



An Equal Opportunity Employer

FIRE ENGINEER

Current Salary: \$6,283 – \$7,637/Mo.

Scheduled salary increases through 2025 – up to \$108,300/yr.

****Eligible Engineer's may also receive additional longevity conduct pay of 2.5% for every five years of continuous city service.**

****Starting salary step dependent on qualifications/experience**

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

Under general supervision, drives assigned fire apparatus or other automotive equipment to scenes of emergencies; operates fire pumps, aerial devices, and other Fire Department equipment; assists in suppression of fires and the mitigation of other emergency incidents; performs inspection, preventive maintenance and minor repairs of Department apparatus and equipment; participates in fire prevention inspections, pre-fire planning and public education presentations; and performs related duties as required.

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

Responds to fire and other emergency alarms by driving assigned fire apparatus or other automotive equipment; assists in fire suppression activities; protects life and property; performs as truck company supervisor when assigned; administers emergency medical aid; inspects, services, and maintains assigned fire equipment; inspects residential and commercial occupancies as assigned and ensures compliance with federal, state, and local fire prevention laws and regulations; participates and instructs firefighters in maintaining fire stations, quarters, grounds, and equipment; performs preventive maintenance and minor repairs of fire apparatus and instructs firefighters in these duties; maintains competency in training and instruction programs through individual study and attendance at drills and classes; assists in training and evaluating probationary firefighters when assigned; performs other firefighting and fire prevention duties; periodically performs out of classification on an interim or temporary basis; assists fire captains in some collateral responsibilities such as record keeping and research and development functions; conducts specialized educational programs; and performs public relations activities in the interest of fire prevention and safety as directed by departmental supervisor.

ORGANIZATIONAL RESPONSIBILITIES

This class reports to a Fire Captain and is a promotional class from Firefighter, with emphasis on technical, legal, and leadership skills; and may act as a company commander.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles of hydraulics as applied to fire suppression; modern fire prevention and suppression strategy and tactics; hazardous materials and caustic substances; design, use, and maintenance of fire apparatus and equipment; emergency medical techniques; city and departmental policies, rules, and regulations; federal, state, and local laws governing fire prevention and safety; location of water mains and fire hydrants in the district; geography of the city, district, and automatic aid areas; and basic principles of accepted supervisory practices and organizational relationships.

Skills/Ability to: Operate fire trucks, pumpers, aerial devices, and other large equipment safely, efficiently, and effectively under adverse conditions; work under pressure and in hazardous situations; perform duties requiring physical endurance and agility; learn a variety of legal and technical material; develop and maintain records and reports; maintain effective working relationships with employees, supervisors, and the public; and maintain required level of competency in the appropriate areas of fire science.

EDUCATION/EXPERIENCE/LICENSE/CERTIFICATES

Graduation from High School or G.E.D.; certificate of completion from a State Certified Fire Academy; and at least two years of experience as a Firefighter with a public agency required. A valid California Driver License with Firefighter Endorsement; valid Emergency Medical Technician or Paramedic License required; and valid CPR certificate issued by the American Heart Association required. Must complete Apparatus Operator 1A and 1B; and the San Bernardino County Sheriff Emergency Vehicle Operations Center (EVOC) course by the end of probation.

SELECTION PROCESS

1. Completion of Montclair's application form and any required licenses and certificates are required. **INCLUDE COPIES OF ALL REQUIRED LICENSES/CERTIFICATES LISTED ABOVE.**
Note: CA DL + Firefighter endorsement proof: please submit a copy of CA Driver License and a copy of paper Firefighter Endorsement Card or DMV Information request print out showing Firefighter Endorsement Valid.
2. Applications received will be screened for required qualifications. All qualified candidates will be invited to a **written examination** on a future date (to be determined). Questions on the written examination are sourced from the following publications: *IFSTA Essentials of Fire Fighting 7th Edition*; and *IFSTA Pumping Apparatus Driver/Operator Handbook 3rd Edition*.
3. Candidates passing the written examination will be invited to participate in a structured oral interview and practical examination (OES 331 pumping) on a future date (to be determined). Candidates must provide a copy of a detailed resume at that time.
4. Successful candidates' names will be placed on an eligibility list from which a selection will be made.
5. The top candidate(s) must pass a background investigation and a pre-employment physical including a drug screening, prior to hiring.

APPLICATION PROCEDURE

City application forms are available on-line at www.cityofmontclair.org. Completed and signed applications with required copies of certificates/licenses must be submitted to City Hall, Personnel Division via email to jobs@cityofmontclair.org, in person or by U.S. mail to City Hall, Personnel Division, 5111 Benito Street, Montclair, California, 91763, or via fax to (909) 621-1584. Postmarks will not be accepted.

Applications received by fax or email will be requested to be submitted with original ink signature if invited to structured oral interview.

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.

