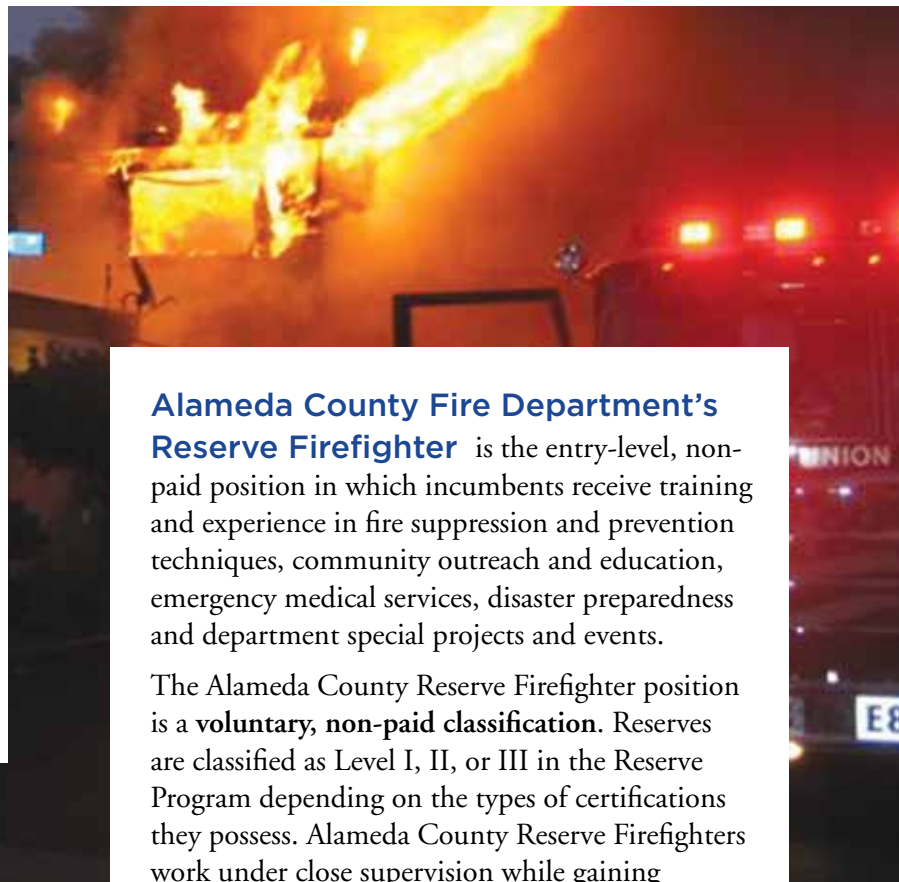




The Alameda County Fire Department

invites you to apply for the position of

Reserve Firefighter



Alameda County Fire Department's Reserve Firefighter is the entry-level, non-paid position in which incumbents receive training and experience in fire suppression and prevention techniques, community outreach and education, emergency medical services, disaster preparedness and department special projects and events.

The Alameda County Reserve Firefighter position is a **voluntary, non-paid classification**. Reserves are classified as Level I, II, or III in the Reserve Program depending on the types of certifications they possess. Alameda County Reserve Firefighters work under close supervision while gaining an understanding of lifesaving and firefighting methods through academic instruction and specialized training. Reserve Firefighters may advance by competitive examination to Reserve Fire Engineer, Reserve Fire Lieutenant and/or Reserve Fire Captain. Incumbents in this class receive direction and supervision from the assigned Fire Battalion Chief charged with administering the Alameda County Fire Reserve Program.



**Alameda County
Fire Department**

www.acgov.org

Dedicated to Superior Service

THE ALAMEDA COUNTY FIRE DEPARTMENT

The Alameda County Fire Department (ACFD) provides all-risk emergency services to the unincorporated areas of Alameda County (excluding Fairview), the cities of San Leandro, Dublin, Newark and Union City, the Lawrence Berkeley National Laboratory and the Lawrence Livermore National Laboratory. With 28 fire stations and 33 companies serving a population of 384,000, the ACFD serves densely populated urban areas, waterways, industrialized centers, extensive urban interface, agricultural and wildland regions. Over 400 personnel and 100 Reserve Firefighters provide a wide variety of services to an ever expanding, dynamic and diverse community of roughly 506 square miles. These services include:

- Advanced Life Support Rescue
- Fire Suppression
- Hazardous Materials Response
- Urban Search & Rescue
- Water Rescue
- Community Outreach & Education
- Disaster Preparedness
- Fire Prevention and Code Compliance
- Regional Dispatch

The Alameda County Fire Department (ACFD) was formed on July 1, 1993 as a dependent special district with the Alameda County Board of Supervisors as its governing body. This consolidation brought together into a single jurisdiction the Castro Valley Fire Department, Eden Fire Department and County Fire Patrol (each a dependent special district under the Board of Supervisors).

