



**THE CITY OF ONTARIO  
INVITES APPLICATIONS FOR  
THE POSITION OF:**

# Firefighter

Human Resources Department - 200 North Cherry Avenue Ontario, CA 91764 -  
[www.ontarioca.gov](http://www.ontarioca.gov)

**SALARY RANGE:**

\$5,482.05 - \$6,663.47 Monthly

**OPENING DATE:** 08/22/16

**CLOSING DATE:** 09/02/16 05:00 PM

**THE POSITION**

**Firefighter**

*Due to the high volume of applications anticipated for this recruitment, the following procedures will apply:*

- *Separate Promotional and Open (external) Eligibility Lists will be established.*
- *The Promotional Eligibility List will be comprised of current City employees (full or part-time) who meet the minimum qualifications and successfully complete any required selection processes.*
- *The Open Eligibility List will consist of external applicants who meet the minimum qualifications and successfully complete any required selection processes.*
- *The hiring department will consider the Promotional Eligibility List prior to considering candidates on the Open Eligibility List.*

The Ontario Fire Department is seeking to establish an eligibility list for the position of Firefighter. Please take the time to carefully read this entire job bulletin. Application materials (with the exception of your contact information) cannot be modified once submitted. Interested applicants should review the Qualification Guidelines below and make necessary arrangements to meet the position's requirements, including placement on the Firefighter Candidate Testing Center (FCTC) Statewide Eligibility List, no later than **September 30, 2016**. Please visit [www.fctconline.org](http://www.fctconline.org) for additional information including upcoming CPAT and written exam dates.

The Firefighter, under the supervision of a Fire Captain, fights fires and performs emergency medical and rescue work; participates in fire prevention inspections, public education, station maintenance, and training activities; and performs related work as required.

### **Ontario Fire Department**

The Ontario Fire Department is a team committed to professional and compassionate public service. The Department responds to more than 15,000 calls per year serving and protecting a population well over 170,000 people, covering nearly 50 square miles. There are eight fire stations that house eight engine companies and two truck companies. The City of Ontario is in the process of developing 13 square miles in the Ontario Ranch area where the Fire Department will soon begin construction of Fire Station Nine.

Ontario is a full service department providing fire/rescue services; medical services through the department's paramedic program; safety education; fire inspections; plan review; and various specialty teams such as SWAT medics, bomb squad, hazmat, and urban search and rescue.

The Ontario Fire Department is proud to serve the residents, businesses, and visitors of the City of Ontario with a high degree of professionalism. The members of the Ontario Fire Department realize the value of each team member and constantly strive to improve service to the community by living up to the motto: Courtesy - Loyalty - Service.

### **The City of Ontario**

The City of Ontario is a dynamic leading community in the Inland Empire with a variety of full-time and part-time employment and volunteer opportunities. Ontario enjoys the reputation of being a progressive City which provides solid leadership to its citizens and to the business community. The City provides a full range of services to the community including; Police, Fire, Administrative Services, Community Services, Development, Economic Development, Housing, and the Ontario Municipal Utilities Company. The City's team is staffed with approximately 1,000 full-time and 100 part-time diverse and talented employees who work to support a common goal of providing excellent service to the community.

We invite you to learn more about the City of Ontario by reviewing the City's website. A few useful links are also listed below:

[Approach to Public Service](#) (General guidelines for City of Ontario employees)

[OntarioCityEmployees.org](#) (Information about City of Ontario benefit plans)

[The Ontario Plan](#) (The City's Comprehensive Business Plan)

## **EXAMPLES OF ESSENTIAL FUNCTIONS**

The essential functions typically performed by the Firefighter include the following:

- Responds to calls for emergency service, including fighting fires, and performing emergency medical / rescue work as part of a team.
- Engages in all types of fire fighting activities which include rescue, protection of exposures, confinement and extinguishment of fires, overhaul of fire scenes, ventilation, and salvage operations.
- Performs fire prevention activities, including pre-fire planning and disaster preparation training.
- Performs routine maintenance of fire fighting equipment and station facilities.
- Participates in regular drills and training.
- Operates/utilizes all types of machinery, equipment, and supplies appropriate for area of assignment including tools, hoses, ladders, medical equipment and supplies, and motor vehicles.
- Participates in a wide range of emergency and rescue activities, including emergency medical services, extrication, and heavy rescue.
- When properly qualified, may perform as a paramedic, hazardous materials specialist, bomb squad member, or other special assignment.
- Performs other job related duties and responsibilities as required.

