

Olivehurst Public Utility District

Agenda Item Staff Report



Meeting Date: January, 2019

Item description/summary: Limited Term Engineer Position

We have lost a full time Engineer to Sutter County Fire at the end of December. This is a crucial position within the Fire Department and needs to be filled as soon as possible.

Fiscal Analysis:

The approximate cost for this position would be \$82,000 per year, which includes salary and benefits. This position was addressed in the 2018-2019 Fire Department Budget.

Sample Motion/Staff Recommendation:

Consider authorizing filling the vacant of Limited Term Engineer position via District policies.

Prepared by:

Battalion Chief Randy York

OLIVEHURST PUBLIC UTILITY DISTRICT **LIMITED TERM ENGINEER**

DEFINITION

The position is contingent on funding from The Department of Homeland Security (DHS) Federal Emergency Management Agency's (FEMA) Grant Programs Directorate FY 2012 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program. Under general supervision, is responsible for directing the activities of firefighting personnel at the scene of a fire, including their safety, and for the effective and efficient extinguishing of the fire until relieved of command by a superior, operates and maintains fire apparatus, fire fighting and rescue equipment to respond to fire alarms, medical emergencies, and other activities in the protection of life and property and to participate in fire prevention activities.

EXAMPLE OF DUTIES

- Plans and executes work assignments of Temporary, Seasonal, and Volunteer Fire Personnel on an assigned shift.
- Respond to fire alarms; lay and connect hose; maintain pumping apparatus; hold nozzles and direct water streams; raise and climb ladders.
- Drive and operate fire apparatus and equipment effectively in a safe manner; operate pumps to supply water or foam under pressure to hose lines or appliances from tanks, hydrants, develop water supplies by draft; maintain fire apparatus and other emergency vehicles; inspect equipment, perform lubrication, make minor adjustments and repairs, and maintain fuel and oil supply.
- Provide basic life support during medical incidents, assess and initiate patient care until relieved by proper medical personnel.
- Operate all types of portable fire extinguishers, pike poles, hand lines, smoke ejectors, salvage covers, forcible entry tools, aerial ladder equipment, emergency medical equipment and other rescue equipment.
- Participate in fire drills; serve as instructor as assigned; attend training sessions.
- Work cooperatively with others.
- Participate in fire inspection activities and other fire prevention and public education activities as assigned.
- Participate in fire prevention providing various public relations services, including facility tours, public seminars and other public events.

- Prepare reports with respect to equipment maintenance and work operation.
- Instruct fire personnel in the operation and maintenance of fire equipment.
- Perform collateral assignments as requested.
- Perform related duties as assigned.
- Operate radio-telephone equipment, power equipment and hand tools.
- Clean station quarters, equipment and maintain a clean and orderly condition in and about the fire house; perform minor building maintenance.
- Prepares reports and maintains records.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Fire fighting principles, practices, methods, techniques and equipment.
- Water system, driving laws, and fire hydraulics.
- Relevant rules and regulations.

Ability to:

- Maintain fire equipment and apparatus.
- Apply fire fighting principles, practices, methods and techniques to the fighting of fires.
- Analyze difficult fire fighting situations, problems and data.
- Use judgment in decision-making.
- Supervise the keeping of records and to prepare reports.
- Interact well with others, including managers, supervisors, and customers.
- Receive and act on criticism.

JOB QUALIFICATION REQUIREMENTS

In order to qualify for this position, the following requirements must be met at the time of evaluation for the position, and these requirements must be maintained by individuals throughout the employment with the District. Failure to maintain these requirements would disqualify the applicant from further consideration, and will serve to disqualify the individual from continuing to serve in said position if hired.

Minimum requirements:

- Equivalent to the completion of the twelfth grade.
- Possession of a valid CPAT card issued within prior 12 months.
- Must be insurable by District's auto liability insurer.
- Possession of valid Class B or Firefighter restricted California Drivers License.
- Three years of experience as a line firefighter.
- Certification as Emergency Medical Technician.
- Certification as Fire Fighter I (issued by State Fire Marshal Office).

SPECIAL REQUIREMENTS

Essential Duties require the following physical skills and work requirements: Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; think and act quickly in emergencies; effectively deal with personal danger; maintain physical condition appropriate to the performance of assigned duties and responsibilities including lifting 50 pounds and over, running, walking, crouching or crawling during emergency operations, moving equipment and injured/deceased persons, climbing stairs/ladders, performing life-saving and rescue procedures, operating assigned equipment and vehicles; work in an environment with exposure to fire and smoke, extreme heat and cold, diseases, medical hazardous waste, harsh or harmful chemicals, cleansing agents, other skin irritants and other potentially hazardous substances while wearing self-contained breathing apparatus and heavy personal protective equipment; maintain effective audio-visual discrimination and perception needed for making observations, distinguish color, sound, texture, odor, and shape; hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, data entry or use of other office equipment or supplies; involves VDT exposure.

Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.