



## **PAID FIRE INTERN Job Specifications**

<b>DIVISION:</b>	Operation
<b>FLSA STATUS:</b>	Non-Exempt (Non-Sworn Safety)
<b>REPORTS TO:</b>	On-duty Fire Captain
<b>SUPERVISION:</b>	Receives supervision from supervisory personnel designated by the appointing authority. Exercises no supervision.
<b>LOCATION:</b>	Assigned Fire Station
<b>HOURS:</b>	The position generally works a 56-hour work week. This position may be required to work a 40 hour work week in a staff position and may be forced to work overtime as the need arises.

### **GENERAL SUMMARY**

Under close supervision, performs Firefighter duties in an intern capacity; participates in classroom training and related activities as provided by the North Central Fire Protection District (District).

### **DISTINGUISHING CHARACTERISTICS**

Subject to the protocol established by the Fire Chief in the District Rules and Regulation along with the Paid Firefighter Intern Rules and Regulations. As a PART-TIME employee can serve in Fire Prevention, code enforcement, public education, administration, and/or support operations as needed. Paid Firefighter Interns will have successfully completed a State Fire Marshal Accredited Fire Fighter 1 academy and District orientation training.

The District employs a professionally trained career workforce staffed at all its fire stations. To accomplish the mission and follow the vision established by the Board of Directors (BOD) and the Fire Chief, the District also employs a cadre of highly motivated, community based, dedicated and well-trained Paid Firefighter Intern (PFI), to complement the overall work force. These PFI members, can work under the leadership of career staff and serve the Fire District as members of a fire company which most generally serves a specific community as assigned by the Fire Chief. PFI members may be recalled to emergency incidents, staff fire apparatus, or other support vehicles as directed.

While the Fire District maintains a career staff of professionally trained firefighters at all of its in-service fire stations, some are up staffed or backfill temporary vacancies through utilization of a PFI staff.

The general public is unable to differentiate between Career and PFI members. Therefore, the responsibility of a PFI is equal to that of all fire suppression personnel who serve in the North Central Fire Protection District as a full-time career firefighter . All PFI members are required to meet and maintain established minimum standards for physical fitness, personal discipline, training and emergency response.

The incumbent in this job class as a PFI has the same responsibility to serve as a Firefighter of the District, abiding by all policies set forth and expresses a commitment to meet and maintain the minimum standard required by any Firefighter serving in the State of California. Each individual should take pride in the services they are providing to their community and should strive to perform at the highest level of proficiency and professionalism.

### **ESSENTIAL DUTIES**

*(May include, but are not limited to, the following:)*

Perform Firefighter duties in an intern capacity.

### **CORE VALUES**

Integrity, Respect, Trust, Commitment, Community Compassion, Professionalism. The employee is one who seeks to be the best, is tolerant of the mistakes of others, is a team-player, treats all others with respect, does not make excuses for his or her own mistakes, and abides by the rules, regulations, policies, and laws which govern our behavior and performance.

### **PHYSICAL REQUIREMENTS**

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must continue to be able to meet pre-appointment and subsequent periodic medical examinations to determine fitness for continued performance of the duties of the position.

Must maintain physical capabilities, requirements, duties and responsibilities of all subordinates.

Must be able to participate in District mandated Physical Fitness Program.

### **SAFETY COMPLIANCE**

*Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:*

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

This position is designated as mission essential during inclement weather, fire, hazardous duty and other emergency operations.

The noise level in the work environment can be excessive and may result in hearing loss and impairment.

Work hours can be irregular, unpredictable and lengthy.

Local travel is required.

Participate in occasional travel for the purpose of obtaining specialized training and other fire and emergency services duties.

## **MINIMUM QUALIFICATIONS**

### **Education and/or Experience:**

Must have: High School/GED.

### **AND**

Successful completion of a basic California State Fire Marshal Firefighter 1 Academy through an Accredited Regional Training Program (ARTP). The academy curriculum must consist of a minimum of 700 academic hours.

### **AND**

Must be at least 20 years of age at time of final filing date and 21 years of age at time of appointment.

### **Certificates:**

- Fire Control 3A: Structural Firefighting in Acquired Structures or Fire
- Control 3B: Structural Firefighting in Live Fire Simulators
- Confined Space Rescue Awareness

- Hazardous Materials First Responder Operational Level
- Vehicle Extrication
- Low Angle Rope Rescue Operational
- Firefighter Survival
- I-100: Introduction to Incident Command System
- I-200: Basic ICS
- S-190: Introduction to Wildland Fire Behavior

**Knowledge of:**

Emergency Medical Technician (EMT) techniques. Basic mathematical, science and problem solving skills. Uniform fire code for inspection purposes.

Computers and related software.

Geography of the DISTRICT.

**Ability to:**

Learn firefighting techniques and methods.

Perform prolonged and arduous tasks under adverse conditions.

Read and interpret technical documents.

Understand and follow written and oral instructions.

Perform strenuous physical activities.

Develop and maintain a strong work ethic and positive attitude.

Uphold and support District policies, rules and regulations, and mission.

Maintain effective working relationships with fellow employees and the public.

Learn the geography of the District and surrounding areas, including the streets system, hydrant locations, the layout and location of public utilities and potentially hazardous materials or substances.

Write and speak clearly and distinctly.

Successfully complete a probationary period as defined in the District's Administrative Manual;

*Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 56-hour employees shall complete 2,912 regular time hours of evaluation, complete twelve (12) written probationary evaluation, and successfully complete NCFPD Fire Captain task book while on probation.*

**Conditions of Employment:**

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

Must be able to obtain and maintain a current, valid State of California motor vehicle operator license, and firefighter endorsement.

May be required to pass a pre-employment drug screening and/or subsequent screening over the course of employment.

Must remain clean-shaven to insure integrity of mask fit for breathing apparatus.

Must be willing to work 40-hour workweek or 24-hour rotating shifts on a 56-hour workweek.

This position requires that the individual pass a live scan background.

This position requires the individual to wear a Fire District uniform.

This position requires the individual to successfully complete an annual job performance evaluation.

Must possess and maintain a current Emergency Medical Technician (EMT) certification issued by the State of California through the Central California EMS Agency (CCEMSA) throughout this job classification.

Must possess and maintain a current Cardio-Pulmonary Resuscitation (CPR) card - American Heart Association, Healthcare Provider or Red Cross-Professional Rescuer or equivalent that meets American Heart Association Standards.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

**Special Requirements:**

Vaccinations: If the North Central Fire Protection District declares that vaccination(s) for any declared health hazard is required for the immediate protection of the public peace, health, and safety for the following reasons: According to the Center for Disease Control, and/or the Fresno County Department of Public Health, determines existing conditions pose a significant public health risk. The District must provide a safe and healthy workplace, consistent with public health guidance and/or legal requirements, to protect its employees and the public as it continues to provide services. All Employees shall have the right to petition for a medical or religious exemption to be evaluated on a case-by-case basis, consistent with District procedures for reasonable accommodation requests. Documentation prescribed by the District shall be required.

Tobacco Product Use: Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

NOTE: Probationary employees are At-Will employees until which time they become permanent. Permanent appointment means one who has been appointed from an eligible list and has satisfactorily completed the probationary requirements and possess all Minimum Qualifications described above.

**ACKNOWLEDGEMENT**

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
FIRE CHIEF

Original TVH:aaf 10/01/18  
Revised TVH:aaf 08/13/19  
Revised TVH aaf 04/09/20  
Revised TVH:aaf 10/07/20  
Revised TVH:aaf 09/13/22