Establish and maintain effective working relationships with supervisors, co-workers, other departments, other agencies, business and community groups and the general public.

7. Perform mathematical and hydraulic computations.

8. Communicate, understand and follow oral and written instructions.

9. Think clearly and act decisively under stressful conditions.

10. Maintain good physical condition and pass the bi-annual physical fitness test as specified by the Memorandum of Understanding.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Printers and multi-function machines
3. Telephone or cell phone
4. Station Pager
5. Mobile data terminals (MDT)
6. Copier
7. Calculator
8. I Pad or tablet device
9. Facsimile machine
10. Personal protective equipment (PPE)
11. Breathing air compressor
12. Various ground ladders
13. Paper shredder or cutter
14. Specialized computer software
15. Mobile and portable radio
16. Binoculars
17. Gas detector
18. Thermal imaging camera (TIC)
19. Fuel pumps
20. Eye, ear, hand and head protection equipment
21. Flashlight
22. Uniforms and safety equipment
23. Cameras/video cameras
24. Keys to a variety of City locks
25. All medical diagnostic equipment authorized by Santa Clara County EMS
26. Trauma medical bag equipped with standard equipment
27. Stokes litter
28. Hose Tester
29. Rescue equipment
30. Oxygen equipment
31. Diagnostic equipment
32. Radiation detection equipment
33. Foam eductor
34. Backboard and straps
35. Sager splint
36. Defibrillator/AED/Cardiac monitor
37. Suction unit
38. Rescue rope and associated hardware
39. Rescue air bags
40. Self-contained breathing apparatus and associated components (SCBA)
41. Various types of fire nozzles
42. Run book, target hazard book, and other reference books
43. Fire extinguishers
44. Electrical cord and adaptors
45. Highway flares
46. Glass cutter
47. Fire hydrants
48. Bolt cutter
49. Cribbing
50. Hydrant wrench
51. Plug and dike
52. Axe (various types)
53. Crowbar
54. Halligan bar and rescue tools
55. Sledge hammer
56. Various type of hand tools for cutting and forcible entry
57. Pike pole
58. Push broom
59. Shovel
60. Fire protection systems
61. Wildland fire apparatus
62. Structural fire apparatus
63. Ventilation fan
64. Aerial fire apparatus
65. Various types of gas or battery powered saws
66. Power Generators
67. Battery or gas/hydraulic extrication tool
68. Water vacuum
69. Various residential appliances (washing machine, dryer, oven, microwave)
70. Extractor and hose dryer
71. Other related emergency and firefighting equipment

ADDITIONAL COMMENTS:

The work of all firefighters may be dangerous. Firefighters may go from a resting pulse position, to a physically demanding and dangerous situation, and then return to a resting position. The job may be very fast paced and may require quick changes within a short period of time.

PHYSICAL DEMANDS:

1. Standing: Firefighters have to stand while at the scene of an accident or when communicating with other safety personnel or citizens. Firefighters stand when waiting for assignments, putting on gear, accessing ladders, servicing equipment, attending training, etc.

2. Walking: Firefighters walk while on the incident ground to complete various tasks. Firefighters walk when conducting fire inspections, completing daily tasks, cleaning equipment and tools, maintaining the Fire station facilities, attending training, etc.

3. Sitting: Firefighters have to sit when performing various administrative tasks such as typing, computer operations, attending training and meetings, etc. Firefighters are seated on fire apparatus when responding to emergencies or may remain seated for extended periods of time when traveling out of town to Southern or Northern California.

4. Stooping/Bending: Firefighters have to stoop or bend during rescue situations, when interviewing or working on patients, picking up tools and equipment, attending training, etc.

5. Lifting: Firefighters have to lift various objects or materials, sometimes in excess of 90 pounds. Firefighters lift emergency equipment, fire hoses, positive pressure ventilators, hand tools, ladders, lighting equipment, patients, victims, etc. Firefighters may lift victims out of cars or when assisting with their removal from a burning building, or when attending training. They may also lift heavy material during salvage operations.

6. Carrying: Firefighters have to carry various objects and materials, sometimes in excess of 90 pounds. Firefighters lift emergency equipment fire hoses, positive pressure ventilators, hand tools, ladders, lighting equipment, etc. Firefighters may carry victims for long distances, such as out of burning buildings or when attending training. They may also carry heavy materials in salvage operations.

7. Pushing/Pulling: Firefighters have to pull hoses or pull ceilings down during overhaul operations. They may push and pull heavy objects while extinguishing and overhauling a fire or during training exercises.
8. **Balancing**: Firefighters have to balance while on ladders, steep rooftops, hillsides, etc. During training exercises, Firefighters are required to demonstrate their ability to safely access fire apparatus such as ladders or heavy equipment.

9. **Climbing**: Firefighters have to climb ladders, hills, fences, stairs, rooftops, etc. Firefighters may climb over all types of debris from burning buildings.

10. **Twisting/Turning**: Firefighters twist and turn when fighting fires, working with fire hoses, searching buildings, moving patients, cleaning equipment, attending training, etc.

11. **Kneeling**: Firefighters kneel when working with patients or while holding C-spine on injured patients, when fighting fires, attending training, cleaning equipment, etc.

12. **Reaching**: Firefighters reach when fighting fires, attending training, cleaning equipment, removing debris, moving patients, pulling down ceilings, etc.

13. **Crawling**: Firefighters may crawl when entering or exiting a burning building, cleaning fire apparatus and heavy equipment, maintaining the Fire stations, etc.

14. **Brisk Walking/Running**: Firefighters may walk briskly and run during the course of a firefighting incident or during training. Firefighters may run 1.5 miles when completing the physical fitness evaluation.

**ADDITIONAL COMMENTS:**

Firefighters are exposed to extreme physical demands during emergency situations with exposure to extreme danger, at times. The time periods that the firefighter has to perform physically may be very long in duration (sometimes hours at a time). The firefighter must be able to perform work under various environmental conditions, which often produces major physical strain. The firefighter must have a combination of strength, dexterity, and endurance to properly function under these various situations.

**SENSORY DEMANDS:**

1. **Seeing**: Firefighters use vision to assess patients, incident conditions, such as a fire back draft or eminent building collapse, and dangerous situations such as downed power lines. Firefighters need to see while conducting inspections or performing station maintenance.

2. **Talking/Hearing**: Firefighters must have the ability to talk and hear to effectively communicate in both emergency and non-emergency situations. They need to hear to detect a possible trapped victim. They need to hear while assessing a patient for lung sounds or determining a pulse or blood pressure.

3. **Touching/Feeling**: Firefighters must touch and feel when testing a patient’s pulse rate. Firefighters must also be able to feel the contour of a building when conducting a search or rescue. They need the ability to feel for heat when conducting suppression activities in a non-visible environment. They also must have the ability to detect the presence of a body or
foreign objects or obstacles.

4. **Smelling:** Firefighters must smell to detect odors on patients such as alcohol or emesis. Firefighters must also be able to detect smoke, specific gases and other odors that could indicate a harmful or dangerous environment.

**ADDITIONAL COMMENTS:**

Firefighters must have keen senses to do their job efficiently and effectively. A Firefighter’s sense is the means by which he/she obtains information. A firefighter must have the ability to obtain information so that he/she can properly act on a specific situation. Often there are times when the sense of sight is not available. During these types of hazardous situations, the firefighter must rely on all other senses to obtain necessary information to act in a safe and effective manner. An example would be a firefighter who has to couple hoses together in the dark; the firefighter has no visual sense, but does have the sense of touch.