- Prior to 1993 Unincorporated Fire Protection
 - Castro Valley FPD
 - Eden Consolidated FPD
 - County Fire Patrol
- July 1, 1993: Alameda County Fire Department

Subsequently, the following communities have consolidated with the ACFD:

- July 1, 1995: City of San Leandro
- July 1, 1997: City of Dublin
- August 1, 2002: Lawrence Berkeley National Laboratory
- October 1, 2007: Lawrence Livermore National Laboratory
- January 20, 2008: Alameda County Regional

Emergency Communications Center (ACRECC)

- May 1, 2010: City of Newark
- July 1, 2010: City of Union City

The ACFD is also responsible for the administration and operation of the Alameda County Regional Emergency Communications Center (ACRECC). The dispatch center provides dispatch and communication center services for the ACFD, the Alameda County Emergency Medical Services Agency, Camp Parks RFTA, and the cities of Alameda and Fremont.

Our Core Values

Members: We promote an atmosphere of trust and respect that encourages individual growth, participation, creativity and acknowledges the achievements of our members.

Organization: We support an organization built on a foundation of initiative, collaboration and commitment to efficiency, consistency and results, while attaining the goals of the organization.

Customer Service: We are dedicated to providing superior customer service.

Strategic Management: We plan for change and develop management strategies to meet the challenges of our future.

Regional Cooperation: We promote, encourage and participate in partnerships that provide all communities with the highest level of service.





THE FIRE CHIEF'S VISION

- An organization that maintains and builds upon the collaborative relationship between labor and management and the established PDMP and membership input processes.
- A metro department that provides seamless increased service levels and decreased costs to as many citizens and communities within Alameda County as possible.
- An organization that reflects the communities we serve and demonstrates the synergy and community benefits

that come from a well trained, respectful and professional workforce with many backgrounds and skill sets.

- An organization that provides high quality, all-risk response capabilities and specialized services that set us apart from other fire departments within our region.
- An organization that has state of the art administration, support services, equipment, training and stations that supply our members with what is needed to do their job while providing comfort, safety and pride.
- An organization that is a visible leader in regional partnerships for the purpose of enhancing services to all communities within Alameda County.
- An organization that prepares our members to assume future leadership roles with the training and skill set necessary to take the ACFD to the next level.
- An organization that integrates and demonstrates its mission statement, philosophy and core values at all levels of the organization.
- An organization that is committed to developing and implementing annual and long-range strategic business planning.



OUR MISSION

We will provide the highest level of service to our communities by valuing our members, promoting positive leadership, and dedicating ourselves to excellence.

The Position of Reserve Firefighter

Minimum Qualifications

Minimum Qualifications and critical attributes for the success of the Alameda County Fire Department Reserve Firefighter are:

Age: Must be at least 18 year of age by the date of appointment.

License: Possession of a valid California State Motor Vehicle Operator's License by the date of appointment.

Physical: Must be in excellent physical condition. Hearing must be normal in both ears. Visual acuity must be correctable to 20/30 either eye.

Residency: Must live within Alameda County or 25 miles travel distance to the Alameda County Station 15, 5352 Broder Road, Dublin, CA 94568, by the date of appointment.

Certification: Candidates who do not currently possess Firefighter I and Emergency Medical Technician (EMT) I are required to complete certification as a Firefighter I and EMT I in the State of California, within two years of appointment as a Level I Reserve Firefighter or one year as a Level II Reserve Firefighter. Level III Reserve Firefighters must possess current State of California Firefighter I and EMT I certifications.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

Knowledge and Abilities

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Duties" section of this specification.

Knowledge of:

- Basic construction, fire chemistry, physics and automotive mechanics.
- Common office practices including filing, indexing and cross-reference methods.

Ability to:

- Follow oral and written instructions.
- Read, comprehend and remember training materials.
- Deal effectively with the public and co-workers under circumstances requiring presence of mind, sensitivity, interest and understanding.
- Adapt to changes in work assignments and duties.
- Write clear, concise and complete reports.
- Perform physical tasks that require coordination, strength, dexterity and stamina.
- Communicate effectively and clearly orally.