## **QUALIFICATION GUIDELINES**

### **Education**

High School diploma or recognized equivalent. Must be at least 18 years of age at time of application.

### **License**

Valid Class C driver's license or officially recognized equivalent and acceptable driving record at time of appointment and throughout employment.

## **Training**

Successful completion of an **Accredited California State Fire Academy** or possession of a **Fire Fighter I** certificate issued by the California Office of the State Fire Marshal at time of application. Proof of successful California State Fire Academy completion and or Fire Fighter I certificate must be attached to your application. Failure to attach documentation to your application will result in disqualification from the selection process. All statements made on submitted application materials are subject to verification.

## **Special Requirements**

Candidates must be active on the **Firefighter Candidate Testing Center (FCTC) Statewide Eligibility List** as of September 30, 2016. It is the candidate's responsibility to ensure all qualifications are met to be placed on the Statewide Eligibility List, including the completion of FCTC's online application and uploading all required documentation. Please visit [www.fctconline.org](http://www.fctconline.org) for additional information.

## **Written Examination**

Successful completion of the **Firefighter Candidate Testing Center (FCTC) Entry-Level Firefighter Written Exam** is required. All testing must be completed through the Firefighter Candidate Testing Center (FCTC) between September 30, 2015 and September 30, 2016. **A written exam will be offered in Ontario on September 10, 2016.** Please visit [www.fctconline.org](http://www.fctconline.org) for additional information and to schedule a testing date. Your passing exam score will determine your placement on the eligibility list for this position.

What to expect at the [www.fctconline.org](http://www.fctconline.org) website:

- Detailed information about the FCTC State Eligibility List requirements and testing process.
- Access to a comprehensive study guide for the written exam including study tips and sample questions.
- Ability to schedule your own CPAT and FCTC written exam.

It is the applicant's responsibility to confirm test dates and times, as well as pre-register for testing online at [www.fctconline.org](http://www.fctconline.org). Only one testing score will be accepted. Any costs associated with taking examinations are the responsibility of the applicant. A fee is assessed by the Firefighter Candidate Testing Center (FCTC) to complete the examination. Grants are available through the California Fire Foundation. Proof of financial need is required. For questions regarding the written examination, please visit the Firefighter Candidate Testing Center at <https://www.fctconline.org/written-testing/>

## **Candidate Physical Agility Test (CPAT)**

Successful completion of the **FCTC Candidate Physical Agility Test (CPAT)** issued between September 30, 2015 and September 30, 2016. The Biddle Physical Agility Test will not be accepted. It is the applicant's responsibility to confirm test dates and times, as well as pre-register for testing online at [www.fctconline.org](http://www.fctconline.org). Only one testing score will be accepted. Any costs associated with taking examinations are the responsibility of the applicant. A fee is assessed by the Firefighter Candidate Testing Center (FCTC) to complete the examination. Grants are available through the California Fire Foundation. Proof of financial need is required. For questions regarding the FCTC CPAT, please visit the Firefighter Candidate Testing Center at <https://www.fctconline.org/cpat/>.

## **SUPPLEMENTAL INFORMATION**

### **Selection Process**

Applications and supplemental questions will be screened to determine if the applicant meets the minimum requirements of the position. Those applications not meeting the position's minimum requirements or lacking proper certification will be rejected. All statements made on an employment application are subject to verification. Any false or misleading information given in the application or any step in the selection process will subject the applicant to disqualification or dismissal.

If your application is accepted, you will be invited to participate in the Firefighter Candidate Testing Center (FCTC) written examination to be held in Ontario on September 10, 2016. Registration will be available on a first come, first serve basis. Applicants will be notified via email of their status and provided with instructions regarding the next steps in the selection process. If you have taken the written test through the FCTC between September 30, 2015 and September 30, 2016, and are currently on the FCTC Statewide Eligibility List, you are not required to participate in the written exam given by the City of Ontario. Please refer to the FCTC website at [www.fctconline.org](http://www.fctconline.org) for additional dates and testing locations.