**ENVIRONMENTAL CONDITIONS:**

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2. **Noise:** Firefighters are exposed to a wide variety of noises such as helicopters, fire engines, chainsaws, air chisels, sirens, explosions, etc. The decibel level that firefighters are exposed to may exceed 108 decibels, such as when working near a running helicopter.

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   a. **Burns:** Burns may occur from a fire type incident as the result of a thermal, steam, direct flame, or chemical contact.
   b. **Mechanical:** Mechanical injuries may occur from a firefighter being struck by a falling object or being hit by a moving vehicle. A combative patient may cause a mechanical injury. In addition, the firefighter may fall on or against various objects during routine firefighting duties or training.
   c. **Electrical:** Electrical injuries may occur from a firefighter coming in contact with an exposed electrical line during a structure fire. Accidental contact with a downed power line may also cause an electrical injury.
   d. **Chemical:** A chemical injury may occur from a firefighter coming in contact with a hazardous chemical either through inhalation, injection, absorption, or ingestion.
e. **Biological:** A firefighter runs the risk of coming in contact with bloodborne pathogens containing harmful infectious diseases such as AIDS, hepatitis A, B, and C, tuberculosis, meningitis, etc.

f. **Respiratory:** Respiratory hazards may occur when a firefighter accidentally inhales a substance such as smoke that contains a carcinogenic, mutagenic, toxin or other harmful substance.

g. **Mental Stress:** Mental stress is a hazard to the firefighter because of the grim situations that a firefighter often encounters. There is also a mental stress of having to be in the constant state of readiness while on duty.

h. **Physical Stress:** The firefighter’s body is subjected to a great deal of physical stress, sometimes for a long period of time. Stress may result from having to remove victims, manage hose lines, move heavy and/or unsafe objects, etc.

i. **Radiological:** Firefighters may be faced with radiological hazards when responding to a vehicle accident where radiological substances are being transported.

j. **Sleep deprivation:** Firefighter’s sleep often gets interrupted due to response to emergency incidents. Firefighters may work over a 24 hour period without sleep.

**ADDITIONAL COMMENTS:**

Firefighters are exposed to many dangerous environmental conditions. Through extensive training and past experiences, the firefighter will be able to determine the presence of dangerous environmental conditions. A firefighter acts in a manner that provides for his/her safety and the safety of others.

**ATMOSPHERIC CONDITIONS:**

1. **Fire:** Firefighters are exposed to fire when they are involved in a structure fire, vehicle fire, vegetation fire, or other emergency situations.

2. **Smoke:** Firefighters are exposed to smoke when they are involved in a structure fire, vehicle fire, vegetation fire, or other emergency situations.

3. **Gases:** Firefighters are exposed to many gases both hazardous and non-hazardous in nature. An example would be when a firefighter has to mitigate a flammable gas leak or when a he/she has to perform a rescue on a patient who is in a vehicle with gasoline dripping from the vehicle’s gasoline tank.

4. **Dust:** Firefighters are exposed to dust when at the scene of a fire and when in the mop-up stage of a fire or when fighting a vegetation fire.
5. Biological: Firefighters may be exposed to various biological atmospheres. An example is when the firefighter is in enclosed quarters with a patient who has tuberculosis and is coughing productively.

6. Low Oxygen levels: Firefighters may be exposed to low oxygen levels in situations such as confined space or a CO₂ enriched environment.

ADDITIONAL COMMENTS:

Firefighters are often exposed to dangerous atmospheric conditions. Through extensive training and past experiences, the firefighter will be able to determine the presence of a dangerous atmospheric situation. The firefighter may then act in a manner that provides for his/her safety and the safety of others.

FLOOR SURFACES:

Firefighters work on a variety of surfaces, both safe and unsafe. These surfaces may include but are not limited to: cement, asphalt, dirt, wood, water, mud, tile, carpet, metal grate, linoleum, gravel, etc.

The surfaces may be uneven, steep and/or slippery such as an icy rooftop. Floor conditions may be undetectable especially when a floor has been exposed to fire. Firefighters often work on surfaces with poor visibility and in areas that they are unfamiliar with such as fighting a vegetation fire on the side of a hill at night. The floor surfaces may contain biological or chemical hazards such as blood or hazardous chemicals.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Must be on the Firefighter Candidate Testing Center (FCTC) Statewide Eligibility List by meeting the entry-level Firefighter candidate requirements and passing the written and physical ability testing elements.

2. Education equivalent to graduation from high school.

3. Be at least 18 years of age.

4. Possess a California State Fire Marshal Firefighter 1 Certification at time of application.

5. Possess at time of application, and maintain, a valid California Emergency Medical Technician (EMT) license. At the City of Gilroy’s discretion, candidates may be required to possess at time of application an Emergency Medical Technician – Paramedic (EMT-P) license. Once hired, Firefighters may be required to maintain the Emergency Medical Technician – Paramedic (EMT-P) license consistent with the Memorandum of Understanding.

6. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s). Obtain and maintain a Firefighter endorsement within 18 months from the date of hire.
7. Must be able to complete an 18 month probationary period which includes skills testing at various intervals and also includes skills tests related to driving and operating various types of apparatus.

8. Must successfully complete a recruit academy that includes, but is not limited to, physical conditioning and skills-performance testing elements.

9. Willingness to continue education and training by taking additional courses, attending seminars and workshops, supplemented by individual study.

10. Be able to meet the current medical standards for a Firefighter, and be free from any physical condition which might adversely affect the ability to perform the duties of a City of Gilroy Firefighter.

11. Pass a post-offer psychological evaluation and a medical examination, which includes a drug test.

12. Pass an extensive background investigation, which includes a Department of Justice criminal record check for employment.

13. Participate in and pass the City’s bi-annual physical fitness program.

14. Meet the residency requirement of residing within ninety (90) minutes travel time from any fire station, as outlined in the Memorandum of Understanding.

15. Employees hired after January 1, 1987, shall comply with their existing physical condition and non-smoking contracts. All bargaining unit employees hired after January 1, 2004 shall sign a physical condition and tobacco use contract restricting their use of all types of tobacco (Article VII, Section V Local 2805 MOU).

16. Prefer bilingual (English/Spanish).
FIREFIGHTER I - LATERAL
FIRE DEPARTMENT

GENERAL DUTIES: Under general direction of the Fire Captain, is responsible for the operation and maintenance of fire apparatus equipment, station equipment and the Fire station facility. Respond to fires, medical-aid calls, hazardous materials incidents, rescues, and other requests for emergency service as well as non-emergency public service requests.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruptions of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, age and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customer to follow. Respects racial, religious, ethnic, age and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Respond to fires, medical-aid related calls, hazardous material incidents, rescues, and other requests for emergency service as well as non-emergency public service requests.

2. Operate all Fire department apparatus and equipment and assist with mitigating emergency and non-emergency incidents.

3. Test and maintain fire apparatus, equipment and facilities.

4. Is familiar with city streets and response routes.

5. Participate in related training programs.
6. Conduct fire safety inspections and public education presentations as necessary.

7. Administer staff assignments and special projects.

8. Initiate service requisitions for apparatus, equipment and facility maintenance.

9. Subject to recall on a scheduled and/or emergency basis.

10. As assigned, assume the duties and responsibilities of a Fire Engineer.

11. Duties may include the operation of a vehicle designed and operated for transportation of ill and injured persons, equipped and staffed to provide first aid or life support measures to be applied during transport.

