

**City of San José**  
**CLASS SPECIFICATION**

**FIREFIGHTER RECRUIT (2310)**

<b>DEPARTMENT:</b>	<b>ACCOUNTABLE TO:</b>	<b>FLSA STATUS</b>
Fire	Fire Captain	Non-exempt

**CLASS SUMMARY**

Under immediate supervision, actively participates in the Firefighter Recruit Academy training program. Performs all related learning and testing activities in preparation for the Firefighter classification. Upon successful completion of the Firefighter Recruit academy training program, incumbents of this non-sworn classification may be appointed to the sworn classification of Firefighter. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the trainee level class in the Firefighter series, responsible for becoming proficient in the understanding of lifesaving and firefighting methods within the City of San José's Fire Department. Through a program of general and specialized education, specialized training and through experience, Firefighter Recruits will learn diverse tasks, policies, procedures and standards within the department. Incumbents will learn techniques in emergency medical services, rescue work, firefighting and other emergency services. Duties may involve considerable physical exertion and potential risk to health and safety. Work is rigidly structured, highly supervised, and incumbents are continuously evaluated and receive feedback regularly. Firefighter Recruits must graduate from the academy and be appointed to the class of Firefighter in order to retain employment in the job series.

**QUALIFICATIONS**

**Minimum Qualifications**

**Education and Experience**

Graduation from High School or equivalent (G.E.D. or California Certificate of Proficiency)

**Acceptable Substitution**

None

**Required Licensing (such as driver's license, certifications, etc.)**

- Possession of a valid driver's license at time of application. Must obtain a California driver's license, if issued by another state, prior to promotion to the Firefighter classification.
- Possession of a current and valid State of California Emergency Medical Technician Certification or Certified by the National Registry of Emergency Medical Technicians, Emergency Medical Technician – Basic within one (1) year of application filing deadline (preferably at time of application).
- Provide proof of a valid Candidate Physical Ability Test (CPAT) within six (6) months of application filing deadline and additionally, within one (1) year prior to date of hire. The CPAT must be renewed annually to remain valid.

**Other Qualifications**

- At least 18 years of age at written examination date.

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**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- **Communication Skills** - Communicates and listens effectively and responds in a timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete, current, well-organized, legible, concise, neat, and in proper grammatical form responds to statements and comments of others in a way that reflects understanding of the content and the accompanying emotion; asks clarifying questions to assure understanding of what the speaker intended, ensures consistent communication takes place within area of responsibility.
- **Computer Skills** - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, and MS Excel.
- **Teamwork & Interpersonal Skills** - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- **Building Trust** – Communicates an understanding of the other person's interests, needs and concerns; identifies and communicates shared interests and goals; identifies and communicates differences as appropriate; demonstrates honesty, keeps commitments and behaves in an appropriate manner.
- **Continuous Improvement** - Stresses accountability and continuous improvement.
- **Decision Making** – Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- **Flexibility** – Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.
- **Initiative** – Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- **Planning** -Acts to align own unit's goals with the strategic direction of the organization; defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- **Problem Solving** – Approaches a situation or problem by defining the problem or issue; determines the significance of problem(s); collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.

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- Reliability - Completes quality work assignments in a timely and efficient manner; is punctual; fulfills responsibilities and maintains confidentiality as appropriate.

**Ability to:**

- Ability to comprehend, remember, interpret and apply information learned in a classroom setting, which may be of a complex and technical nature.
- Read and understand laws, ordinances, rules and procedures.
- Understand and follow written and oral instructions.
- Identify and accurately recall and document significant events or details.
- Recognize potential danger.

**Additional Competencies and/or Desirable Qualifications**

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

- Possession of current and valid State of California Emergency Medical Services Authority Paramedic License.
- Possession of a Bachelor's (BS or BA) degree from an accredited college or university
- Possession of an Associate's (AS or AA) degree from an accredited college
- Possession of a Fire Science/Fire Technology Certificate from an accredited college
- Completion of 30 semester units (or equivalent) from an accredited college with at least 15 semester units (or equivalent) in Fire Science/Fire Technology
- Possession of California State Fire Marshal Firefighter I Certification or equivalent
- Possession of California State Fire Marshal Firefighter II Certification or equivalent

**Ability to:**

- Bilingual in Arabic, Armenian, Assyrian, Cambodian, Cantonese, Croatian, French, German, Greek, Hmong, Japanese, Korean, Mandarin, Persian, Portuguese, Russian, Spanish, Tagalog, or Vietnamese. Other languages may be considered as needed.

<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	<b>FREQUENCY*</b>
1.	Studies, attends classes, completes assignments, takes tests, and follows all instructions relative to the academy curriculum and behavior. Becomes proficient in the following areas: emergency medical services, rescue work, firefighting and other emergency services, physical conditioning and training, and any other subjects included in the academy.	Daily
2.	Performs in other administrative assignments as required.	As Required
3.	Performs other duties as assigned	As Required

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\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

X	Climbing	X	Kneeling	X	Crawling
X	Balancing	X	Lifting	X	Reaching
X	Stooping	X	Fingering	X	Standing
X	Talking	X	Grasping	X	Walking
X	Hearing	X	Feeling	X	Pushing
X	Crouching	X	Bending	X	Carrying

Exertion level

	Sedentary Work:	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
	Light Work:	Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
	Medium Work:	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
	Heavy Work:	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
X	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.

**CLASSIFICATION HISTORY** Rev.8/01,Rev. 06/20; s002