



## FIREFIGHTER (PARAMEDIC) (LATERAL)

**\*Scheduled salary increases through 2025 - up to \$104,148/yr.**

**\*Eligible firefighters 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**

### 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

Lateral candidates must be active employees of another recognized public agency who have completed at least 12 months of continuous full-time service as a firefighter paramedic. 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 (ICEMA accreditation required by appointment date) and ACLS certification, current CPR certificate, and have completed a certified Fire Academy or possess a Certified Firefighter I certificate. 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)

1. Completion of Montclair's application form and a detailed one page maximum resume are required. Resumes will not be accepted in lieu of applications. **A copy of your current and valid Paramedic license, CPR certification, ACLS certification, and certificate of completion from a certified Fire Academy or Firefighter I certificate must be attached to your application.**
2. Applications received will be screened for conformance with required qualifications.
3. Candidates complying with the application and certification requirements will be invited to participate in an oral board interview and paramedic assessment examination.
4. Names of successful candidates will be placed on an eligibility list from which selection(s) 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](http://www.cityofmontclair.org). Completed and signed applications with required resume and copies of certificates/licenses must be submitted to City Hall, Personnel Division via email to [jobs@cityofmontclair.org](mailto:jobs@cityofmontclair.org), by U.S. mail to City Hall, 5111 Benito Street, Montclair, California, 91763, or via fax to (909) 621-1584. Postmarks will not be accepted.

*\*Includes scheduled increases as outlined in MOU. Longevity Conduct Pay subject to criteria as outlined in MOU.*

*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.

