



Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date
Employee Name	Division		
Position No / Agency-Unit-Class-Serial	Unit Office of Protective Services		
Class Title Fire Fighter	Location Napa		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input type="checkbox"/> No	CBID	Work Week Group:	Pay Differential
Other			
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the supervision of the Fire Chief, the Fire Fighter will perform the full range of fire prevention, fire suppression, rescue and other assigned duties, tasks and responsibilities to protect life, property, and the environment of the State of California. This class is the entry and full journey level in this series and requires working in hazardous environments under emergency conditions, with strict adherence to agency, departmental and regulatory protocols.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).		
35%	ESSENTIAL FUNCTIONS FIRE PREVENTION Conduct fire prevention and life safety inspections of all hospital grounds and buildings in accordance with National Fire Protection Association (NFPA) 101 and California Code of Regulations (CCR) Title 19. May be required to verify and assist in the inspection, testing, and maintenance of fire protection systems such as sprinklers/extinguishment systems, alarms, extinguishers, doors, standpipes and hydrants, consistent with NFPA 25, NFPA 72, and Joint Commission requirements. Inspect and make recommendations for enforcement of compliance with the California Fire Code, California Building Standards Code (CCR Title 24), and agency/hospital directives. Document and report all deficiencies/corrections in line with regulatory and voluntary oversight requirements (CMS Conditions of Participation, Joint Commission, state/local department(s) of public health/environment, agency policy, etc.). Present fire safety education during employee orientation and annual refresher programs, participate in public relations events.		

25%	<p>EMERGENCY RESPONSE/CALLS FOR SERVICE</p> <p>Respond to all emergency calls, other service-related calls, take necessary action as directed by supervisor or policy to prevent or minimize the loss of life, property and the environment. Calls for emergency and non-emergency may include; fire alarm activation; structure fires (commercial or residential), wildland fires, vehicle accidents or fires, hazardous material incidents, odor investigation, emergency medical services, water rescues, floods, building collapse, natural disasters and any other situation, as they arise. Operate motorized fire and emergency medical services apparatus, and tools consistent with NFPA 1500 and NFPA 1901 standards. Provide suppression, ventilation, rescue, salvage, and overhaul operations as prescribed by NFPA 1001 and NFPA 1710. Provide emergency medical patient care at the Emergency Medical Technician (EMT) level as defined by the agency/local/state scope and as outlined in CCR Title 22, with strict compliance to HIPAA confidentiality standards. Respond, isolate and/or mitigate Hazardous materials incidents at the Awareness and Operations levels (FRA/FRO) in accordance with OSHA 29 CFR 1910.120 and NFPA 472. In absence of a supervisor, as required by the nature of an emergency, assume incident command, direct scene operations and coordinate deployment of additional resources in accordance with department policy and/or the incident command system until relieved.</p>
25%	<p>TRAINING</p> <p>Maintain the required certification for medical emergency services and fire suppression responsibilities as required by the Department of State Hospitals (DSH) Fire Service Training Plan and local/state/federal mandates. This may include, but not limited to, a valid Healthcare Provider Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) with Auto External Defibrillation (AED), Emergency Medical Technician (EMT),(CCR Title 22) State Fire Training Fire Fighter I certification, Hazardous Materials Awareness and Operations certification, possession of a valid California Driver License, (minimum Class C with a Firefighter endorsement), annual respiratory protection testing and medical clearance (as required under OSHA 29 CFR 1910.134). Complete all required training issued by Department of State Hospitals and Office of Protective Services, Assist and participate in organizing, instructing, and lead fire service related training classes to other firefighters. Maintain current copies of all certifications/training courses and provide the assigned training officer copies of documents. Maintain health and physical fitness, Fire Fighters must be capable of meeting NFPA 1582 medical standards, perform strenuous physical activities including lifting and carrying more than 100 pounds, climbing</p>