12. Perform related work as required.

**REQUIREMENTS, SKILLS, KNOWLEDGE AND ABILITIES:**

**SKILLS:**

1. Techniques required to safely and effectively operate all department apparatus and equipment.
2. Communicating effectively with other employees regarding work to be performed.
3. Expressing ideas effectively, orally and in writing.

**KNOWLEDGE:** Knowledge of:

1. Principles and practices of modern methods and techniques of fire suppression, fire prevention, rescue and of the Incident Command System (ICS).
2. Principles and practices of basic and advanced life support including CPR as regulated by the county and state EMS agencies for emergency medical technicians (EMT) and paramedics (EMT-P).
3. Principles of hydraulics and fire pump design.
4. City and departmental rules, policies, and procedures.
5. Customer service techniques.
6. Operation of Department records management system and computer system, including the effective use of the City’s electronic mail system, spreadsheet software, word-processing software, web-based training system, and on-line form completion.
7. Basic arithmetic, correct English usage, grammar, spelling and punctuation.
ABILITIES: Ability to:

1. Respond to and evaluate emergency situations when not directly supervised.

2. Learn a wide variety of firefighter duties and methods and to use department apparatus and equipment.

3. Safely and effectively, drive and/or operate and maintain fire apparatus and equipment.

4. Respond apparatus to the incident location in the most direct and expeditious way.

5. Evaluate and/or maintain equipment performance and recommend for service or repair.

6. Establish and maintain effective working relationships with supervisors, co-workers, other departments, other agencies, business and community groups and the general public.

7. Perform mathematical and hydraulic computations.

8. Communicate, understand and follow oral and written instructions.

9. Think clearly and act decisively under stressful conditions.

10. Maintain good physical condition and pass the bi-annual physical fitness test as specified by the Memorandum of Understanding.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Printers and multi-function machines
3. Telephone or cell phone
4. Station pager
5. Mobile data terminals (MDT)
6. Copier
7. Calculator
8. I Pad or tablet device
9. Facsimile machine
10. Personal protective equipment (PPE)
11. Breathing air compressor
12. Various ground ladders
13. Paper shredder or cutter
14. Specialized computer software
15. Mobile and portable radio
16. Binoculars
17. Gas detector
18. Thermal imaging camera (TIC)
19. Fuel pumps
20. Eye, ear, hand and head protection equipment
21. Flashlight
22. Uniforms and safety equipment
23. Cameras/video cameras
24. Keys to a variety of City locks
25. All medical diagnostic equipment authorized by Santa Clara County EMS
26. Trauma medical bag equipped with standard equipment
27. Stokes litter
28. Hose Tester
29. Rescue equipment
30. Oxygen equipment
31. Diagnostic equipment
32. Radiation detection equipment
33. Foam eductor
34. Backboard and straps
35. Sager splint
36. Defibrillator/AED/Cardiac monitor
37. Suction unit
38. Rescue rope and associated hardware
39. Rescue air bags
40. Self-contained breathing apparatus and associated components (SCBA)
41. Various types of fire nozzles
42. Run book, target hazard book, and other reference books
43. Fire extinguishers
44. Electrical cord and adaptors
45. Highway flares
46. Glass cutter
47. Fire hydrants
48. Bolt cutter
49. Cribbing
50. Hydrant wrench
51. Plug and dike
52. Axe (various types)
53. Crowbar
54. Halligan bar and rescue tools
55. Sledge hammer
56. Various types of hand tools for cutting and forcible entry
57. Pike pole
58. Push broom
59. Shovel
60. Fire protection systems
61. Wildland fire apparatus
62. Structural fire apparatus
63. Ventilation fan
64. Aerial fire apparatus
65. Various types of gas or battery powered saws
66. Power generators
67. Battery or gas/hydraulic extrication tool
68. Water vacuum
69. Various residential appliances (washing machine, dryer, oven, microwave)
70. Extractor and hose dryer
71. Other related emergency and firefighting equipment

ADDITIONAL COMMENTS:

The work of all firefighters may be dangerous. Firefighters may go from a resting pulse position, to a physically demanding and dangerous situation, and then return to a resting position. The job may be very fast paced and may require quick changes within a short period of time.

PHYSICAL DEMANDS:

1. **Standing:** Firefighters have to stand while at the scene of an accident or when communicating with other safety personnel or citizens. Firefighters stand when waiting for assignments, putting on gear, accessing ladders, servicing equipment, attending training, etc.

2. **Walking:** Firefighters walk while on the incident ground to complete various tasks. Firefighters walk when conducting fire inspections, completing daily tasks, cleaning equipment and tools, maintaining the Fire station facilities, attending training, etc.

3. **Sitting:** Firefighters have to sit when performing various administrative tasks such as typing, computer operations, attending training and meetings, etc. Firefighters are seated on fire apparatus when responding to emergencies or may remain seated for extended periods of time when traveling out of town to Southern or Northern California.

4. **Stooping/Bending:** Firefighters have to stoop or bend during rescue situations, when interviewing or working on patients, picking up tools and equipment, attending training, etc.

5. **Lifting:** Firefighters have to lift various objects or materials, sometimes in excess of 90 pounds. Firefighters lift emergency equipment, fire hoses, positive pressure ventilators, hand tools, ladders, lighting equipment, patients, victims, etc. Firefighters may lift victims out of cars or when assisting with their removal from a burning building, or when attending training. They may also lift heavy material during salvage operations.

6. **Carrying:** Firefighters have to carry various objects and materials, sometimes in excess of 90 pounds. Firefighters carry emergency equipment fire hoses, positive pressure ventilators, hand tools, ladders, lighting equipment, etc. Firefighters may carry victims for long distances, such as out of burning buildings or when attending training. They may also carry heavy materials in salvage operations.

7. **Pushing/Pulling:** Firefighters have to pull hoses or pull ceilings down during overhaul operations. They may push and pull heavy objects while extinguishing and overhauling a fire or during training exercises.

8. **Balancing:** Firefighters have to balance while on ladders, steep rooftops, hillsides, etc. During training exercises, Firefighters are required to demonstrate their ability to safely access fire apparatus such as ladders or heavy equipment.
9. **Climbing:** Firefighters have to climb ladders, hills, fences, stairs, rooftops, etc. Firefighters may climb over all types of debris from burning buildings.

10. **Twisting/Turning:** Firefighters twist and turn when fighting fires, working with fire hoses, searching buildings, moving patients, cleaning equipment, attending training, etc.

11. **Kneeling:** Firefighters kneel when working with patients or while holding C-spine on injured patients, when fighting fires, attending training, cleaning equipment, etc.

12. **Reaching:** Firefighters reach when fighting fires, attending training, cleaning equipment, removing debris, moving patients, pulling down ceilings, etc.

13. **Crawling:** Firefighters may crawl when entering or exiting a burning building, cleaning fire apparatus and heavy equipment, maintaining the Fire stations, etc.

14. **Brisk Walking/Running:** Firefighters may walk briskly during the course of a firefighting incident or during training. Firefighters may run 1.5 miles when completing the physical fitness evaluation.

