

Menlo Park Fire Protection District

FIRE ACADEMY TRAINEE (40-hour)
(Full-time hourly, temporary, non-benefited position)
Class Description

Definition

Under close supervision, attends and participates in an approved fire academy; studies assigned training materials and successfully completes all training pertaining to fire-fighting and fire prevention duties; and performs related work as required.

Distinguishing Characteristics

Fire Academy Trainee is distinguished from the Entry-Firefighter/EMT classification in that the former is serving in a learning capacity, is not assigned the duties of a Firefighter/EMT and does not have probationary status. Upon successful completion of all parts of the fire academy and verification of satisfactorily meeting all employment standards and requirements including a thorough background check, qualified trainees are eligible for appointment to a vacant Firefighter/EMT position on a probationary basis.

Typical and Important Duties

1. Meets attendance requirements of the approved Fire Academy sponsored by the District;
2. Participates in classroom training and manipulative exercises and drills;
3. Develops an awareness of the functions and responsibilities of Firefighter/EMT and how these relate to fire fighting, fire prevention and emergency response operations;
4. Demonstrates the ability to perform physical tasks and meet the minimum established qualifications for a Firefighter/EMT;
5. Studies and completes homework assignments; and
6. Takes and passes periodic quizzes and examinations in all areas covered by the Fire Academy.

Job-related Qualifications

Knowledge of:

- General nature, operations and equipment used in fire fighting, fire prevention and of first responders within the fire-fighting and emergency medical technician field.

Ability to:

- Comprehend, remember, interpret and apply written materials in English that may be of a complex and technical nature;
- Communicate clearly both orally and in writing to understand and be understood;
- Work and deal effectively and cooperatively with the public and to work as a member of an organized team;
- Show tolerance, tact and respect for others in support of District policies for promoting a harmonious workplace;
- Receive direction from instructors, supervisors and others to accomplish shared tasks and meet team goals; readily accept constructive criticism, mentoring and coaching;

- Use good judgment in emergency or critical situations;
- Remain calm and work effectively in stressful situations;
- Adapt to changes in work assignments and duties;
- Perform physical tasks that require coordination, strength, dexterity and stamina;
- Work at various heights, in confined areas and under low visibility conditions;
- Climb ladders and fences;
- Learn the use of specialized tools and equipment; and
- Meet all standards and qualifications established for Firefighter/EMT probationary appointees.

Skill in:

- Completing all assigned tasks as a academy trainee;
- Learning and passing tests of knowledge and skill in all areas of endeavor as an academy trainee;
- Using and manipulating tools, medical equipment and instruments and apparatus at a fire station;
- Basic keyboarding; and
- Operating a personal computer and appropriate worked-related applications such as word processing, calendaring, and e-mail systems, etc.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: None required.

Training: Equivalent to graduation from high school. Completion of college level coursework in fire science or related field is desirable.

Background: Must be able to successfully complete a thorough background investigation.

Age: Minimum 18 years of age at time of application.

Licenses and Certificates

All licenses and certifications must be maintained as a condition of assignment to and participation in an approved fire academy.

- Possession of or ability to obtain, an appropriate, valid class C California Driver's License with Firefighter endorsement, and a safe driving record; and
- Possession of a current, valid California Emergency Medical Technician – I (EMT–I) Certificate.
- Possession of a current, valid Basic Life Support (BLS) certificate.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Ability to lift and carry 50 pounds; vision to read printed materials and a computer screen, close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus; hearing and speech to communicate in person and over the telephone; use hands

to finger, handle or feel objects, tools or controls; stand, walk, sit or reach with hands and arms, climb or balance, stoop, kneel or crouch, crawl, jog or run; dexterity for the operation of special tools and equipment used in fire-fighting/basic emergency medical activities; remain emotionally stable and calm in emergency and stressful situations as work is frequently performed under hazardous conditions requiring rapid response and strenuous physical exertion.

Work Environment: Mobility to work in a typical office setting or field environment with exposure to dust, cold/heat, noise, vibration, confining work space, chemicals, mechanical hazards, and in the presence of victims of death and/or dismemberment.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; may work protracted and irregular hours.

Approved: October 2012

Date Created: March 2012

Former Titles:

Abolished:

Bargaining Unit: DNA

ADA Review:

DOT:

Physical: Class

Status: Non-exempt

EEOC Category:

Job Code:

Resolution #: 1576-2012

Resolution Date: October 25, 2012