



RANCHO SANTA FE FIRE PROTECTION DISTRICT

EMPLOYMENT OPPORTUNITY

FIRE SERVICE ASSISTANT

Open Recruitment

(PART-TIME POSITION)

Salary: \$17.00 / hour (no benefits)

The Rancho Santa Fe Fire Protection District is seeking applicants to fill a part-time position. This is an entry level position designed for those individuals pursuing a fire service career. The successful candidate will have a flexible work schedule with a maximum of up to 28 hours per week.

THE IDEAL CANDIDATE:

Rancho Santa Fe Fire Protection District is looking for a motivated person who is a self-starter, has some mechanical aptitude, and is pursuing a career in the fire service.

EXAMPLE OF DUTIES:

- Provide inspection and maintenance services under an established program to fire hydrants within the Fire District.
- Provide daily inspection, cleaning and refueling services of staff vehicles assigned to the Administration Center.
- Utilizing a District-owned vehicle, provide equipment pick-up, distribution, and retrieval services among various facilities/locations.
- Perform various maintenance and upkeep tasks on equipment assigned to this position.
- Perform other related duties as assigned.
- Perform data entry and record keeping as assigned using computers and paper documents.

MINIMUM QUALIFICATIONS:

- Age: Minimum age of 18 years is required.
- Education: High School Diploma, or equivalent
- Experience: None

Driving History: Applicants must possess a valid "Class C" California driver's license at the time of employment and must have an acceptable driving record throughout employment with the FPD.

Applicants must submit a current DMV history report covering the last two (2) years with the application.

Health: Applicant must be a non-smoker in good physical condition with the ability to perform all assigned tasks and capable of lifting up to 50 pounds without assistance.

APPLICATION PROCESS:

To be considered for selection, a completed District Application must be delivered to the RSFFPD Administrative Offices no later than **4:00 PM on Friday, October 22nd 2021**. Postmarks will not be accepted. Individuals desiring an application can visit our web site at: https://www.rsffire.org/wp-content/uploads/2020/08/RSF_Application_2020-08-19.pdf or you may pick up an application in person at:

18027 Calle Ambiente, Suite 101
Rancho Santa Fe, CA 92067
Monday through Friday between 8:00 AM and 5:00 PM