**ADDITIONAL COMMENTS:**

Firefighters are exposed to extreme physical demands during emergency situations with exposure to extreme danger, at times. The time periods that the firefighter has to perform physically may be very long in duration (sometimes hours at a time). The firefighter must be able to perform work under various environmental conditions, which often produces major physical strain. The firefighter must have a combination of strength, dexterity, and endurance to properly function under these various situations.

**SENSORY DEMANDS:**

1. **Seeing:** Firefighters use vision to assess patients, incident conditions, such as a fire back draft or eminent building collapse, and dangerous situations such as downed power lines. Firefighters need to see while conducting inspections or performing station maintenance.

2. **Talking/Hearing:** Firefighters must have the ability to talk and hear to effectively communicate in both emergency and non-emergency situations. They need to hear to detect a possible trapped victim. They need to hear while assessing a patient for lung sounds or determining a pulse or blood pressure.

3. **Touching/Feeling:** Firefighters must touch and feel when testing a patient’s pulse rate. Firefighters must also be able to feel the contour of a building when conducting a search or rescue. They need the ability to feel for heat when conducting suppression activities in a non-visible environment. They also must have the ability to detect the presence of a body or foreign objects or obstacles.

4. **Smelling:** Firefighters must smell to detect odors on patients such as alcohol or emesis. Firefighters must also be able to detect smoke, specific gases and other odors that could indicate a harmful or dangerous environment.
ADDITIONAL COMMENTS:

Firefighters must have keen senses to do their job efficiently and effectively. A Firefighter’s sense is the means by which he/she obtains information. A firefighter must have the ability to obtain information so that he/she can properly act on a specific situation. Often there are times when the sense of sight is not available. During these types of hazardous situations, the firefighter must rely on all other senses to obtain necessary information to act in a safe and effective manner. An example would be a firefighter who has to couple hose together in the dark; the firefighter has no visual sense, but does have the sense of touch.

ENVIRONMENTAL CONDITIONS:

1. Temperature/Weather: Firefighters are exposed to all temperature variations. While in full protective clothing, a firefighter may have to perform in very hot (300+ degrees). While wet, a firefighter may have to perform in very cold conditions (below 32 degrees). Firefighters have to perform under many conditions such as in a storm with rain, sleet, hail or lightning; during a flood, in the dark, under direct sunlight, etc.

2. Noise: Firefighters are exposed to a wide variety of noises such as helicopters, fire engines, chainsaws, air chisels, sirens, explosions, etc. The decibel level that firefighters are exposed to may exceed 108 decibels, such as when working near a running helicopter.

3. Hazards:
   a. Burns: Burns may occur from a fire type incident as the result of a thermal, steam, direct flame, or chemical contact.
   b. Mechanical: Mechanical injuries may occur from a firefighter being struck by a falling object or being hit by a moving vehicle. A combative patient may cause a mechanical injury. In addition, the firefighter may fall on or against various objects during routine firefighting duties or training.
   c. Electrical: Electrical injuries may occur from a firefighter coming in contact with an exposed electrical line during a structure fire. Accidental contact with a downed power line may also cause an electrical injury.
   d. Chemical: A chemical injury may occur from a firefighter coming in contact with a hazardous chemical either through inhalation, injection, absorption, or ingestion.
   e. Biological: A firefighter runs the risk of coming in contact with bloodborne pathogens containing harmful infectious diseases such as AIDS, hepatitis A, B, and C, tuberculosis, meningitis, etc.
   f. Respiratory: Respiratory hazards may occur when a firefighter accidentally inhales a substance such as smoke that contains a carcinogenic, mutagenic, toxin or other harmful substance.
Mental Stress: Mental stress is a hazard to the firefighter because of the grim situations that a firefighter often encounters. There is also a mental stress of having to be in the constant state of readiness while on duty.

Physical Stress: The firefighter’s body is subjected to a great deal of physical stress, sometimes for a long period of time. Stress may result from having to remove victims, manage a hose lines, move heavy and/or unsafe objects, etc.

Radiological: Firefighters may be faced with radiological hazards when responding to a vehicle accident where radiological substances are being transported.

Sleep deprivation: Firefighter’s sleep often gets interrupted due to response to emergency incidents. Firefighters may work over a 24-hour period without sleep.

ADDITIONAL COMMENTS:

Firefighters are exposed to many dangerous environmental conditions. Through extensive training and past experiences, the firefighter will be able to determine the presence of dangerous environmental conditions. A firefighter acts in a manner that provides for his/her safety and the safety of others.

ATMOSPHERIC CONDITIONS:

1. **Fire**: Firefighters are exposed to fire when they are involved in a structure fire, vehicle fire, vegetation fire, or other emergency situations.

2. **Smoke**: Firefighters are exposed to smoke when they are involved in a structure fire, vehicle fire, vegetation fire, or other emergency situations.

3. **Gases**: Firefighters are exposed to many gases both hazardous and non-hazardous in nature. An example would be when a firefighter has to mitigate a flammable gas leak or when a he/she has to perform a rescue on a patient who is in a vehicle with gasoline dripping from the vehicle’s gasoline tank.

4. **Dust**: Firefighters are exposed to dust when at the scene of a fire and when in the mop-up stage of a fire or when fighting a vegetation fire.

5. **Biological**: Firefighters may be exposed to various biological atmospheres. An example is when the firefighter is in enclosed quarters with a patient who has tuberculosis and is coughing productively.

6. **Low Oxygen levels**: Firefighters may be exposed to low oxygen levels in situations such as confined space or a CO₂ enriched environment.
ADDITIONAL COMMENTS:

Firefighters are often exposed to dangerous atmospheric conditions. Through extensive training and past experiences, the firefighter will be able to determine the presence of a dangerous atmospheric situation. The firefighter may then act in a manner that provides for his/her safety and the safety of others.

FLOOR SURFACES:

Firefighters work on a variety of surfaces, both safe and unsafe. These surfaces may include but are not limited to: cement, asphalt, dirt, wood, water, mud, tile, carpet, metal grate, linoleum, gravel, etc.

The surfaces may be uneven, steep and/or slippery such as an icy rooftop. Floor conditions may be undetectable especially when a floor has been exposed to fire. Firefighters often work on surfaces with poor visibility and in areas that they are unfamiliar with such as fighting a vegetation fire on the side of a hill at night. The floor surfaces may contain biological or chemical hazards such as blood or hazardous chemicals.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Education equivalent to graduation from high school.
2. Be at least 18 years of age.
3. Possess at least one year of full-time firefighter work experience and not on probation if the one year of experience is at the agency where the applicant is still on probation.
4. Possess a California State Fire Marshal Firefighter 1 Certification at time of application.
5. Possess at time of application, and maintain, a valid California Emergency Medical Technician license. At the City of Gilroy’s discretion, candidates may be required to possess, at time of application, an Emergency Medical Technician – Paramedic (EMT-P) license. Once hired, Firefighters may be required to maintain the Emergency Medical Technician – Paramedic (EMT-P) license consistent with the Memorandum of Understanding.
6. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s). Obtain and maintain a Firefighter endorsement within 18 months from the date of hire.
7. Following initial employment application and screening, lateral candidates are required to complete the Firefighter Candidate Testing Center (FCTC) Statewide Eligibility List testing process by passing the written and physical ability testing elements.
8. Must be able to complete an 18 month probationary period which includes skills testing at various intervals and also includes skills tests related to driving and operating various types of apparatus.
9. Must successfully complete a new hire academy (type of academy and elements to be determined at the discretion of the Fire Chief) that includes, but is not limited to, physical conditioning and skills-performance testing elements.
10. Willingness to continue education and training by taking additional courses, attending seminars and workshops, supplemented by individual study.