Examples of Duties

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

1. Participates in the assigned Alameda County Fire Reserve Program meetings and training (didactic and manipulative exercises).
2. Takes part in education and training to develop awareness of the functions and responsibilities of Firefighter Recruit/Firefighter.
3. Actively participates in the Alameda County Fire Department Community Outreach and Education Program.
4. Responds to emergency and non-emergency incidents to assist professional firefighters.
5. Cleans and maintains station quarters, classroom, grounds, apparatus and equipment.

Application Process

Interested applicants please complete an on-line application and supplemental questionnaire at www.acgov.org/hrs. Only on-line applications will be accepted. You have the option of scanning and attaching any additional

documentation, however, you may also submit any additional documentation in person or by U.S. mail before the closing date to Alameda County Human Resource Services, (Attention: Monique Hill), 1405 Lakeside Drive, Oakland, CA 94612. If you choose to submit documentation in person or by U.S. Mail please make sure to clearly mark each document with your full name and address. **Please note: Fax transmittals, postmarks, and late submissions will not be accepted.

The final filing deadline for submission of your application packet is Friday, April 29, 2011, 5:00 p.m. Complete application packets (application, supplemental questionnaire and copies of additionally required documentation (certifications, CPAT cards, registration cards, etc.) must be in the possession of the Alameda County Human Resource Services Department by the closing date.

Selection Process

Complete application packets will be reviewed to verify the announced minimum requirements. Those applicants who submit a complete application packet and who are determined to meet the announced requirements will be invited to participate in the next step of the selection process, an oral panel interview. Successful candidates who pass the oral panel interview will then be offered an appointment to a position within the Alameda County Fire Department Reserve Program.

The names of those candidates not selected after the oral panel interviews will remain on file with the department for future appointment considerations or at least until the next recruitment administration for the position of Alameda County Fire Department Reserve Firefighter.

Tentative Selection Schedule:

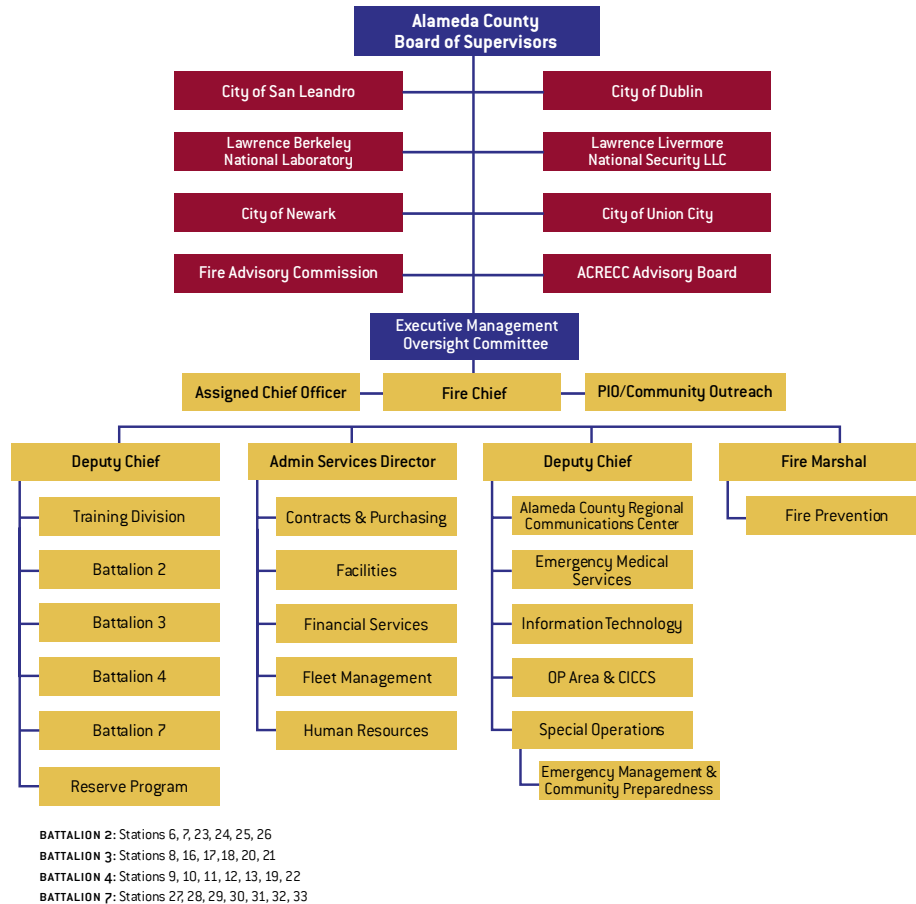
Application packets (on-line application, supplemental questionnaire, and copies of license and/or pertinent certification) must be submitted by:

