



An Equal Opportunity Employer

FIREFIGHTER/PARAMEDIC

Salary \$4,679 - \$5,687 + \$696.90/mo. Paramedic Stipend

ESSENTIAL JOB DUTIES

Responds to alarms and fights fires following departmental procedures; assists in building ventilation; performs salvage work after emergencies; rescues endangered persons; operates fire trucks, and other apparatus; assists in simple maintenance, upkeep, and repairs to Fire Department apparatus and equipment; inspects commercial and residential structures regularly to ensure compliance with federal, state, and local fire prevention laws, codes, and regulations; maintains fire stations and grounds; studies applicable technical publications; provides necessary written and oral reports and maintains simple records; attends drills, classes, and study sessions; and performs pre-hospital treatment protocols as a paramedic (EMT-P) within the policies of the local system.

QUALIFICATIONS AND PHYSICAL REQUIREMENTS

Graduation from high school or GED required. Must have a valid Class C California driver license. Must be at least 18 years of age at time of appointment; height in proportion to weight; normal hearing (uncorrected); and vision of 20-20 in each eye (corrected vision acceptable), and free from color blindness. Must have a current Paramedic license and ACLS certification, current CPR certificate, and have completed a certified Fire Academy or possess a Certified Firefighter I certificate. **Must** have successfully completed within the past 12 months, the CPAT or Biddle physical abilities test. In accordance with Montclair Fire Department Policy Manual, Section 3.2-5(H): **Tattoos, brandings, scarifications, and/or other forms of "body art" shall not be visible while wearing the department work uniform and standing in a relaxed state.**

SELECTION/APPLICATION PROCESS (Read Carefully)

The Montclair Fire Department offers testing services and application process for the position of Firefighter/Paramedic through **National Testing Network, Inc.** To apply for this position and schedule the written test, go to www.nationaltestingnetwork.com, select Fire and sign up for the **Montclair Fire Department**. **ALL CANDIDATES MUST TAKE THIS TEST!!!** The cost for taking this test is the candidate's responsibility and will not be reimbursed.

Upon completion of the written exam, all candidate scores are automatically made available to the Montclair Personnel Department. As staffing needs require, the City of Montclair will review applications and test scores from NTN's candidate pool and invite selected candidates to participate in an oral board interview. **Prior to the interviews these selected candidates will be provided with a City of Montclair application for completion, and will be required to attach the following documentation to the application:**

- One page maximum resume;
- Copy of current and valid Paramedic license and ACLS certification;
- Copy of current and valid CPR certification;
- Certificate of completion from a certified Fire Academy, or copy of Firefighter I certificate; and
- Information on where and when the CPAT or Biddle physical ability test was taken (must be within the last 12 months). Test scores will be verified by the City of Montclair.

WHAT TO EXPECT AT THE NATIONAL TESTING NETWORK WEBSITE

- ✓ Completion of the application process, including a Personal History Questionnaire;
- ✓ Review all information related to Montclair's Firefighter/Paramedic position, including minimum requirements, hiring standards, salary, and benefits;
- ✓ Detailed information about the testing process;
- ✓ Opportunity to take online practice tests at www.fireteamtest.com;
- ✓ Schedule your own convenient test time. Tests are offered multiple times a week, including Saturdays; and
- ✓ Take high quality job simulations test in a standardized, fair testing environment.

National Testing Network is a service provided to conduct entry-level testing in a standardized, professional environment. National Testing Network does not replace the City of Montclair's responsibility and decision making in the testing process. All candidate results are made available to the City of Montclair where the final decisions are made.

PLEASE DO NOT SUBMIT A CITY APPLICATION OR CONTACT CITY OF MONTCLAIR FOR TEST SCORES OR STATUS OF YOUR APPLICATION.

THE CITY

Montclair was incorporated in 1956 as a General Law City and presently operates under a Council-Manager form of government. Four Council Members and the Mayor are elected at-large for four-year terms. Montclair is located at the western end of San Bernardino County and is a convenient distance of 35 miles from the Los Angeles Civic Center. Beaches, deserts, mountain resorts, and other recreational facilities are equally accessible by way of the excellent freeway system serving the Montclair area. The geographic size of the City is five square miles with a population of approximately 38,944 (U.S. Census Bureau, V2016). Montclair has a successful, multimillion-dollar regional shopping center which opened in 1968 and provides major retail shopping for the Inland Empire residents.

PERSONNEL PROCEDURES

All employment activities are conducted under the City's merit system. Following acceptance of applications, qualified candidates are normally given either a written test, structured oral interview, or both prior to employment.

EMPLOYMENT RULES

Only U.S. citizens and lawfully-authorized alien workers are considered for employment. A standard loyalty oath must be taken by each new employee. Prior to receiving a job with the City of Montclair, the top candidate must submit a valid social security card and must pass a background investigation and a preemployment physical, including a drug screening, at City expense. A one year probationary period is required before gaining regular status, with the exception of employees represented by the Montclair Police Officers Association (MPOA) who are subject to an eighteen-month probationary period.

