



## **CAMBRIA COMMUNITY SERVICES DISTRICT**

### **POSITION SPECIFICATION**

<b>Position</b>	Fire Apparatus/Engineer/EMT-1
<b>Organization</b>	Cambria Community Services District
<b>Location</b>	Cambria, California
<b>Reports to</b>	Fire Captain
<b>Website</b>	<a href="http://www.cambriacsd.org">www.cambriacsd.org</a>

#### **ABOUT THE DISTRICT**

The Cambria Community Services District, formerly named the Cambria Water District, was formed in 1967. Cambria Water District provided sewer services to the community. In 1976, the Cambria Community Services District (CCSD) was formed. This facilitated the expansion of CCSD services to include water, wastewater, fire protection, lighting, refuse, and Parks, Recreation, and Open Space. The CCSD is governed by a five-member board of directors elected by Cambria voters for four-year overlapping terms.

A special district is a very basic form of local government, special to the state of California. There are approximately 3,400 independent special districts in California. When residents or landowners want new services or higher levels of existing services, they can form a special district to pay for and administer them.

The CCSD is primarily funded by utility fees augmented by a small amount of property tax revenue. Today, there are three independent special districts in Cambria: The Cambria Community Services District, Cambria Healthcare District, and Cambria Cemetery District.

#### **ABOUT CAMBRIA**

The town of Cambria, California is located halfway between San Francisco and Los Angeles on the Central Coast of California, approximately four miles south of Hearst Castle and fifteen miles north of Morro Bay. Cambria is considered one of the most desirable places to live in California. Within thirty minutes of San Luis Obispo and Paso Robles, Cambria offers a quality of life that provides unlimited outdoor amenities, rugged coastlines, rolling hills, clean air and a Mediterranean climate. Cambria offers excellent schools and a work environment that fosters teamwork, collaborative thinking and a sense of community.

#### **DEFINITION**

Under general supervision of a Fire Captain or other Company Officer, drives, operates and

maintains all types of fire apparatus. Responsible to perform and participate in company activities including: emergency response and safety, equipment management and operations, documentation and communication, station apparatus and equipment maintenance; training; fire prevention, vegetation management and other life safety inspections; public education, public awareness; and other related work, tasks and assignments as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- **Emergency Response:** Responds to incidents involving: Medical Emergencies, Rescues, Fires, Hazardous Situations, Hazardous Materials, Public Service Assistance, Mutual and Automatic Aid, and other operations as required. Ensures that all policies and procedures that apply are followed and implemented; that all proper safety equipment is used. Responsible for the safe operation, driving and pumping of all apparatus at or during incidents, as well as emergency vehicle driving and related traffic laws. Performs apparatus and other equipment operations at emergency incidents, including water system hookups, pumping operations, insure adequate water availability for firefighter safety. Ability to act quickly and decisively during emergency situations.
- **Command and Control:** Under the direction of a Captain or Company Officer performs tasks as assigned. In the absence of a Captain or Company Officer the Engineer is responsible for initiating and carrying out command and control decisions, and is responsible for all personnel working with or for them. May function as the Incident Commander in the absence of a higher-ranking officer. Implements the defined strategy and tactics, proper scene coordination, and tactical implementation at all operations. Utilize scene coordination procedures, implement and utilize the Standard Emergency Management System as the way to effectively organize operations. Responsible for ensuring that all department, district and other applicable policies or procedures are enforced or followed.
- **Documentation and Communications:** Responsible for the proper completion and submittal of all required records, reports and other required documents. Prepares reports, compile statistics, completes apparatus and equipment forms. Utilizes computers and programs to file reports, create new forms or maintain existing databases. Ability to express ideas clearly and concisely, both orally and in writing. Responsible for effective and appropriate communications with all people they interact with.
- **Station, Apparatus and Equipment Maintenance:** Responsible for maintenance and operational readiness of all district and departmental equipment. Responsible for ensuring all equipment, apparatus and facilities are operational, serviced and maintained as required. Responsible for routine maintenance of all mobile fire equipment, basic repairs, preventative maintenance and checks, basic lubrication and all other associated tasks with maintaining all mobile fire equipment in a ready, safe and efficient manner. Responsible for proper maintenance and repair of all equipment and tools carried on the apparatus.
- **Training:** Ensure that personnel are trained to departmental operational levels, as directed and assigned by the Captain or Company Officer. Maintain and ensure Company readiness, and compliance with Standard Operating Guidelines, and other operational, safety and training standards or policies. Plan, develop, and perform training for the department and its members, as assigned. Organize and participate in physical fitness training, to maintain duty fitness and readiness.
- **Fire Prevention and Inspections:** Responsible for performing building, vegetation management/fire hazard reduction, and facility fire inspections, utilizing the adopted codes and ordinances. Responsible for Fire Prevention activities including public presentations, group meetings, school functions, station tours and other prevention activities.
- **Public Education:** Responsible for planning, developing, and delivering public education programs for all types of events and groups. Responsible for school program and public education delivery as well as seniors and other groups. Responsible for providing education on all types of various public education topics, programs and safety measures.
- **Other Assigned Duties:** Performs other duties as needed, including but not limited to Acting

Captain, Special Project Manager, Public Education coordinator, Apparatus and Equipment Coordinator, Special Project coordinator, Rescue Equipment Maintenance Manager, and any or all other assigned duties. May be required to act as Fire Captain or other assigned temporary position.

### **MINIMUM REQUIREMENTS**

- High School Graduate or equivalent; United States citizen or legal right to remain in the United States
- Emergency Medical Technician-1 with current Health Care Provider CPR or equivalent; Hazardous Materials First Responder Operational certified
- Valid California driver license with Class B or higher commercial license, with driving and operating experience. (Must have water tank and air brake endorsement on FF endorsement or Class B license.) (Applicants who do not possess the required EMT-1 or CPR certification may be admitted to the testing process but must possess the required license or certification prior to being appointed.)
- Must be State Fire Marshal Firefighter-1 certified
- Minimum 2 years firefighting experience required
- Minimum 1-year fire apparatus driving and pumping experience

**The General Manager upon substantial demonstration and documentation of substitute fulfillment may waive some minimum requirements.**

### **DESIRABLE LICENSES, CERTIFICATES and QUALIFICATIONS:**

- College graduate or holds a college degree preferably in fire science or other comparable course work
- Firefighter II certified, EMT-1 Defibrillation certified
- Hazardous Materials First Responder Operational Decon Technician or Specialist
- Rope Rescue Systems 1 or Water rescue
- Emergency Vehicle Operation Certification
- Pump operations
- California State Fire Marshal Certified Driver Operator 1A and or 1B
- Air brake or any other fire service vehicle mechanical or maintenance training or certification
- Any other EMS, Fire, Hazardous Materials, Rescue, Wildfire or other appropriate certificates
- Computer literacy and type 25 words per minute