

RANCHO SANTA FE FIRE PROTECTION DISTRICT



Position Title	Fire Service Assistant
The Rancho Santa Fe Fire Protection District ("District")	The 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 District is looking for a motivated person who is a self-starter, has some mechanical aptitude, and has good communication skills.
Duties <i>Essential job duties include but are not limited to those outlined on the Job Description.</i>	<p><u>ESSENTIAL</u></p> <ul style="list-style-type: none"> • Provided inspections and maintenance service under an established program to fire hydrants within the District. • Provide daily inspection, cleaning, and refueling services of staff vehicles assigned to the Administration Office. • Utilize 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 data entry and record keeping as assigned using computers and paper documents. • Perform other related duties as assigned.
Qualifications	<ul style="list-style-type: none"> • Minimum age of 18 years old is required. • High School Diploma, or equivalent.
Work Schedule	<ul style="list-style-type: none"> • 28 hours per week, flexible schedule.
Health	<ul style="list-style-type: none"> • 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.
Driving History	<ul style="list-style-type: none"> • Applicants must possess a valid Class "C" California driver's license at the time of employment and must maintain an acceptable driving record throughout employment with the District. Applicants must submit a current DMV history report covering the last two (2) years with the application.

Physical Demands and Working Environment

The conditions described herein are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **ENVIRONMENT:** Standard office setting with some travel to various locations to attend meetings or respond to emergency scenes, disasters or critical incidents; occasional exposure to excessive noise, dust, grease, smoke, fumes, airborne particles, noxious odors, gases, explosives and blood-borne pathogens; and all types of weather and temperature conditions; occasionally works near moving mechanical parts, in areas of limited and restricted entry and exit, and in high precarious places; exposure to vibration from equipment and vehicles; operation of foot controls or repetitive foot motion; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level may be very loud when responding to emergency calls and when working at a fire or other emergency incident; wears appropriate personal protective equipment including goggles, face protector, and safety shoes; may be required to travel outside the district boundaries to attend meetings. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure.
- **Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment and to respond to 911 emergencies. CONTINUOUS sitting and upward and downward flexion of neck; side-to-side turning of neck; reaching below the shoulders; fine finger dexterity; simple grasping and repetitive use of hands. FREQUENT walking and walking on uneven ground; twisting at waist; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. OCCASIONAL standing, running, crawling, kneeling, climbing, balancing and squatting; bending at the waist; reaching at and above shoulder height; pushing and pulling; power grasping to pick up equipment; may lift and carry objects weighing more than 50 pounds with or without assistance.
- **Vision and hearing:**
 - ◇ **Vision:** Must see in order to perform essential job tasks; provide care, keep records, operate a computer, and perform office work; and maintain station and equipment.
 - ◇ **Hearing:** Must hear instructions, radio messages, emergency tones, alarms, and other warning devices sufficient to perform essential job tasks.

Application Process

- All applications will be reviewed for completeness and the most appropriately qualified individuals will be invited to continue in the selection process.
- A completed Fire District application, resumé, and required documents shall be hand delivered or mailed to the administrative office.
(See Job Flyer for details on address locations)
- Resumés without application will not be accepted
- Postmarks will not be accepted
- The examination process for the position may include any or all of the following components:
 - ◇ Oral Interview
 - ◇ Background Investigation
 - ◇ Drug Test
 - ◇ Life Scan