EMPLOYEE BENEFITS

Fulltime employees are currently covered by the Public Employees' Retirement System. The City contributes to medical, dental, and vision health plans for the employee with family coverage available. A term life insurance policy is paid by the City, as well as a long-term disability plan. To encourage employees to further their education in job-related fields, an educational subsidy is available upon completion of one-year probation.

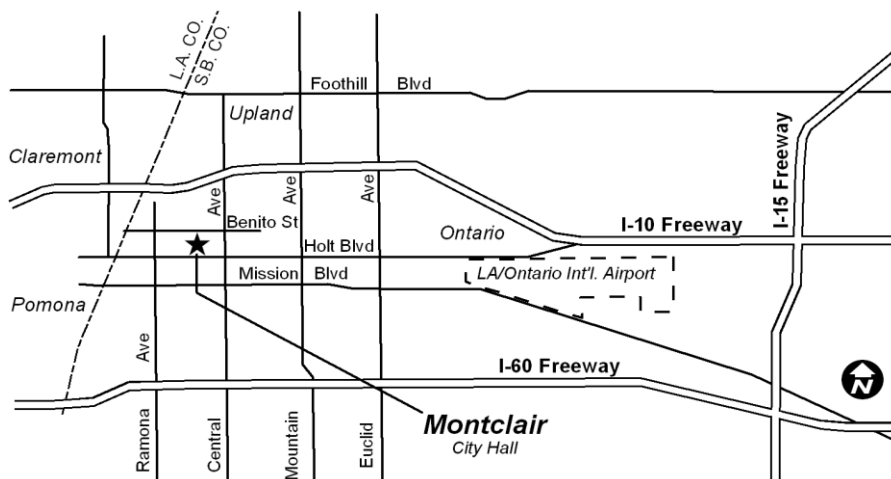
Nonshift employees receive 80 hours of vacation after one year of service; 120 hours after five years of service; 160 hours after ten years of service; and 200 hours after 20 years of service. Shift employees receive 145.21 hours of vacation after one year of service; 217.79 hours after five years of service; and 290.40 hours after ten years of service. Sick leave accumulates at the rate of eight hours per month. The City may credit an employee who is coming from another governmental agency with one half of his/her accumulated sick leave up to a maximum of 240 hours. Presently, 104 hours of paid holidays are provided each year for nonshift employees and 157.29 hours of paid holidays are provided each year for shift employees.

SALARY PRACTICES

Classifications are assigned to a pay range comprised of five individual steps, with an approximate five-percent differential between each step. A step increase is possible after six-months, or one year for Police Officers and Firefighters, depending on performance. Yearly increases, based on merit, are possible until the maximum is reached. Position classifications and salaries are evaluated periodically; and cost of living increases are negotiated by bargaining units. Salaries are based on 26 pay periods per year.

NONDISCRIMINATION POLICY

Pursuant to Section 51.55 of the Office of Revenue Sharing regulations, implementing Section 504 of the Rehabilitation Act of 1973, notification is hereby given that the City of Montclair does not discriminate on the basis of handicapped status in the admission of, access to, or treatment of employment in its programs or activities.



MONTCLAIR FIRE DEPARTMENT HIRING STANDARDS

BEHAVIORAL STANDARDS FOR APPLICANTS FOR EMPLOYMENT/FAIR EMPLOYMENT:

The purpose of a preemployment background investigation shall be to promptly, efficiently, and fairly identify those applicants who are unfit for public service or whose prior conduct is contradictory to, or incompatible with, the law enforcement mission. No selection standard of the department shall be in conflict with, or contrary to, the spirit or letter of fair employment laws of the State of California or the laws of the United States. The City of Montclair and the Montclair Fire Department declare themselves to be an equal opportunity employer.

FELONY CONVICTION DISQUALIFICATION:

Any person who has ever been convicted of any offense declared by law to be a felony in this or any other state shall not be eligible for employment with the department.

MISDEMEANOR CONVICTION DISQUALIFICATION:

Any person who has been convicted within the past three years of any criminal offense declared by law to be a misdemeanor in this or any other state may not be eligible for employment with the department.

Any person still on probation (**supervised or unsupervised**) for any criminal conviction shall not be eligible for employment with the department.

Any Person convicted of any of the following misdemeanor offenses may not be eligible for employment with the department:

1. Larceny/theft
2. Assault or battery
3. Indecent exposure
4. Annoying children
5. Perjury
6. Resisting arrest
7. Filing a false police report
8. Impersonating a police officer
9. Domestic violence
10. Fraud
11. Driving under the influence-alcohol/narcotics

Any person whose conviction has been set aside pursuant to Penal Code Section 1203.4(a) or 1000.4 shall be considered to have been convicted within the meaning of this section.

Any person whose juvenile records have been and remain sealed or expunged pursuant to Penal Code Section 851.7 or 851.8 shall be deemed never to have been convicted within the meaning of this section.