- **Last Day For Filing (LDF):** Friday, April 29, 2011; 5:00 p.m.
- Departmental Interviews: Week of May 9, 2011
- Targeted Appointment Date: To Be Determined



The ACFD at a Glance

The Alameda County Fire Department is comprised of four organizational branches that meet the operational, special operations and communication, administrative support service and fire prevention needs of the Department. The Fire Chief provides overall leadership and is responsible for the effective management, coordination and service delivery of all facets of the organization. The Deputy Fire Chiefs, Fire Department Administrative Services Director and Fire Marshal oversee their respective organizational branches ensuring the overall day-to-day readiness of all aspects of the Department.



FISCAL YEAR 2009-2010 CALL STATISTICS

*The City of Union City joined the ACFD on July 1, 2010 at the start of the 2010-2011 fiscal year and therefore does not have statistics reflected in the 2009-2010 Fiscal Year Call Statistics chart.

	Dublin	San Leandro	Unincorporated Alameda County (excluding Fairview)	Lawrence Berkeley National Laboratory	Lawrence Livermore National Laboratory	Newark <i>*As of May 1, 2010</i>	TOTAL
Structure Fire	29	107	164	2	5	8	307
Other Fires	31	88	320	3	7	6	449
EMS/Rescue	1350	6121	9194	74	84	335	16823
Hazardous Condition	57	194	278	18	21	12	568
Service Calls	176	521	868	24	26	43	1615
Good Intent	101	337	602	13	54	17	1107
False Calls	255	522	579	114	147	37	1617
Cancelled Enroute	105	223	771	22	14	23	1135
TOTAL	2104	8113	12776	270	358	481	23621

Supplemental Questionnaire

A complete Supplemental Questionnaire must be submitted with your application for this opportunity. Failure to provide responses to the Supplemental Questionnaire will result in disqualification.

1. Do you possess a high school diploma or a high school equivalency certificate such as the General Education Development Certificate (State of California)?
 Yes (*provide a copy of this document with your application*)
 No
2. Do you possess a certificate of completion of a California State Fire Marshal approved Firefighter I course?
 Yes (*provide a copy of this document with your application*)
 No
3. Do you possess a current and valid California Emergency Medical Technician-1 (EMT-1) certificate or are you certified by the National Registry of Emergency Medical Technicians as an Emergency Medical Technician-Basic?
 Yes (*provide a copy of this document with your application*)
 No
4. Do you possess a valid California State Motor Vehicle Operator's License?
 Yes (*provide a copy of this document with your application*)
 No
5. Do you possess a Candidate Physical Ability Test Certificate (CPAT) issued within the last twelve months (12-months) from the last date of filing (4/29/2011)?
 Yes (*provide a copy of this document with your application*)
 No
6. Are you a Reserve Firefighter with another agency?
 Yes: Agency Name/Dates of Employment:

 No
7. Are you a current member of a Reserve Program that is supported by a professional city or county fire department or fire district?
 Yes: Agency Name/Dates of Employment:

 No
8. Are you a minimum of 18 years of age?
 Yes
 No, I will turn 18 on _____ (*date*), and I understand that I must be 18 years old by the date of appointment to meet the age requirement.

continued on the next page

ALAMEDA COUNTY FIRE DEPARTMENT RESERVE FIREFIGHTER



Supplemental Questionnaire, *continued*

9. Do you live in Alameda County?

- Yes
- No, but I live within 25 miles travel distance to the Alameda County Station #15, 5352 Broder Road, Dublin, CA 94568.
- No, and I do not live within 25 miles travel distance to the Alameda County Station #15, 5352 Broder Road Dublin, CA 94568 and I understand that to be appointed I must, at the point of appointment, meet the residency requirement.

PLEASE NOTE:

Options available for submitting additional documentation include scanning and attaching. You also have the option available to mail or deliver in person, any additional documentation, to Alameda County Human Resource Services Department, (Attention: Monique Hill), 1405 Lakeside Drive, Oakland, CA 94612. Fax transmittals or late submission will not be accepted.

All documentation (*application, supplemental questionnaire, and all required copies of certificates and/or licenses*) **must be in the office of Alameda County Human Resource Services by the last day for filing, Friday, April 29, 2011, 5:00 p.m.**



Alameda County Fire Department

www.acgov.org

Dedicated to Superior Service

If you have questions regarding this bulletin please contact:

Monique Hill | Human Resources Analyst
monique.hill@acgov.org | (510) 208-4841

Alameda County is an equal opportunity employer.

