



## CITY OF SAN RAFAEL PROMOTIONAL RECRUITMENT: FIRE ENGINEER



To file an on-line application please go to: <https://www.calopps.org/san-rafael/job-19836565>

**Deadline to apply is Monday, April 22, 2019 by 5:00 pm.**

In order to be selected for a permanent appointment, candidates must meet the qualifications outlined in the job announcement. Documentation verifying these qualifications must be submitted with the online application by the filing deadline date. **Documents must be uploaded as ONE (1) PDF file no larger than 2MB.** Candidates do NOT need to submit proof of employment with City of San Rafael, however a valid Drivers' License with endorsements and an SRFD Engineer Certification are required.

### How to Apply

Applications are accepted **online only** and must be submitted prior to the closing time of the job announcement. Be sure to allow sufficient time to complete your online application before the deadline. Resumes are not recommended at this point due to the limited file size allowed for attachments. Candidates who fail to include the required supplemental document with their application will not be allowed to participate in this recruitment process.

If you do not have access to a computer, there are computer stations available at the San Rafael Public Library located at 1100 E Street. Please visit the City website (<http://www.cityofsanrafael.org/library-home/>) for library hours.

Our online application system is provided by CalOpps. If you have problems while applying online, please visit the FAQ section on [www.calopps.org](http://www.calopps.org). Please note that when you have successfully submitted the online application you will receive an e-mail notification from CalOpps. If you do not receive confirmation within 1 day of applying please check your spam folder. You should also log-in to the CalOpps website to confirm that you have actually completed the application and not just created a profile.

### Candidate Orientation

An orientation for interested candidates will be held; **time and location details will be provided by the Fire Department.** Interested candidates will be provided an overview of the position, expectations and testing process. In addition, candidates will hear about the San Rafael community, learn about department goals and have an opportunity to ask questions of SRFD staff.

### Written Examination

All qualified applicants who have filed a timely City of San Rafael Application are scheduled to participate in the written examination for this recruitment. The written exam will be administered on **Tuesday, May 7<sup>th</sup> at 9:30 am** in the Community Development Conference room located at San Rafael City Hall.

### Testing Process:

The testing process will consist of a Written Examination, a Pumping Practical / Technical Oral, and a Driving Practical exam.

**STAGE I – Written Examination** is scheduled for **Tuesday, May 7<sup>th</sup> at 9:30 am** in the **Community Development Conference Room** located at City Hall, 1400 Fifth Avenue, 3<sup>rd</sup> floor. Qualified applicants are to report directly to the test site **no later** than 9:30 am on the day of the exam.

**No written notification will be mailed for Stage I unless an applicant is deemed ineligible.**

The written examination will consist of a CPS multiple choice exam that will evaluate the candidate's knowledge of the following: Firefighting Essentials, Emergency Vehicle Operation, Knowledge and Use of Equipment and Apparatus, Water Supplies and Fire Stream Practices. There is also a supplemental geography portion to assess the candidate's ability to identify streets on a map, knowledge of geographical features that might influence apparatus access or travel, and local water system features. **Candidates must receive a passing score of at least 70% on the written examination (CPS and Geography combined) in order to proceed to the practical portion of the examination.** The written exam score will NOT be factored into the candidate's final overall score on the Eligibility List.

**STAGE II – Practical Exams** are tentatively scheduled for **the week of May 20<sup>th</sup>**. Written notification will be provided after Stage I and will include the location and date for the practical exams. The second stage in the selection process will consist of the following:

- 1) PUMPING PRACTICAL/TECHNICAL ORAL** - Candidate will be required to demonstrate their ability to operate a fire department engine/pumping apparatus in simulated fire ground operations. In addition, Candidate will be required to demonstrate their knowledge of San Rafael Fire Department apparatus, including Truck 54 and Engine 652. Content for this portion will be sourced from:

2013 KME Type I Spec and Operations Guide  
2015 Pierce Chassis Manual  
2015 Pierce Aerial Manual  
The San Rafael Fire Department 2008 Type III Operators Manual

Manuals can be found on The City of San Rafael's Network "W" drive:  
W:\Line\Apparatus\Apparatus Manuals\2013 KME  
W:\Line\Apparatus\Apparatus Manuals\T54 2015 Pierce  
W:\Line\Apparatus\Apparatus Manuals\2007 West Mark Type III  
W:\Line\Apparatus\Apparatus Manuals\2017 Pierce

- 2) DRIVING PRACTICAL** - Candidate will be required to demonstrate their ability to drive the fire apparatus in a safe and proficient manner.

**Candidates must receive a passing score of 70% on each of the two components of the practical exam portion in order to pass this phase of the recruitment.**

### **Eligibility List:**

**Overall scores:** Final scores for candidates who pass every component of the process will be weighed as follows:

70% Pumping Practical/ Technical Oral  
30% Driving Practical

The Eligibility List will be valid for 12 months from the date of the list, or until such time as all eligible candidates have been considered for appointment. Please note that final appointments will be made from the list based on the Department interviews. Consideration will be given to past job performance, education, training and demonstrated participation in departmental and community projects and activities. Therefore, placement on the eligibility list is not a guarantee of a promotion, and appointments may not be made in strict rank order.