



ORANGE COUNTY FIRE AUTHORITY
Established Date: Jan 22, 2009

HAND CREW FIREFIGHTER

Class Code:
5830

Bargaining Unit: FIREFIGHTER

SALARY RANGE

\$14.61 - \$19.69 Hourly
\$2,532.40 - \$3,412.93 Monthly

DESCRIPTION:

CLASS SUMMARY:

Under supervision, to perform a full range of strenuous physical tasks relative to fire suppression, fire line construction, improvement, and rehabilitation to firelines and burn areas; mop up fire hotspots using hand tools to stop the fire spread; and related support functions.

DISTINGUISHING CHARACTERISTICS:

The Hand Crew Firefighter is distinguished from a Firefighter, which has a full range of firefighting responsibilities. In addition to the performance of hand crew firefighting duties, incumbents may serve on as needed basis in technical assignments performing one of the following: fire suppression and prevention, training, and communications.

ESSENTIAL FUNCTIONS:

(These duties are intended to be representative sample of the duties performed by the class.)

Assist in firefighting functions in the suppression of wildland fires and other emergency responses.

Operates and maintains a variety of equipment.

Performs a variety of heavy manual labor related to maintenance, construction, clean up, and/or other related areas; uses a variety of hand and power tools in performing duties.

Fire prevention activities to include construction and maintenance of fuel breaks, roads, and trails.

Fireline construction to include shoveling, raking, pruning, chainsaw work and/or other related activities.

May be responsible to act as a lead worker.

Responds to alarms as a member of a fire suppression crew, and enters burning areas.

Participates in regular training activities, and fire prevention activities.

Participates in building, grounds and equipment maintenance; inspects, cleans and repairs related equipment; performs minor construction work; performs general housekeeping duties in fire station.

Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE (*position requirement at entry*):

High School Diploma or General Equivalency Diploma (GED) or an equivalent combination of education and experience sufficient to successfully perform the essential duties of this job. Applicants must be at least 18 years of age.

LICENSES AND CERTIFICATIONS (*position requirements at entry*):

Possession of a valid Class C California Driver License by date of appointment.

KNOWLEDGE (*position requirements at entry*):

Knowledge of:

- Certain designated technical assignments may require additional knowledge related to assignment;
- Basic maintenance principles;
- Basic mathematical concepts;
- Applicable tools and equipment;
- Safe work practices.

SKILLS (*position requirements at entry*):

Skill in:

- Learning firefighting and other emergency techniques primarily through the methods of discussion and through observing the task performed;
- Performing manual labor;
- Using applicable tools, and equipment;
- Operating construction equipment;
- Performing basic mathematical calculations;
- Operating fire and other emergency apparatus and equipment effectively and safely;
- Following directions and orders of supervisors quickly in emergency situations;
- Following policies, procedures, laws and ordinances pertaining to fire suppression and prevention work;
- Communications and interpersonal skills as applied to interactions with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Carry out a conditioning program to maintain good fitness.

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

WORKING CONDITIONS:

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

PRE-HIRE REQUIREMENTS:

Before an employee is hired, he/she must successfully complete pre-employment requirements including, but not limited to: fingerprinting and background check, reference check, DMV check, licensure/certification check, Oath of allegiance to the United States of America and the State of California, and proof of eligibility to work in the United States in accordance with Immigration and Reform Control Act of 1986. All job offers are contingent upon the successful completion of a pre-employment medical exam including a drug screen through the OCFA's designated physician.

HOW TO APPLY FOR THIS POSITION:

When a recruitment opens for this position, an applicant must submit, during the application filing period, an online application and attach any supplemental information as required in the job announcement which may include submitting responses to a supplemental questionnaire. Online resumes and other unsolicited materials may be attached, but will not be considered in lieu of the required online application, unless otherwise specified in the job announcement. The OCFA reserves the right to limit the number of online applications when necessary. Applicants are responsible for maintaining/updating their contact information through the online application system.

SELECTION PROCEDURES:

INITIAL SELECTION REVIEW:

The Human Resources Division reviews all initial application materials to identify qualified applicants. Applicants meeting minimum qualifications will be invited to the first phase of the recruitment process. The OCFA reserves the right to refer only the better qualified applicants if the number of applicants is high. If the number of applicants is high, the review process may include a secondary screening (*by a panel of job knowledge experts*) of the applications and/or supplemental questionnaires in which the better qualified applicants are referred to the next phase of the recruitment process. Because recruitment processes vary, applicants are advised to thoroughly review the job announcement before submitting their online application materials.

TESTING:

Testing for this position or any other position may include, but is not limited to the following: written exam, practical exam, panel interview, physical ability test, assessment center, oral presentation, project assignment, etc. If a revision is made to a testing component during a recruitment process, the assigned recruiter will notify by email all affected applicants.

AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATION:

In accordance with the Americans With Disabilities Act, anyone who needs an ADA accommodation for the purposes of employment testing should contact the assigned recruiter upon opening of a recruitment.

RECRUITMENT/SELECTION PROCESS AND REQUIREMENTS:

All recruitment/selection process and requirements will be held in accordance with the OCFA's Selection Rules, which are available for inspection in the Human Resources Division office.

SCORE GROUP:

The definition of a Score Group shall mean a group of scores that is considered to indicate an essentially equivalent level of competence that the person scored. Equivalency may be determined by various job-related numerical or statistical measures. All applicants in a Score Group are considered equally qualified for a particular classification. However, some applicants may be more or less qualified for individual positions allocated to the subject class. *Note: All applicants will be notified by email of their Score Group standings. Applicants will not be notified of their numerical scores at any step of the selection procedure, unless specified in the job announcement.*

ELIGIBLE LIST:

The definition of Eligible List shall mean a list, in order of score or Score Group, of applicants who have qualified for appointment. *Note: The duration of an Eligible List is one year, unless otherwise specified in the job announcement.*

ELIGIBLE:

The definition of Eligible shall mean a person whose name appears on an Eligible List.

CERTIFICATION OF ELIGIBLES:

The definition of certification shall mean the submission by the Human Resources Division of names of Eligibles to a hiring authority in accordance with the Selection Rules. The hiring authority may make an appointment only from such a list of Eligibles, or as otherwise provided in the Selection Rules.

SELECTION PROCEDURE DEFINED:

The definition of selection procedure shall mean a test or series of tests used to measure applicant's ability to perform the duties of a class or position, to rank applicants on an Eligible List, and to appoint Eligibles to vacant positions. *Note: Eligibles who are not selected for hire are retained on the Eligible List for future consideration until the expiration or abolishment of the Eligible List.*

WITHDRAWING FROM RECRUITMENT PROCESS:

Whenever an applicant chooses to withdraw from a recruitment process, he/she is required to submit an email notification to the assigned recruiter requesting a withdrawal from the process. The email to the recruiter must include the applicant's current phone number.

QUESTIONS:

All questions regarding this position should be directed to the assigned recruiter upon opening of a future recruitment.

NOTE:

The provisions of this publication do not constitute an express or implied contract. Any provision in this publication may be modified or revoked without notice.

EQUAL OPPORTUNITY EMPLOYER:

The Orange County Fire Authority is an Equal Employment Opportunity Employer.