Candidates must successfully complete the FCTC written exam, CPAT, and be active on the FCTC Statewide Eligibility List on or before September 30, 2016. Applicants meeting the position's minimum qualifications and who attain a passing score on the FCTC written exam will be placed on the position's eligibility list in score order. Applicants with similar scores will be placed into bands. The top candidates will be referred to the Fire Department for consideration. Candidates selected to continue in the selection process following the Department's oral interviews will participate in a background investigation/polygraph exam. Any offer of employment shall be contingent upon passing a comprehensive medical exam as well as a psychological evaluation

Firefighter Candidate Testing Center (FCTC) is a service provided to conduct entry level firefighter testing in a standardized, professional environment. FCTC does not replace the City of Ontario's responsibility and

decision making in the testing process. The City of Ontario is not responsible for delayed or unavailable testing results or for an applicant's inability to complete the required testing due to the availability of testing services. For this reason, applicants are encouraged to complete the required examinations as early as possible.

### **How to Apply**

Applications will be accepted online starting August 22, 2016 through September 2, 2016 at 5:00 PM. If this is the first time applying for a position using [governmentjobs.com](http://governmentjobs.com) you will be prompted to create a new user account, otherwise log in with your user name and password. Your application and responses to any supplemental questions will be used to evaluate your qualifications for this position. It is suggested that your application include the following:

- List any relevant experience and education that demonstrates that you qualify for the position.
- List all periods of employment for at least the past 10 years, beginning with your most recent or present employer (including if applicable, all employment with the City of Ontario).
- Separately list each position held, including different positions with the same employer.

A resume may be attached to your application but will not substitute for the proper completion of your application. Applications that are not properly completed may be rejected. Applicants must submit all transcripts or other documentation of required certification at the time of application. This documentation should be uploaded as a PDF or word document and attached to your online application using the system's resume attachment feature. Failure to provide required documentation will result in disqualification from the selection process.

### **Supplemental Questions**

To complete your application for this position you will be prompted to respond to supplemental questions. This information will be used as part of the application screening and selection process and is designed to help you present your qualifications for this position. This may include a selection step in which your application and supplemental questions are reviewed and scored by a panel of raters familiar with this position.

Incomplete responses, false statements, omission, or partial information may result in disqualification from the selection process. Your responses should be consistent with the information provided on your application.

Please provide succinct, concise, descriptive, and detailed information for each question. If you have no experience, write "no experience" for the appropriate question.

## **Email Notices**

Email is the primary way that the Human Resources or Hiring Department will communicate with you. Please check your email account (including the SPAM folder) on a regular basis for any emails related to the application or selection process. Emails from the City of Ontario will come from "@ontarioca.gov" or "governmentjobs.com." If you change your email address after submitting your application please visit [governmentjobs.com](http://governmentjobs.com) and update your profile.

## **Frequently Asked Questions**

If you have any additional questions regarding the application process, please refer to our [Frequently Asked Questions](#) page.

### **Must I complete all of the required testing?**

Yes. If you fail to complete and pass the required testing your application will be rejected. Required application materials must be attached to your application and will not be accepted after the closing date of the recruitment. The City of Ontario is not responsible for delayed or unavailable testing results or for an applicant's inability to complete the required testing due to the availability of testing services. For this reason, applicants are encouraged to immediately complete their required testing.

### **How do I attach documents to my online application?**

Documents should be scanned in black and white at the lowest possible resolution and then converted into a PDF or a MS Word document. It is recommended that each document be attached separately. If you are unable to attach a document, it is more than likely that the file size is too large. To attach a document to an online application, click on the Add Attachment(s) link, add the name of the document in the File Description field and then click Browse to locate the document you would like to attach to your application. Select Upload to complete the attachment process.