	ladders, operating heavy tools, and working in confined or hazardous environments. Position may include regular exposure to fire, smoke, hazardous chemicals, infectious diseases, and biohazards which require adherence to standards such as OSHA 1910.1030 bloodborne pathogen training and practices, CCR Title 8 hazardous materials (29 CFR) and confined space minimum standards.
10%	<p>INTERPERSONAL RELATIONSHIPS</p> <p>Consistently uphold the highest professional standards of performance and conduct in alignment with Fire Department policies and agency mission, while maintaining clear and respectful communication with all disciplines. Cultivate and sustain cooperative relationships with regulatory and oversight agencies, including the Office of the State Fire Marshal (OSFM), Cal/OSHA, the Centers for Medicare & Medicaid Services (CMS), State/County Public Health, and the Joint Commission. Serve as official liaison between the DSH Fire Department and local, state, and federal public safety organizations. Utilize empathetic communication, essential to ensure operational effectiveness, maintain team cohesion, and support long-term sustainability of both professional and personal relationships. Demonstrate respect, professionalism, and cooperation with colleagues during 24-hour shift assignments, overtime, callbacks, mutual aid operations, and while living in close quarters under varied and demanding environments.</p>
5 %	<p>OTHER</p> <p>Perform other Fire Fighter duties as required by Fire Chief.</p>
Other Information	<p><u>SUPERVISION EXERCISED</u></p> <p>The firefighter position is a non-supervisory position but may be assigned to the 'Lead' Firefighter Role. In the absence of a direct supervisor, the 'Lead' Firefighter oversees the work shift duties and emergencies of assigned Fire Fighters. Lead Firefighters may supervise the work of Part Time Firefighters during drills, emergencies or work assignments in the absence of the Fire Chief, as delegated in advance by the Fire Chief.</p> <p><u>KNOWLEDGE AND ABILITIES</u></p> <p>Ability to:</p> <p>Learn and use modern fire prevention and suppression principles and techniques and fire-fighting tools and apparatus; learn to use and maintain motorized fire-fighting equipment; do heavy physical</p>

	<p>labor under hazardous conditions with full range of motion; follow oral and written directions; analyze situations accurately, exercise good judgment in hazardous situations and take effective action; write legibly; ; maintain cooperative relationships with people, organizations, and agencies, when assigned as a “Lead” firefighter: organize, instruct, and supervise fire fighters in suppression and rescue work;</p> <p><u>REQUIRED COMPETENCIES</u></p> <p>INFECTION CONTROL - Apply knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.</p> <p>SAFETY - Actively support a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. Will be required to wear an approved ballistic vest, as needed.</p> <p>FIRST RESPONDER/CPR/FIRST AID - Maintain current certification.</p> <p>THERAPEUTIC STRATEGIES AND INTERVENTIONS - Support a safe work environment; practice the strategies and interventions that promote a therapeutic milieu; apply and demonstrate knowledge of correct methods in the management of assaultive behavior.</p> <p>CULTURAL AWARENESS - Demonstrate awareness to multicultural issues in the workplace, which enable the employees to work effectively.</p> <p>RELATIONSHIP SECURITY- Demonstrate professional interactions with patients and maintain therapeutic boundaries. Maintain relationship security in the work area; take effective action and monitors, per policy, any suspected employee/patient boundary violations.</p> <p>RESPIRATORY PROTECTION/FIT - Must demonstrate competency by passing a fit test prior to initial use, and annually thereafter. May be required to utilize respirators in the course of his/her job duties or under emergency circumstances. This requirement is implemented in order to ensure the health and safety of the employee.</p> <p>PATIENT RECOVERY - Respect the worth and dignity of all persons and groups, as well as honor and advocate for individual rights and interests, and opposing discrimination.</p>
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	<p>PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION - Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws</p> <p><u>REQUIRED QUALIFICATIONS</u></p> <p>JOB RELATED QUALIFICATIONS Ability to read, write, and speak English proficiently</p> <p>AND</p> <p>Graduation from a U.S. high school or equivalent, G.E.D. or equivalent from a U.S. institution, or a California High School Proficiency Examination (CHSPE) certificate is required.</p> <p>AND</p> <p>Minimum of 18 years old at time of hire</p> <p>AND</p> <p>Criminal history report free of any disqualifying criminal activity (California Code of Regulations (CCR) Title 22 Section 100108.06 (c) & (d))</p> <p>AND</p> <p>Ability to pass annual respiratory protection testing and medical clearance (as required under OSHA 29 CFR 1910.134).</p> <p>AND</p> <p>Option 1: State Fire Training (SFT) Fire Fighter I (FFI) Certification (2013 or 2019)</p> <p>OR</p> <p>Option 2: SFT FFI Certificate (without IFSAC/ProBoard) AND National Wildfire Coordinating Group (NWCG) L180 Human Factors in Wildland Fire Service, S190 Intro to Wildland Fire Behavior, S130 Firefighter Training, S131 Firefighter Type 1 Training AND</p> <p>OR</p>
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	<p>Option 3: CAL FIRE 1A/B/C; or NFPA 1001 (plus FF Survival & Conf Space) AND NFPA 1072 or NFPA 472 or NFPA 470 AND NFPA 1051 or NFPA 1140 AND CAL FIRE C-212 certificate of completion or equivalent (NWCG S-212 Wildland Fire Chain Saws).</p> <p>OR</p> <p>Option 4: CAL FIRE Basic AND Firefighter Survival (structure), SFT Confined Space Awareness level or higher AND SFT Hazardous Materials First Responder Operational AND NWCG L180 Human Factors in Wildland Fire Service, S190 Intro to Wildland Fire Behavior, S130 Firefighter Training, S131 Firefighter Type 1 Training AND CAL FIRE C-212 certificate of completion or equivalent (NWCG S-212 Wildland Fire Chain Saws).</p> <p>.</p> <p>OR</p> <p>Option 5: SFT Accredited FF I Academy Completion Certificate AND Firefighter Survival (structure), SFT Confined Space Awareness level or higher AND SFT Hazardous Materials First Responder Operational AND NWCG L180 Human Factors in Wildland Fire Service, S190 Intro to Wildland Fire Behavior, S130 Firefighter Training, S131 Firefighter Type 1 Training AND CAL FIRE C-212 certificate of completion or equivalent (NWCG S-212 Wildland Fire Chain Saws).</p> <p>.</p> <p>AND</p> <p>Federal Emergency Management Agency (FEMA) IS-100: Introduction to the Incident Command System AND FEMA IS-200: Basic Incident Command System for Initial Response AND FEMA IS-700: An Introduction to the National Incident Management System (NIMS) AND FEMA IS-800: National Response Framework, An Introduction</p> <p>Comply with DSH-N Fire Department, Office of Protective Services, Department of State Hospitals policies, procedures and directives.</p> <p>EMERGENCIES</p> <p>Maintain and exercise knowledge of department's area specific emergency preparedness plan, DSH-Napa emergency preparedness manual and local/state/federal plans; such as Napa County Multiple Causality Plan, Napa County Active</p>
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FF (FT) Duty Statement