11. Be able to meet the current medical standards for a Firefighter, and be free from any physical condition that might adversely affect the ability to perform the duties of a City of Gilroy Firefighter.

12. Pass a post-offer psychological evaluation and a medical examination, which includes a drug test.

13. Pass an extensive pre-hire background investigation, which includes a Department of Justice criminal record check for employment.

14. Participate in and pass the City’s bi-annual physical fitness program.

15. Meet the residency requirement of residing within ninety (90) minutes travel time from any fire station, as outlined in the Memorandum of Understanding.

16. Employees hired after January 1, 1987, shall comply with their existing physical condition and non-smoking contracts. All bargaining unit employees hired after January 1, 2004 shall sign a physical condition and tobacco use contract restricting their use of all types of tobacco (Article VII, Section V Local 2805 MOU).

17. Prefer bilingual (English/Spanish).
FIREFIGHTER II
(60 College Units)
FIRE DEPARTMENT

GENERAL DUTIES: Under general direction of the Fire Captain, is responsible for the operation and maintenance of fire apparatus equipment, station equipment and the Fire station facility. Respond to fires, medical-aid related calls, hazardous materials incidents, rescues, and other requests for emergency service as well as non-emergency public service requests.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruptions of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, age and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customer to follow. Respects racial, religious, ethnic, age and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Respond to fires, medical-aid related calls, hazardous material incidents, rescues, and other requests for emergency service as well as non-emergency public service requests.

2. Operate all Fire department apparatus and equipment and assist with mitigating emergency and non-emergency incidents.

3. Test and maintain fire apparatus, equipment and facilities.

4. Is familiar with city streets and response routes.

5. Participate in related training programs.
6. Conduct fire safety inspections and public education presentations as necessary.

7. Administer staff assignments and special projects.

8. Initiate service requisitions for apparatus, equipment and facility maintenance.

9. Subject to recall on a scheduled and/or emergency basis.

10. As assigned, assume the duties and responsibilities of a Fire Engineer.

11. Duties may include the operation of a vehicle designed and operated for transportation of ill and injured persons, equipped and staffed to provide first aid or life support measures to be applied during transport.

12. Perform related work as required.

**REQUIREMENTS, SKILLS, KNOWLEDGE AND ABILITIES:**

**SKILLS:**

1. Techniques required to safely and effectively operate all department apparatus and equipment.

2. Communicating effectively with other employees regarding work to be performed.

3. Expressing ideas effectively, orally and in writing.

**KNOWLEDGE:** Knowledge of:

1. Principles and practices of modern methods and techniques of fire suppression, fire prevention, rescue and of the Incident Command System (ICS).

2. Principles and practices of basic and advanced life support including CPR as regulated by the county and state EMS agencies for emergency medical technicians (EMT) and paramedics (EMT-P).

3. Principles of hydraulics and fire pump design.

4. City and departmental rules, policies, and procedures.

5. Customer service techniques.

6. Operation of Department records management system and computer system, including the effective use of the City’s electronic mail system, spreadsheet software, word-processing software, web-based training system, and on-line form completion.

7. Basic arithmetic, correct English usage, grammar, spelling and punctuation.
ABILITIES: Ability to:

1. Respond to and evaluate emergency situations when not directly supervised.

2. Learn a wide variety of firefighter duties and methods and to use department apparatus and equipment.

3. Safely and effectively, drive and/or operate and maintain fire apparatus and equipment.

4. Respond apparatus to the incident location in the most direct and expeditious way.

5. Evaluate and/or maintain equipment performance and recommend for service or repair.

6. Establish and maintain effective working relationships with supervisors, co-workers, other departments, other agencies, business and community groups and the general public.

7. Perform mathematical and hydraulic computations.

8. Communicate, understand and follow oral and written instructions.

9. Think clearly and act decisively under stressful conditions.

10. Maintain good physical condition and pass the bi-annual physical fitness test as specified by the Memorandum of Understanding.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
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foreign objects or obstacles.

4. Smelling: Firefighters must smell to detect odors on patients such as alcohol or emesis. Firefighters must also be able to detect smoke, specific gases and other odors that could indicate a harmful or dangerous environment.

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Firefighters must have keen senses to do their job efficiently and effectively. A Firefighter’s sense is the means by which he/she obtains information. A firefighter must have the ability to obtain information so that he/she can properly act on a specific situation. Often there are times when the sense of sight is not available. During these types of hazardous situations, the firefighter must rely on all other senses to obtain necessary information to act in a safe and effective manner. An example would be a firefighter who has to couple hoses together in the dark; the firefighter has no visual sense, but does have the sense of touch.

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2. Noise: Firefighters are exposed to a wide variety of noises such as helicopters, fire engines, chainsaws, air chisels, sirens, explosions, etc. The decibel level that firefighters are exposed to may exceed 108 decibels, such as when working near a running helicopter.

3. Hazards:
   a. Burns: Burns may occur from a fire type incident as the result of a thermal, steam, direct flame, or chemical contact.
   b. Mechanical: Mechanical injuries may occur from a firefighter being struck by a falling object or being hit by a moving vehicle. A combative patient may cause a mechanical injury. In addition, the firefighter may fall on or against various objects during routine firefighting duties or training.
   c. Electrical: Electrical injuries may occur from a firefighter coming in contact with an exposed electrical line during a structure fire. Accidental contact with a downed power line may also cause an electrical injury.
   d. Chemical: A chemical injury may occur from a firefighter coming in contact with a hazardous chemical either through inhalation, injection, absorption, or ingestion.
   e. Biological: A firefighter runs the risk of coming in contact with bloodborne pathogens containing harmful infectious diseases such as AIDS, hepatitis A, B, and
C, tuberculosis, meningitis, etc.

f. **Respiratory:** Respiratory hazards may occur when a firefighter accidentally inhales a substance such as smoke that contains a carcinogenic, mutagenic, toxin or other harmful substance.

g. **Mental Stress:** Mental stress is a hazard to the firefighter because of the grim situations that a firefighter often encounters. There is also a mental stress of having to be in the constant state of readiness while on duty.

h. **Physical Stress:** The firefighter’s body is subjected to a great deal of physical stress, sometimes for a long period of time. Stress may result from having to remove victims, manage hose lines, move heavy and/or unsafe objects, etc.

i. **Radiological:** Firefighters may be faced with radiological hazards when responding to a vehicle accident where radiological substances are being transported.

j. **Sleep deprivation:** Firefighter’s sleep often gets interrupted due to response to emergency incidents. Firefighters may work over a 24 hour period without sleep.

**ADDITIONAL COMMENTS:**

Firefighters are exposed to many dangerous environmental conditions. Through extensive training and past experiences, the firefighter will be able to determine the presence of dangerous environmental conditions. A firefighter acts in a manner that provides for his/her safety and the safety of others.

**ATMOSPHERIC CONDITIONS:**

1. **Fire:** Firefighters are exposed to fire when they are involved in a structure fire, vehicle fire, vegetation fire, or other emergency situations.

2. **Smoke:** Firefighters are exposed to smoke when they are involved in a structure fire, vehicle fire, vegetation fire, or other emergency situations.

3. **Gases:** Firefighters are exposed to many gases both hazardous and non-hazardous in nature. An example would be when a firefighter has to mitigate a flammable gas leak or when a he/she has to perform a rescue on a patient who is in a vehicle with gasoline dripping from the vehicle’s gasoline tank.