CRIMINAL CONDUCT:

Applicants for employment with the department whose prior conduct includes involvement in criminal conduct, as specified, may not be eligible for employment with this department. "Involvement in criminal conduct" specifically includes acts which may have gone undetected, unreported, and/or unprosecuted including:

- a. As an adult, any act which would constitute a felony offense in this state committed within the past seven years.
- b. Any act which would constitute a misdemeanor offense in this state committed at any time prior to or after application for employment with this department.
- c. Any act, as specified, committed at any time prior to or following application for employment with the department, including:
 1. Forcible rape
 2. Robbery
 3. Possession of a controlled substance for sale
 4. Assault with a deadly weapon
 5. Lewd acts with a child
 6. Perjury
 7. Homicide
 8. Grand larceny/grand theft auto
 9. Theft of public funds
 10. Assault under the color of authority
 11. Any offense declared by law to constitute a "hate crime"
 12. Embezzlement
 13. Sexual assault
 14. Burglary
 15. Arson
 16. Identity theft
 17. Child/elder/spousal abuse

MOTOR VEHICLE OPERATION (POSITION SPECIFIC):

Applicants for employment with the department who, based on Department of Motor Vehicle records, display a propensity for any of the following may be disqualified from consideration for employment:

1. Driving under the Influence-alcohol/narcotics
2. At-fault traffic accidents
3. Moving or non-moving violations of the California Vehicle Code

CRIMINAL CONDUCT/LATERAL ENTRY:

Applicants for employment with the department who are presently employed by any fire agency shall be required to sign a disclosure statement authorizing the department to reveal to their present employer any admissions of criminal conduct which occurred, or which may have occurred, during their employment for that agency. Upon written demand of the department head of any such agency, and consistent with this order, the department shall fully

cooperate with any official investigation initiated by that applicant's present employer concerning any such admissions of criminal activity.

CRIMINAL CONDUCT/OUTSTANDING ARREST WARRANTS:

Any person who has an outstanding warrant for his/her arrest shall not be eligible for employment with the department.

GROSS MISCONDUCT:

Any person who, as an adult, has been previously dismissed from any employment or discharged from the Armed Forces of the United States for proven gross misconduct shall not be eligible for employment with the department. "Gross misconduct" shall include, but not be limited to:

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| 1. Embezzlement | 6. Desertion |
| 2. Willful disobedience of a lawful order | 7. Assault under color of authority |
| 3. Sexual harassment | 8. Battery against any coworker or supervisor |
| 4. False statements to superior officers | 9. Terrorist threats against any coworker or supervisor |
| 5. Filing false official reports | 10. Involving fire / explosives |

DISHONORABLE/LESS THAN HONORABLE DISCHARGE FROM THE MILITARY SERVICE:

Any person who has been dishonorably or less than honorably discharged from the Armed Forces of the United States shall not be eligible for employment with the department.

USERS OF ILLEGAL DRUGS/CURRENT:

Any person who is a current user of illegal drugs shall not be eligible for employment with the department. "Current" user of illegal drugs shall mean any person who has illegally used any controlled substance (as defined in Schedules 1 through 4 of the Uniform Controlled Substance Act) within one year of application. All applicants for employment with the department shall undergo a chemical test designed to reveal the presence of illegal drugs.

USERS OF ILLEGAL DRUGS/PRIOR:

Any person who has previously and unlawfully ingested any controlled substance classified as a hallucinogenic or other controlled substance (as defined in Schedules 1 through 4 of the Uniform Controlled Substance Act) shall not be eligible for employment with the department.

Any person who has, within the past three to five years, and as an adult, illegally possessed any controlled substance (as defined in Schedules 1 through 4 of the Uniformed Controlled Substance Act), excluding the simple possession of an ounce or less of marijuana, may not be eligible for employment with the department.

FALSE STATEMENT(S) ON APPLICATION:

Any applicant for employment with the department who makes any knowing and deliberate false statement or omission of material fact on any application document for the department shall not be eligible for employment. False statements include deliberately non-responsive answers and knowing evasions of any type. Knowing and deliberate false statements or omissions of material facts discovered on any application document at any time following employment with the department shall be immediately investigated, and where proven, shall be grounds for dismissal.

FRAUDULENT APPLICATION DOCUMENT(S):

Any applicant for employment with the department who knowingly offers any altered or fraudulent document(s) in connection with his/her application for employment with this department shall not be eligible for employment. Where such altered or fraudulent document(s) are discovered subsequent to employment with the department, such shall be immediately investigated, and where proven, shall be grounds for dismissal.

INVOLUNTARY SEPARATION FROM EMPLOYMENT:

Any applicant for employment with the department who, as an adult, has been dismissed from employment "for cause" two or more times shall not be eligible for employment.

DELINQUENCY ON FINANCIAL OBLIGATIONS/CHILD OR SPOUSAL SUPPORT:

Any applicant for employment with the department who is presently delinquent or in the arrears for any court-ordered child or spousal support payments shall not be eligible for employment.

DELINQUENCY ON FINANCIAL OBLIGATIONS/COLLECTIONS:

Any applicant for employment with the department who is presently in collections for any valid credit obligation may not be eligible for employment.

TOTALITY OF CIRCUMSTANCES:

The City of Montclair will strive to consider the "totality of circumstances" when reviewing an applicant's background and suitability for public service. The final decision for employment or disqualification rests with the Chief of Police.