

MONTCLAIR

CAREER OPPORTUNITIES

An Equal Opportunity Employer

FIRE CAPTAIN

\$6,610 - \$8,034/Mo.

(PERS Retirement Plan – Formula determined by PERS depending on candidate's new or prior PERS enrollment)

This is a management-level position with first-line authority in the fire safety classification. It involves the supervision of personnel and the coordination of equipment with the responsibility of the protection of life and property. Under administrative direction this position supervises, coordinates, and performs fire prevention, fire suppression, emergency medical assistance, and hazardous materials duties; leads rescue efforts and participates in training, fire operations, and administrative duties; performs related duties as assigned.

ESSENTIAL JOB DUTIES *(Include but are not limited to the following)*

During an assigned shift, the Fire Captain is responsible for developing, training, and evaluating Fire Engineers and Firefighters; directs and participates in the suppression of fires and the mitigation of other emergency and nonemergency incidents; acts as the incident commander at scenes of emergencies unless, or until, relieved by a Chief Officer; supervises the preventive maintenance activities performed on the equipment, grounds, and facilities of the Fire Department; manages the department's fire company inspection program, and ensures the compliance with federal, state, and local laws and regulations; participates in collateral duties, i.e., records and reports, and research and development functions; and is expected to promote the policies, rules and regulations, and philosophies of the City of Montclair and the Montclair Fire Department.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Fire strategy and tactics; supervisory methods and practices; fire ground management; fire science; emergency medical care; personnel development; record keeping; and oral and written communications. Incumbents may be confronted with the need to continue their education, training, and personal research and development, in order to stay abreast of the increasing demands of the fire service.

Skills/Ability to: Possess interpersonal communications skills to enable this position to earn and maintain the respect of crew members, both as a supervisor and fellow employee.

EDUCATION/EXPERIENCE/LICENSE/CERTIFICATES

Graduation from High School or G.E.D.; certificate of completion from a state fire academy; AA/AS Degree **or** completion of State of California Fire Officer Certification Program requirements; and four years in a suppression-safety position with at least two years full-time experience at the rank of Fire Engineer or above with a recognized municipal-oriented fire agency required. A valid California Driver License with a Firefighter endorsement; valid Emergency Medical Technician certificate preferred; valid CPR certificate issued by the American Heart Association; and Haz Mat operational level certificate required.

SELECTION PROCESS

1. Completion of Montclair's application form and a detailed resume are required. **INCLUDE COPIES OF ALL REQUIRED LICENSES/CERTIFICATES LISTED ABOVE.**
2. Applications received by the filing deadline of **6:00 p.m. on Thursday, November 16, 2017,** will be screened for required qualifications. All qualified candidates will be invited to participate in a written examination (date to be determined). Questions will be sourced from ***IFSTA Essentials 6th Edition, IFSTA Company Officer 5th Edition, Field Operations Guide, and Incident Response Pocket Guide.***
3. Candidates passing the written with the highest scores, (to a maximum of 12 candidates) will be invited to participate in an assessment center.
4. Successful candidates' names will be placed on an eligibility list from which the City Manager will make the final appointment(s).
5. The top candidate(s) must pass a background investigation and preemployment physical including a drug screening, prior to hiring.

APPLICATION PROCEDURE AND FILING DEADLINE

City application forms are available at the reception desk, City Hall, 5111 Benito Street, Montclair, California, 91763, or on-line at **www.cityofmontclair.org**. Completed and signed applications with required certificates/licenses must be submitted to City Hall, Personnel Division either in person, by U.S. mail, via fax to (909) 621-1584, or email to **jobs@cityofmontclair.org** by the **FILING DEADLINE** of **6:00 p.m. Thursday, November 16, 2017.**



Great weather, excellent schools and nearby colleges, outstanding housing values, safe, stable neighborhoods, and recreational pursuits all contribute to a family oriented community with over 62 percent owner-occupied housing.



Beaches, deserts, mountain resorts, and other recreational facilities are equally accessible by way of the excellent freeway system serving the Montclair area.



The Montclair Plaza, which opened in 1968, has five major anchor stores, a food court, and over 200 specialty stores that provides major retail shopping for the Inland Empire.



The Montclair Transcenter is home to the Metrolink Station, Omnitrans and Foothill Transit bus services, a park-and-ride facility, and future home of a Metro Gold Line Station.