4. **Dust:** Firefighters are exposed to dust when at the scene of a fire and when in the mop-up stage of a fire or when fighting a vegetation fire.

5. **Biological:** Firefighters may be exposed to various biological atmospheres. An example is when the firefighter is in enclosed quarters with a patient who has tuberculosis and is coughing productively.

6. **Low Oxygen levels:** Firefighters may be exposed to low oxygen levels in situations such as
confined space or a CO₂ enriched environment.

ADDITIONAL COMMENTS:

Firefighters are often exposed to dangerous atmospheric conditions. Through extensive training and past experiences, the firefighter will be able to determine the presence of a dangerous atmospheric situation. The firefighter may then act in a manner that provides for his/her safety and the safety of others.

FLOOR SURFACES:

Firefighters work on a variety of surfaces, both safe and unsafe. These surfaces may include but are not limited to: cement, asphalt, dirt, wood, water, mud, tile, carpet, metal grate, linoleum, gravel, etc.

The surfaces may be uneven, steep and/or slippery such as an icy rooftop. Floor conditions may be undetectable especially when a floor has been exposed to fire. Firefighters often work on surfaces with poor visibility and in areas that they are unfamiliar with such as fighting a vegetation fire on the side of a hill at night. The floor surfaces may contain biological or chemical hazards such as blood or hazardous chemicals.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Must be on the Firefighter Candidate Testing Center (FCTC) Statewide Eligibility List by meeting the entry-level Firefighter candidate requirements and passing the written and physical ability testing elements.

2. Education equivalent to graduation from high school plus the completion of at least 60 college semester units, or equivalent college unit hours, from an accredited college or university (with equivalency determination made at the sole discretion of the City of Gilroy) in academic coursework (i.e. English, math, history, science, business, fire science, social science, health, etc.).

3. Be at least 18 years of age.

4. Possess a California State Fire Marshal Firefighter 1 Certification at time of application.

5. Possess at time of application, and maintain, a valid California Emergency Medical Technician (EMT) license. At the City of Gilroy’s discretion, candidates may be required to possess at time of application an Emergency Medical Technician – Paramedic (EMT-P) license. Once hired, Firefighters may be required to maintain the Emergency Medical Technician – Paramedic (EMT-P) license consistent with the Memorandum of Understanding.

6. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s). Obtain and maintain a Firefighter endorsement within 18 months from the date of hire.

7. Must be able to complete an 18 month probationary period which includes skills testing at various intervals and also includes skills tests related to driving and operating various types of apparatus,
8. Must successfully complete a recruit academy that includes, but is not limited to, physical conditioning and skills-performance testing elements.

9. Willingness to continue education and training by taking additional courses, attending seminars and workshops, supplemented by individual study.

10. Be able to meet the current medical standards for a Firefighter, and be free from any physical condition which might adversely affect the ability to perform the duties of a City of Gilroy Firefighter.

11. Pass a post-offer psychological evaluation and a medical examination, which includes a drug test.

12. Pass an extensive background investigation, which includes a Department of Justice criminal record check for employment.

13. Participate in and pass the City’s bi-annual physical fitness program.

14. Meet the residency requirement of residing within ninety (90) minutes travel time from any fire station, as outlined in the Memorandum of Understanding.

15. Employees hired after January 1, 1987, shall comply with their existing physical condition and non-smoking contracts. All bargaining unit employees hired after January 1, 2004 shall sign a physical condition and tobacco use contract restricting their use of all types of tobacco (Article VII, Section V Local 2805 MOU).

16. Prefer bilingual (English/Spanish).
FIREFIGHTER II—LATERAL (60 College Units)
FIRE DEPARTMENT

GENERAL DUTIES: Under general direction of the Fire Captain, is responsible for the operation and maintenance of fire apparatus equipment, station equipment and the Fire station facility. Respond to fires, medical-aid calls, hazardous materials incidents, rescues, and other requests for emergency service as well as non-emergency public service requests.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruptions of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, age and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customer to follow. Respects racial, religious, ethnic, age and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Respond to fires, medical-aid related calls, hazardous material incidents, rescues, and other requests for emergency service as well as non-emergency public service requests.

2. Operate all Fire department apparatus and equipment and assist with mitigating emergency and non-emergency incidents.

3. Test and maintain fire apparatus, equipment and facilities.

4. Is familiar with city streets and response routes.

5. Participate in related training programs.
6. Conduct fire safety inspections and public education presentations as necessary.

7. Administer staff assignments and special projects.

8. Initiate service requisitions for apparatus, equipment and facility maintenance.

9. Subject to recall on a scheduled and/or emergency basis.

10. As assigned, assume the duties and responsibilities of a Fire Engineer.

11. Duties may include the operation of a vehicle designed and operated for transportation of ill and injured persons, equipped and staffed to provide first aid or life support measures to be applied during transport.

12. Perform related work as required.

**REQUIREMENTS, SKILLS, KNOWLEDGE AND ABILITIES:**

**SKILLS:**

1. Techniques required to safely and effectively operate all department apparatus and equipment.

2. Communicating effectively with other employees regarding work to be performed.

3. Expressing ideas effectively, orally and in writing.

**KNOWLEDGE:** Knowledge of:

1. Principles and practices of modern methods and techniques of fire suppression, fire prevention, rescue and of the Incident Command System (ICS).

2. Principles and practices of basic and advanced life support including CPR as regulated by the county and state EMS agencies for emergency medical technicians (EMT) and paramedics (EMT-P).

3. Principles of hydraulics and fire pump design.

4. City and departmental rules, policies, and procedures.

5. Customer service techniques.

6. Operation of Department records management system and computer system, including the effective use of the City’s electronic mail system, spreadsheet software, word-processing software, web-based training system, and on-line form completion.

7. Basic arithmetic, correct English usage, grammar, spelling and punctuation.
ABILITIES: Ability to:

1. Respond to and evaluate emergency situations when not directly supervised.
2. Learn a wide variety of firefighter duties and methods and to use department apparatus and equipment.
3. Safely and effectively, drive and/or operate and maintain fire apparatus and equipment.
4. Respond apparatus to the incident location in the most direct and expeditious way.
5. Evaluate and/or maintain equipment performance and recommend for service or repair.
6. Establish and maintain effective working relationships with supervisors, co-workers, other departments, other agencies, business and community groups and the general public.
7. Perform mathematical and hydraulic computations.
8. Communicate, understand and follow oral and written instructions.
9. Think clearly and act decisively under stressful conditions.
10. Maintain good physical condition and pass the bi-annual physical fitness test as specified by the Memorandum of Understanding.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Printers and multi-function machines
3. Telephone or cell phone
4. Station pager
5. Mobile data terminals (MDT)
6. Copier
7. Calculator
8. i-Pad or tablet device
9. Facsimile machine
10. Personal protective equipment (PPE)
11. Breathing air compressor
12. Various ground ladders
13. Paper shredder or cutter
14. Specialized computer software
15. Mobile and portable radio
16. Binoculars
17. Gas detector
18. Thermal imaging camera (TIC)
19. Fuel pumps
20. Eye, ear, hand and head protection equipment
21. Flashlight
22. Uniforms and safety equipment
23. Cameras/video cameras
24. Keys to a variety of City locks
25. All medical diagnostic equipment authorized by Santa Clara County EMS
26. Trauma medical bag equipped with standard equipment
27. Stokes litter
28. Hose Tester
29. Rescue equipment
30. Oxygen equipment
31. Diagnostic equipment
32. Radiation detection equipment
33. Foam eductor
34. Backboard and straps
35. Sager splint
36. Defibrillator/AED/Cardiac monitor
37. Suction unit
38. Rescue rope and associated hardware
39. Rescue air bags
40. Self-contained breathing apparatus and associated components (SCBA)
41. Various types of fire nozzles
42. Run book, target hazard book, and other reference books
43. Fire extinguishers
44. Electrical cord and adaptors
45. Highway flares
46. Glass cutter
47. Fire hydrants
48. Bolt cutter
49. Cribbing
50. Hydrant wrench
51. Plug and dike
52. Axe (various types)
53. Crowbar
54. Halligan bar and rescue tools
55. Sledge hammer
56. Various types of hand tools for cutting and forcible entry
57. Pike pole
58. Push broom
59. Shovel
60. Fire protection systems
61. Wildland fire apparatus
62. Structural fire apparatus
63. Ventilation fan
64. Aerial fire apparatus
65. Various types of gas or battery powered saws
66. Power generators
67. Battery or gas/hydraulic extrication tool
68. Water vacuum
69. Various residential appliances (washing machine, dryer, oven, microwave)
70. Extractor and hose dryer
71. Other related emergency and firefighting equipment