### **I currently work as a Firefighter in another state, how do I obtain the required certifications?**

The requirements include successful completion of an accredited California State Fire Academy or possession of a Fire Fighter I certificate issued by the California Office of the State Fire Marshal at time of application. California State Fire Training (SFT) does not offer reciprocity for certifications. In order to apply for SFT certification in California, you must meet all of the requirements listed in the SFT Procedures Manual [click here](#) (or refer to pg. 94 SFT Procedures Manual - ver. 2008). As such, you must have served with a California Fire Department to meet the minimum qualifications for a Fire Fighter I certificate.

## **GENERAL PROCESS**

All applications received by the filing deadline will be screened. Those candidates selected as best meeting the needs of the City will be invited to continue in the selection process.

- Candidates who successfully complete all phases of the selection process will be placed on an eligibility list. Current and future vacancies will be filled from this list. Lists typically last for 12 months but may be extended or abolished based upon the needs of the City.
- The City encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act. Individuals who require a reasonable accommodation to participate in any phase of the selection process must make such a request during the application process. Applicants with disabilities that affect sensory, manual, or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such a need.
- All potential employees are required to pass a fingerprint review and a pre-employment physical examination prior to appointment.
- The City supports a Drug-Free Workplace. The pre-employment physical may include a drug screen.
- Successful candidates shall be required to complete a verification form designated by the Department of Homeland Security United States Citizenship and Immigration Services that certifies eligibility for employment in the United States of America.
- All City employees are required to sign a loyalty oath in accordance with California Government Code Section 3100.
- The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.
- If applicable, official college transcripts may be required prior to receiving an offer of employment.

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APPLICATIONS MAY BE REQUESTED AND  
FILED ONLINE AT:  
<http://www.ontarioca.gov>  
ALTERNATIVE FORMAT MAY BE OBTAINED AT:  
200 North Cherry Avenue  
Ontario, CA 91764  
909.395.2442  
909.395.2000 - Job Line 909.395.2035  
Fax 909.395.2072  
[rsigler@ontarioca.gov](mailto:rsigler@ontarioca.gov)

Job #080116 Firefighter  
FIREFIGHTER  
NC

An Equal Opportunity Employer

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### **Firefighter Supplemental Questionnaire**

- \* 1. **INSTRUCTIONS:** The information on your application and the following supplemental questionnaire will be used in the evaluation of your qualifications. Detailed responses should be provided in order to ensure



that your qualifications are properly considered. If the item does not apply, please enter N/A. By continuing you are certifying that all information provided in the supplemental questionnaire is true to the best of your knowledge.

I understand the above statement.

\* 2. Do you have a high school diploma or a recognized equivalent?

Yes

No

\* 3. Are you at least 18 years of age as of today?

Yes

No

\* 4. Do you currently possess a Fire Fighter I certificate issued by the California Office of the State Fire Marshal? **Please ensure a copy of your certificate is attached to your application.**

Yes

No

\* 5. Please select from the following list of Accredited California State Fire Academies, the Academy you attended and successfully completed.

**Please ensure a copy of your certificate is attached to your application.**

Alameda County Fire Department

Allan Hancock College

American River College

Antelope Valley College

Bakersfield College / Olive Drive Training Cntr.

Butte Community College

Cal Fire Academy

Chabot Community College / Los Positas

City College of San Francisco

College of the Desert

College of the Sequoias

College of the Siskiyous

Columbia College

Crafton Hills Community College

El Camino College

Fremont FD

Fresno City College

Fresno Fire Department

Glendale Community College / Verdugo Fire Academy

Imperial Valley College

Lake Tahoe Community College

Los Angeles City FD

Los Angeles County FD

Los Medanos Community College

Merritt College

Modesto Jr. College

Monterey Peninsula College

Moreno Valley College / Ben Clark Training Cntr.

Mt. San Antonio Community College

- Oakland FD
- Oxnard College
- Palomar College
- Porterville Community College
- Rio Hondo College
- Sacramento Metro Fire
- San Diego FD
- San Diego Miramar College
- San Francisco Fire Department
- San Joaquin Delta College
- San Jose FD
- San Mateo College
- San Pasqual Reservation FD
- Santa Ana College
- Santa Rosa Junior College
- Shasta Community College
- Sierra College
- Solano Community College, Vacaville Center
- South Bay Regional Safety Consortium
- Victor Valley College
- Yuba College
- I have not successfully completed any of the academies listed above

\* Required Question