



**BIG BEAR CITY FIRE DEPARTMENT**

**P.O. Box 3028**

**301 W. Big Bear Blvd.**

**Big Bear City, CA 92314**

**(909) 585-2362**

**(909) 585-0348 Fax**

**fire@bbccsd.org**

**www.bigbearcityfire.org**

**General Requirements for Application and Acceptance  
Big Bear City Fire Department**

As an applicant for the position of Paid-Call Fire Fighter with the Big Bear City Fire Department, you should be aware of a number of duties, responsibilities, and commitments that form the basis of being a Big Bear City Paid-Call Fire Fighter.

Realize that a Paid-Call Fire Fighter is not a permanent career position. The Paid-Call Fire Fighter is “paid on call” meaning moderate compensation for hours worked. The Paid-Call Fire Fighter job class is part time with no additional compensation earned, other than a moderate hourly wage for the hours worked. This program is designed for those seeking entry level experience in the fire service, or for those that have a desire to serve the community in the capacity of a part-time, on-call Fire Fighter.

Application packets as described below must be returned to the Big Bear City Fire Department office located at 301 W. Big Bear Blvd., Big Bear City. Packets will be reviewed and you will receive by mail correspondence from Big Bear City Fire Department advising you of additional information related to the selection and testing process.

1. You must be at least 18 years of age to apply.
2. You must have a High School Diploma or the equivalent.
3. You will be required to be certified in Cardio-Pulmonary Resuscitation CPR, First Aid, (these two classes will be provided upon employment).
4. You will be required to provide a physical agility completion certificate **prior** to employment. Go to: <http://www.cffjac.org/go/jac/cpat/> for testing dates and information.
5. You will be required to complete and pass a written general aptitude exam (70% or greater), an oral board interview, and a medical exam provided by the Fire Department physician.
6. Applicant must disclose felony convictions. A conviction will not necessarily disqualify an applicant for employment.
7. Applicant must live within the sphere of influence of the Big Bear City Fire Department jurisdiction or relocate to the area within 60 days of hire date.
8. A reliable vehicle, proof of current vehicle insurance, and a current California driver's license. Continued maintenance of vehicle, insurance, and license is also required. Prior to hiring, a DMV driving record check will be completed by the District.
9. A telephone service must remain active at all times.
10. Participation in training activities is required on Tuesday evenings. Some training activities occur on Saturday, which you will be required to attend. These classes will be hands-on and/or classroom; attendance is necessary unless you are sick, injured, or have scheduled an

- absence through the Shift Captain.
11. You will be expected to respond to fire or emergency incidents to which you are dispatched and exert your greatest effort to perform to the best of your ability, under all circumstances, whenever available during the daytime or nighttime hours.
  12. Long, tedious assignments such as fire, medical, disaster, hazardous materials incidents, can and do last for a number of hours and sometimes days. Upon occasion, you will need to make yourself available to assist the Department to fulfill its responsibilities for life and property protection to the community.
  13. A solid organization based on chain of command and authority is essential to deliver safe, effective, professional emergency services. As a Paid-Call Fire Fighter, you will be trained, supervised, and given detailed direction as to what to do by qualified personnel. You must be able to function within the organization and carry out assigned duties when requested.
  14. Health and Welfare are essential aspects of the fire service. Being a part of and working on emergency incidents is dangerous. You could be hurt or killed or you could experience stress and/or psychological problems. This is pointed out not to scare or intimidate, but to educate and inform.
  15. You will be required to abide by all federal, state, and local laws and ordinances including the rules and regulations of the Department and/or City for which you are hired.
  16. Individuals will be hired based upon current needs of the Department, pending that the aforementioned qualifications and requirements are met.
  17. A background check will be done prior to final acceptance of employment.
  18. **Upon return of your application, three (3) self-addressed stamped envelopes must be attached to your completed application.**

We ask you to think about these aspects of the position of Paid-Call Fire Fighter. Also, take the time to discuss with your family, friends, employees, and employers the ramifications and demands on your time that being a Paid-Call Fire Fighter requires.

Thank you for your time and interest in applying for this important position in your community.

Sincerely,

BIG BEAR CITY COMMUNITY  
SERVICES DISTRICT



Jeff Willis, Fire Chief  
Big Bear City Fire Department

## **BIG BEAR CITY COMMUNITY SERVICES DISTRICT**

### **Job Description**

## **N/R PAID-CALL FIRE FIGHTER**

(NON-REGULAR)

### **JOB INFORMATION**

**EEOC Category:** Protective Service  
**FLSA Category:** Nonexempt  
**Approved By:** Board of Directors  
**Approved Date:** 9/15/08

### **SUMMARY**

Under direction of chief officers and Fire Captain, extinguishes fires, protects life and property, operates and maintains equipment and facilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Safely responds to fire alarms, other emergency calls, reported incidents or activities while operating fire fighting vehicles and/or equipment. Selects hose nozzle, depending on type of fire, and directs stream of water or chemicals onto fire. Positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures. Creates openings in buildings for ventilation or entrance. Protects property from water and smoke by use of waterproof salvage covers, smoke ejectors, and deodorants. Administers emergency medical service and artificial respiration to injured or ill persons and those overcome by fire and smoke. Communicates with superior during fires. Inspects buildings for fire hazards and compliance with fire prevention ordinances.

Assures proper maintenance and repair of assigned apparatus and equipment including checking oil, fuel, and water levels. Assures that inventory is complete on apparatus. Performs commercial business and residential abatement inspections, fire hydrant and systems inspections, and code research. Participates in drills, demonstrations, and courses in hydraulics, pump operation and maintenance, and firefighting techniques. Assures proper maintenance of records including those relating to physical fitness and personal safety equipment.

Maintains quarters, buildings, equipment, and grounds. Participates in drills, demonstrations, and courses in hydraulics, pump operation and maintenance, and firefighting techniques. Operates firefighting vehicles and equipment. Interprets job-related information conveyed orally and in writing. Communicates information orally and in writing. Serves on project teams as project manager or team member. Attends conferences, meetings, and/or seminars as required.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This job exercises command of an incident within the scope of an individual's training and ability until relieved by any higher ranking officer.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Training/Experience:** High school diploma or General Equivalency Diploma (GED).

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals written in English. Ability to write routine reports and correspondence in English. Ability to speak effectively before groups.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in various units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:** Ability to think quickly and clearly during emergency incidents. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Learn and adhere to applicable terms and conditions of employment including safety and health rules and regulations, District rules and regulations, policies and procedures.

**Certificates/Licenses/Registration:** Possession of a valid California Class C Driver License. Ability to meet eligibility standards for motor vehicle insurance coverage established by the District's insurance carrier. The Fire Chief shall determine additional certifications that maintain currency with Local, State, and Federal minimum training requirements.

**Other Qualifications:** Minimum 18 years of age. Ability to pass Department written, oral, and/or physical agility examinations. Ability to pass a physical examination performed by the District Physician. Ability to satisfactorily carry out the duties and responsibilities of this job. Ability to work shifts, overtime, weekends and holidays. Ability to establish and maintain effective working relationships with others; work independently and on project teams.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use wrists; use hands to finger, handle, or feel. The employee frequently is required to stand, walk, reach with hands and arms, climb or balance, and talk or hear. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus through use of corrective lenses as necessary.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works at elevations of 6,700+ feet and is regularly exposed to outside weather conditions involving snow and extreme cold in winter months. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme heat; risk of electrical shock; explosives; and vibration. The employee is required to be closely shaven to permit respiratory protection equipment to form a tight seal. The noise level in the work environment is usually loud.