ADDITIONAL COMMENTS:

The work of all firefighters may be dangerous. Firefighters may go from a resting pulse position, to a physically demanding and dangerous situation, and then return to a resting position. The job may be very fast paced and may require quick changes within a short period of time.

PHYSICAL DEMANDS:

1. **Standing**: Firefighters have to stand while at the scene of an accident or when communicating with other safety personnel or citizens. Firefighters stand when waiting for assignments, putting on gear, accessing ladders, servicing equipment, attending training, etc.

2. **Walking**: Firefighters walk while on the incident ground to complete various tasks. Firefighters walk when conducting fire inspections, completing daily tasks, cleaning equipment and tools, maintaining the Fire station facilities, attending training, etc.

3. **Sitting**: Firefighters have to sit when performing various administrative tasks such as typing, computer operations, attending training and meetings, etc. Firefighters are seated on fire apparatus when responding to emergencies or may remain seated for extended periods of time when traveling out of town to Southern or Northern California.

4. **Stooping/Bending**: Firefighters have to stoop or bend during rescue situations, when interviewing or working on patients, picking up tools and equipment, attending training, etc.

5. **Lifting**: Firefighters have to lift various objects or materials, sometimes in excess of 90 pounds. Firefighters lift emergency equipment, fire hoses, positive pressure ventilators, hand tools, ladders, lighting equipment, patients, victims, etc. Firefighters may lift victims out of cars or when assisting with their removal from a burning building, or when attending training. They may also lift heavy material during salvage operations.

6. **Carrying**: Firefighters have to carry various objects and materials, sometimes in excess of 90 pounds. Firefighters lift emergency equipment fire hoses, positive pressure ventilators, hand tools, ladders, lighting equipment, etc. Firefighters may carry victims for long distances, such as out of burning buildings or when attending training. They may also carry heavy materials in salvage operations.

7. **Pushing/Pulling**: Firefighters have to pull hoses or pull ceilings down during overhaul operations. They may push and pull heavy objects while extinguishing and overhauling a fire or during training exercises.

8. **Balancing**: Firefighters have to balance while on ladders, steep rooftops, hillsides, etc. During training exercises, Firefighters are required to demonstrate their ability to safely access fire apparatus such as ladders or heavy equipment.
9. **Climbing:** Firefighters have to climb ladders, hills, fences, stairs, rooftops, etc. They may climb over all types of debris from burning buildings.

10. **Twisting/Turning:** Firefighters twist and turn when fighting fires, working with fire hoses, searching buildings, moving patients, cleaning equipment, attending training, etc.

11. **Kneeling:** Firefighters kneel when working with patients or while holding C-spine on injured patients, when fighting fires, attending training, cleaning equipment, etc.

12. **-reaching:** Firefighters reach when fighting fires, attending training, cleaning equipment, removing debris, moving patients, pulling down ceilings, etc.

13. **Crawling:** Firefighters may crawl when entering or exiting a burning building, cleaning fire apparatus and heavy equipment, maintaining the Fire stations, etc.

14. **Brisk Walking/Running:** Firefighters may walk briskly during the course of a firefighting incident or during training. Firefighters may run 1.5 miles when completing the physical fitness evaluation.

**ADDITIONAL COMMENTS:**

Firefighters are exposed to extreme physical demands during emergency situations with exposure to extreme danger, at times. The time periods that the firefighter has to perform physically may be very long in duration (sometimes hours at a time). The firefighter must be able to perform work under various environmental conditions, which often produces major physical strain. The firefighter must have a combination of strength, dexterity, and endurance to properly function under these various situations.

**SENSORY DEMANDS:**

1. **Seeing:** Firefighters use vision to assess patients, incident conditions, such as a fire back draft or eminent building collapse, and dangerous situations such as downed power lines. Firefighters need to see while conducting inspections or performing station maintenance.

2. **Talking/Hearing:** Firefighters must have the ability to talk and hear to effectively communicate in both emergency and non-emergency situations. They need to hear to detect a possible trapped victim. They need to hear while assessing a patient for lung sounds or determining a pulse or blood pressure.

3. **Touching/Feeling:** Firefighters must touch and feel when testing a patient’s pulse rate. Firefighters must also be able to feel the contour of a building when conducting a search or rescue. They need the ability to feel for heat when conducting suppression activities in a non-visible environment. They also must have the ability to detect the presence of a body or foreign objects or obstacles.

4. **Smelling:** Firefighters must smell to detect odors on patients such as alcohol or emesis. Firefighters must also be able to detect smoke, specific gases and other odors that could indicate a harmful or dangerous environment.

**ADDITIONAL COMMENTS:**

Firefighters must have keen senses to do their job efficiently and effectively. A Firefighter’s sense
is the means by which he/she obtains information. A firefighter must have the ability to obtain information so that he/she can properly act on a specific situation. Often there are times when the sense of sight is not available. During these types of hazardous situations, the firefighter must rely on all other senses to obtain necessary information to act in a safe and effective manner. An example would be a firefighter who has to couple hose together in the dark; the firefighter has no visual sense, but does have the sense of touch.

ENVIRONMENTAL CONDITIONS:

1. **Temperature/Weather:** Firefighters are exposed to all temperature variations. While in full protective clothing, a firefighter may have to perform in very hot (300+ degrees) or wet, a firefighter may have to perform in very cold conditions (below 32 degrees). Firefighters have to perform under many conditions such as in a storm with rain, sleet, hail or lightning; during a flood, in the dark, under direct sunlight, etc.

2. **Noise:** Firefighters are exposed to a wide variety of noises such as helicopters, fire engines, chainsaws, air chisels, sirens, explosions, etc. The decibel level that firefighters are exposed to may exceed 108 decibels, such as when working near a running helicopter.

