

March 13, 2012
Council Meeting

Honorable Mayor and Members
of the City Council
City Hall
Torrance, CA

SUBJECT: HR - Approve the Proposed Class Specification for Fire Fighter

EXPENDITURE: None.

RECOMMENDATION

The Human Resources Manager and the Civil Service Commission recommend that the City Council approve the proposed class specification for Fire Fighter

FUNDING: None – this is for the approval of the class specification only.

BACKGROUND

The Fire Chief requested that the class specification for Fire Fighter be revised to reflect a change to the Driver License requirement for the positions. Representatives from Management and the Torrance Fire Fighters Association (TFFA) have met and agreed on the proposed class specification.

ANALYSIS

The Licenses and Certifications Section has been modified to reflect what is required by the State of California. The designation has been changed from California Class B – Restricted (Firefighter) driver license to California Class C – Restricted (Firefighter). It is staff's recommendation that the language be modified as follows: a valid State of California driver's license of the appropriate class.

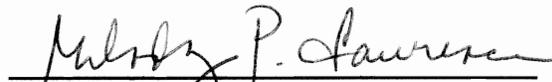
Utilizing this language will allow flexibility as incumbents might have either a Class B or Class C dependent on when they received their license.

The proposed class specification for Fire Fighter is submitted for your review and approval.

Respectfully submitted,
CIVIL SERVICE COMMISSION



Melissa Wright, Vice Chair



Melody P. Lawrence
Human Resources Manager

NOTED:



LeRoy J. Jackson
City Manager

Attachments: Civil Service Commission Meeting March 5, 2012

February 21, 2012

Commission Meeting
March 05, 2012

Honorable Chairperson and Members
of the Civil Service Commission
City Hall
Torrance, California

Subject: Approval of the Revised Class Specification for Fire Fighter

RECOMMENDATION

The Human Resources Manager recommends that your Honorable Body approve the revised class specification of Firefighter and forward to the City Council for adoption.

BACKGROUND

The Fire Chief requested that the class specification for Fire Fighter be revised to reflect a change to the Driver License requirement for the positions. Representatives from Management and the Torrance Fire Fighters Association (TFFA) have met and agreed on the proposed class specification.

The revised class specification has been prepared and is submitted to your Honorable Body for your review and approval.

ANALYSIS

The Licenses and Certifications Section has been modified to reflect what is required by the State of California. The designation has been changed from California Class B – Restricted (Firefighter) driver license to California Class C – Restricted (Firefighter). It is staff's recommendation that the language be modified as follows: a valid State of California driver's license of the appropriate class.

Utilizing this language will allow flexibility as incumbents might have either a Class B or Class C dependent on when they received their license.

Respectfully submitted,



Melody Lawrence
Human Resources Manager

CONCUR:



Ryan Rasnick
President, TFFA

NOTED:



Laura Lohnes
Civil Service Manager

Attachments: A. Proposed Fire Fighter Class Specification
B. Existing Fire Fighter Class Specification

FIRE FIGHTER

Definition

Under general supervision, with a commitment to personal safety, as well as the safety of others; fights fires; sets up and uses hoses, ladders and other equipment; repairs and maintains fire fighting apparatus and equipment; participates in fire drills and trains in fire fighting techniques; and performs related work as required.

Distinguishing Characteristics

This is the entry/journey level classification in the series. This class is distinguished from the Fire Engineer in that the incumbent is not primarily responsible for the operation and maintenance of fire pumping engines and other fire apparatus, and fire-fighting equipment. Work is reviewed upon completion and for overall results.

Supervision Exercised/Received

Works under the direct supervision of a Fire Captain who makes detailed work assignments, frequently reviews work in progress and upon completion.

Examples of Essential Duties:

The following duties represent the principal job duties; however, they are not all inclusive.

- Responds to fires, fire alarms and other emergency incidents.
 - Connects and lays hose lines.
 - Enters burning areas or buildings with hose lines.
 - Assists in operating nozzles and directs a stream of water on fires.
 - Carries and operates chemical fire extinguishers.
 - Raises, lowers and climbs ladders.
 - Makes forcible entry into buildings when necessary.
 - Ventilates buildings.
 - Performs interior, exterior, and roof ventilation operations.
 - Performs vehicle and accident extrication.
 - Administers first aid.
 - Provides emergency medical treatment services including cardiopulmonary resuscitation.
 - Assists in rescue, overhauling, salvage and clean-up operations.
 - May operate motor-driven equipment including fire trucks, automobiles and rescue and supply trucks.
 - Cleans and services fire-fighting equipment, inspects and tests equipment carried on fire trucks.
 - Assists in the maintenance of clean and orderly conditions in and about fire station.
 - Performs routine maintenance on fire hydrants, apparatus, and facilities.
 - Studies fire department rules and regulations, fire hazards and fire-fighting techniques.
 - Attends drills and staff conferences.
 - Participates in and conducts training sessions and practice drills.
 - Maintains personal physical fitness by participating in job related physical training.
 - Serves on special duty at public gatherings.
 - Obeys orders of superiors.
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Examples of Other Duties

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- May serve in a position of higher responsibility for training purposes.
- May be required to make fire, life safety and disaster preparedness presentations to schools and other community groups.
- Performs related accurate record-keeping duties.
- Performs fire prevention work as assigned.
- Performs other related duties, as assigned.

Qualification Guidelines

Knowledge of:

Tool and equipment usage and maintenance;
English grammar and composition;
Mathematical calculations;
Emergency medical practices;
Effective customer service techniques.

Ability to:

Understand and act in accordance with departmental policies, rules, instructions and written material in the field of fire fighting;
Learn and apply basic fire fighting and rescue techniques and procedures;
Demonstrate mechanical aptitude as required in the operation of fire-fighting equipment;
Learn to drive a fire truck safely and in accordance with traffic laws and ordinances;
Administer first aid and cardio-pulmonary resuscitation;
Comprehend written material in the field of fire fighting;
Perform mathematical calculations;
Analyze fire and driving situations and to adopt effective courses of action;
Remain calm in emergencies;
Understand and carry out oral and written directions;
Provide effective customer service;
Establish and maintain effective and cooperative working relationships with City employees and the general public.
Learn and utilize new skills and information to improve job performance and efficiency.
Operate office equipment including computer software and hardware (currently in use by the City).

Licenses and Certifications:

Possession of a valid Class C driver license and a current EMT-1 certification is required. Must attain by the end of the probationary period a Los Angeles County EMT-1 accreditation and a valid State of California driver's license of the appropriate class. Possession of a valid Los Angeles County Paramedic license is highly desirable.

Education and Experience:

Any combination of education and experience that provides the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Equivalent to the completion of high school supplemented by college-level coursework and/or specialized training in fire science.

Special Requirements:

Must be 21 years of age prior to hire date

Work is performed both inside and outside in seasonal climate and weather conditions. Elevated heights, slippery surfaces, oily conditions, dust, dirt, smoke, heat, hazardous substances, chemicals, and odors are conditions frequently encountered. Physical demands include heavy lifting and carrying of fire equipment while working in required protective clothing. Work requires manual dexterity to assemble fittings and perform hose and ladder placement evolutions. Bending, stooping, running, squatting, pulling and climbing are also required. Must be willing to work in adverse conditions and life threatening emergencies. Must be willing to work a 24-hour shift schedule. Must be willing to work overtime, as requested.

Career Ladder Information:

Experience gained in this classification may serve to meet minimum qualifications for promotion to Fire Engineer.

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