



Joey P. Huggins, Fire Chief

**KELSEYVILLE FIRE PROTECTION DISTRICT**

• 4020 Main Street  
Kelseyville, California 95451

Business Phone: (707) 279-4268

Business Fax: (707) 279-4422

*Employment Opportunity*

**Application and Resume Deadline: Continuous.**

**Classification: Firefighter-Paramedic**

**Salary Range: \$5,014.56 - \$6,399.99 Monthly for Firefighter-Paramedic**

**District Paid Employee Benefits:**

- California Public Employee's Retirement System (Cal PERS) 2% at 50 years of age retirement plan. PEPRA employees are 2.7% @ 57 years of age retirement plan.
- 100% District paid Medical Health Plan, providing full coverage for the employee, spouse and eligible dependent children. In lieu of insurance up to \$450.00.
- Dental plan- 95% District paid, 5 % employee paid. Includes orthodontia per eligible patient.
- Vision plan- 95% District paid, 5% employee paid.
- \$50,000.00 District paid Life insurance for employee and \$5,000 life insurance for spouse.
- PTO leave, 288 hrs per year.
- Sick leave accrual at 24 hours per month.
- District shift schedule is 48 hrs on, 96 hrs off.
- Uniform allotment every year provided to employee
- Incentive pay for Certified Fire Officer, education pay, and longevity.
- Generous allowance for training.
- Merit increases.

**Optional Benefits available to and paid by the employee:** Credit Union (Mendo-Lake or Redwood Credit Union) membership, Valic Deferred Compensation, AFLAC supplemental insurance, additional life insurance for employee and dependents.

**The Community:** The Community of Kelseyville is located in an unincorporated area of Lake County on the West shore of Clear Lake and surrounds Mt. Konocti and is about two- and one-half hours North of San Francisco. Highways 20, 29 and 175 provide access to Kelseyville. Kelseyville is a popular site for water sports, golfing, equestrian and other events, near-by Indian Gaming, Clearlake Sate Park, Lakeside and Kelseyville County Parks. If you're looking for a place with clean air, no traffic congestion and a wonderful quality of life in which to relocate, Lake County is the place for you. [www.lakecounty.com](http://www.lakecounty.com)

**District Information:** Population of the area served is 20,000. The District consists of one newly constructed main station & one sub-station the fire district covers 90 square miles. Presently there are twelve full time safety employees, several part-time employees, as well as nine full-time employees working within the inter-facility transfer program. The District provides advanced life support transport services and responds to approximately 1800 calls for service per year.

**Summary:** This position description is broadly written and shall be interpreted to include, rather than exclude, duties and responsibilities that are reasonable like those written herein. This person will function as an integral member of a team of firefighting/EMS personnel to accomplish a series of tasks associated with the position and will be supervised by higher classified personnel.

**Distinguishing Characteristics:** This is considered an entry level position with the District. Personnel in this classification are expected to perform at a high level of competency in all emergency and non-emergency activities. This includes, but is not limited to firefighting, fire apparatus operation and emergency medical responses. Personnel in this classification are also expected to acquire requisite skills and knowledge of the district's operations, policies and apparatus while performing their job duties satisfactorily.

**Duties & Responsibilities:** 1. The knowledge and skills necessary to safely perform the tasks required of entry level and lateral firefighters. 2. Respond to rescue and medical aid calls, provide emergency medical care and transport patients to the hospital. 3. Performs daily maintenance of station, living quarters, fire rescue and emergency medical apparatus and equipment. 4. As needed, serves as an apparatus or a nozzle operator in firefighting situations, including pulling working lines; holding the nozzle to direct the stream of water on the fire; and, raising, lowering and climbing ladders. 5. Assists in ventilation, overhaul and salvage operations. 6. Operates and maintains a variety of tools and equipment related to fire suppression and rescue activities. 7. Cleans and tests fire hoses and fire hydrants. 8. Participates in fire drills and training exercises. 9. Establishes and maintains a cooperative working relationship with fellow employees and those contacted during the course of work. 10. Communicate clearly and concisely both orally and in writing. 11. Deal effectively and courteously with the general public. 12. Understand and carry out oral and written directions and communications. 13. Know and understand all aspects of the job and the district's operations, observing and following safety rules and practices, especially within responding to emergency life support and fire suppression situations and incidents.

14. A Class B license will be required within the first six months of employment.

**Minimum Qualification Guidelines: To be considered as a Firefighter/Paramedic candidate an applicant must have:**

Must be current within 12 months on the Firefighter Candidate Testing Center (FCTC) Statewide Eligibility List (SEL) (For more information on how to be placed on the FCTC SEL, visit <https://www.fctconline.org/find-a-job/fctc-statewide-list/>)

Cal-JAC CPAT (Candidate Physical Ability Test) Card must be current within 12 months.

A passing score on the FCTC Written Test must be current within 12 months.

To view upcoming Cal-JAC CPAT and FCTC Written Test dates, click here (<https://www.fctconline.org/candidates/upcoming-test-schedule/>).

Candidates experiencing financial hardship may qualify for a grant to pay for their FCTC testing fees. (<https://www.fctconline.org/grants/>)

**Education:** The employee shall be a high school graduate or have an equivalency diploma.

**Licenses & Certifications:** The employee shall possess a Nationally Accredited Paramedic License, which will be maintained at District's expense. Possession of a California Firefighter 1 Certificate. Please submit all your certifications and certificates along with your application.

**Physical Abilities:** The position requires a great degree of physical strength, stamina, and flexibility to perform tasks. Applicant shall possess adequate strength, endurance, and body flexibility to perform the required duties.

**Personal Characteristics:** The position involves relatively frequent changes in work priorities, difficult public relations, interruptions beyond the employee's control, meeting work deadlines, and/or related mental demands. The position also requires the ability to effectively handle interpersonal conflicts and to be consistent when dealing with fellow employees and the public under stressful conditions.

**Medical Examination:** A medical examination and drug screening is required of all appointees.

**Background Investigation:** All offers of employment will be contingent upon the results of a background investigation.

***Application and Resume Deadline: Open until filled  
Applications, Resumes, and certifications can be mailed to***

***KFPD***

***4020 Main Street***

***Kelseyville, CA 95451***

***Or emailed to***

***[knavarro@kelseyvillefire.com](mailto:knavarro@kelseyvillefire.com)***

***Applications can be found at [www.kelseyvillefire.com](http://www.kelseyvillefire.com)***