3. **Hazards:**
   a. **Burns:** Burns may occur from a fire type incident as the result of a thermal, steam, direct flame, or chemical contact.
   
   b. **Mechanical:** Mechanical injuries may occur from a firefighter being struck by a falling object or being hit by a moving vehicle. A combative patient may cause a mechanical injury. In addition, the firefighter may fall on or against various objects during routine firefighting duties or training.
   
   c. **Electrical:** Electrical injuries may occur from a firefighter coming in contact with an exposed electrical line during a structure fire. Accidental contact with a downed power line may also cause an electrical injury.
   
   d. **Chemical:** A chemical injury may occur from a firefighter coming in contact with a hazardous chemical either through inhalation, injection, absorption, or ingestion.
   
   e. **Biological:** A firefighter runs the risk of coming in contact with bloodborne pathogens containing harmful infectious diseases such as AIDS, hepatitis A, B, and C, tuberculosis, meningitis, etc.
   
   f. **Respiratory:** Respiratory hazards may occur when a firefighter accidentally inhales a substance such as smoke that contains a carcinogenic, mutagenic, toxin or other harmful substance.
   
   g. **Mental Stress:** Mental stress is a hazard to the firefighter because of the grim situations that a firefighter often encounters. There is also a mental stress of having to be in the constant state of readiness while on duty.
h. **Physical Stress:** The firefighter’s body is subjected to a great deal of physical stress, sometimes for a long period of time. Stress may result from having to remove victims, manage a hose lines, move heavy and/or unsafe objects, etc.

i. **Radiological:** Firefighters may be faced with radiological hazards when responding to a vehicle accident where radiological substances are being transported.

j. **Sleep deprivation:** Firefighter’s sleep often gets interrupted due to response to emergency incidents. Firefighters may work over a 24-hour period without sleep.

**ADDITIONAL COMMENTS:**

Firefighters are exposed to many dangerous environmental conditions. Through extensive training and past experiences, the firefighter will be able to determine the presence of dangerous environmental conditions. A firefighter acts in a manner that provides for his/her safety and the safety of others.

**ATMOSPHERIC CONDITIONS:**

1. **Fire:** Firefighters are exposed to fire when they are involved in a structure fire, vehicle fire, vegetation fire, or other emergency situations.

2. **Smoke:** Firefighters are exposed to smoke when they are involved in a structure fire, vehicle fire, vegetation fire, or other emergency situations.

3. **Gases:** Firefighters are exposed to many gases both hazardous and non-hazardous in nature. An example would be when a firefighter has to mitigate a flammable gas leak or when a he/she has to perform a rescue on a patient who is in a vehicle with gasoline dripping from the vehicle’s gasoline tank.

4. **Dust:** Firefighters are exposed to dust when at the scene of a fire and when in the mop-up stage of a fire or when fighting a vegetation fire.

5. **Biological:** Firefighters may be exposed to various biological atmospheres. An example is when the firefighter is in enclosed quarters with a patient who has tuberculosis and is coughing productively.

6. **Low Oxygen levels:** Firefighters may be exposed to low oxygen levels in situations such as confined space or a CO₂ enriched environment.

**ADDITIONAL COMMENTS:**

Firefighters are often exposed to dangerous atmospheric conditions. Through extensive training and past experiences, the firefighter will be able to determine the presence of a dangerous atmospheric situation. The firefighter may then act in a manner that provides for his/her safety and
FLOOR SURFACES:

Firefighters work on a variety of surfaces, both safe and unsafe. These surfaces may include but are not limited to: cement, asphalt, dirt, wood, water, mud, tile, carpet, metal grate, linoleum, gravel, etc.

The surfaces may be uneven, steep and/or slippery such as an icy rooftop. Floor conditions may be undetectable especially when a floor has been exposed to fire. Firefighters often work on surfaces with poor visibility and in areas that they are unfamiliar with such as fighting a vegetation fire on the side of a hill at night. The floor surfaces may contain biological or chemical hazards such as blood or hazardous chemicals.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Education equivalent to graduation from high school plus the completion of at least 60 college semester units, or equivalent college unit hours, from an accredited college or university (with equivalency determination made at the sole discretion of the City of Gilroy) in academic coursework (i.e. English, math, history, science, business, fire science, social science, health, etc.).

2. Be at least 18 years of age.

3. Possess at least one year of full-time firefighter work experience and not on probation if the one year of experience is at the agency where the applicant is still on probation.

4. Possess a California State Fire Marshal Firefighter 1 Certification at time of application.

5. Possess at time of application, and maintain, a valid California Emergency Medical Technician license. At the City of Gilroy’s discretion, candidates may be required to possess, at time of application, an Emergency Medical Technician – Paramedic (EMT-P) license. Once hired, Firefighters may be required to maintain the Emergency Medical Technician – Paramedic (EMT-P) license consistent with the Memorandum of Understanding.

6. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s). Obtain and maintain a Firefighter endorsement within 18 months from the date of hire.

7. Following initial employment application and screening, lateral candidates are required to complete the Firefighter Candidate Testing Center (FCTC) Statewide Eligibility List testing process by passing the written and physical ability testing elements.

8. Must be able to complete an 18 month probationary period which includes skills testing at various intervals and also includes skills tests related to driving and operating various types of apparatus.

9. Must successfully complete a new hire academy (type and elements to be determined at
10. Willingness to continue education and training by taking additional courses, attending seminars and workshops, supplemented by individual study.

11. Be able to meet the current medical standards for a Firefighter, and be free from any physical condition that might adversely affect the ability to perform the duties of a City of Gilroy Firefighter.

12. Pass a post-offer psychological evaluation and a medical examination, which includes a drug test.

13. Pass an extensive pre-hire background investigation, which includes a Department of Justice criminal record check for employment.

14. Participate in and pass the City’s bi-annual physical fitness program.

15. Meet the residency requirement of residing within ninety (90) minutes travel time from any fire station, as outlined in the Memorandum of Understanding.

16. Employees hired after January 1, 1987, shall comply with their existing physical condition and non-smoking contracts. All bargaining unit employees hired after January 1, 2004 shall sign a physical condition and tobacco use contract restricting their use of all types of tobacco (Article VII, Section V Local 2805 MOU).

17. Prefer bilingual (English/Spanish).
Date: March 9, 2020
To: Personnel Commission
Staff: LeeAnn McPhillips, Human Resources Director/Risk Manager

Subject: Appointment of Personnel Commission Chair and Vice Chair

SUMMARY:

Once per year, the Personnel Commission must take action to appoint a Commissioner to the position of Chair and another Commissioner to the position of Vice Chair. Currently, Commissioner Edde-Mitchell is the Personnel Commission Chair and Commissioner Cummins is the Vice Chair. These appointments were made mid-year 2019 when Commissioner Wieck resigned from the Commission. Therefore, Commissioners Edde-Mitchell and Cummins have only served part of the year in their respective positions.

Any Commissioner may be selected for either of these positions. Although there is no requirement to do so, in the past, the Vice Chair has been appointed to the position of Chair provided the Commissioner is willing to serve in the new capacity. In addition, one of the Commissioners who were not most recently the Chair is typically selected to fill the Vice Chair position. Commissioner Tomasello would be next in line to serve in the Vice Chair role with Commissioner Cummins moving to the Chair. However, given the mid-year change (May 2019), another option is to allow Commissioners Edde-Mitchell and Cummins to continue to serve in their current capacities for 2020 so their leadership time is not cut short and wait until 2021 to do a rotation.

RECOMMENDED ACTIONS:

1. Appoint a Commissioner to the position of Chair.
2. Appoint a Commissioner to the position of Vice Chair.

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/Risk Manager