Approved by DSH-Sac OPS 01/19 (Revised 10.6.25 Napa)

	<p>Violence Plan, Napa County EMSA Policy/Procedure, Standardized Emergency Management System (SEMS) and National Incident Management Plan (NIMS)</p> <p>Designated by law as Disaster Service Worker (California Government Code Section 3100-3109), employment requires the affirmation of a loyalty oath to this effect, requiring completion of all Disaster Service Worker-related training as assigned, and requirement to return to work as ordered, in the event of an emergency.</p> <p>TECHNICAL PROFICIENCY</p> <ul style="list-style-type: none"> • Complete training requirements, as required by department/agency. • Basic computer entry and report writing in Microsoft Word, PowerPoint and Outlook and other related department software • Use of power/hand tools and other related department/agency equipment • Safe and legal operation of emergency vehicles • Performance and understanding of agency/department policy and procedures • Ability to learn and retain critical facility information such as building identification/composition, street names and site features/hazards • General working knowledge and limitations of facility fire suppression systems • Ability to read maps and navigate • Operation of portable and mobile radios and other communication devices • Proficiency of DSH-N Fire Department Standard Operating Procedures (to include don/doff of Personal Protective Equipment and Self-Contained Breathing Apparatus, raising lowering ladders, etc.) <p><u>LICENSE OR CERTIFICATION</u></p> <p>It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification, on a current basis. Any failure to do so, may result in termination from Civil Service.</p> <p>Valid Healthcare Provider Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) with Auto External Defibrillation (AED)</p> <p>AND</p>
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Valid Emergency Medical Technician (EMT) Basic certificate OR
EMT Paramedic license (CCR Title 22)

AND

Valid California Driver's License is required at the time of appointment, required to obtain and maintain a California Non-Commercial Class C with Firefighter Endorsement OR Commercial Class A/B/C with tank endorsement Firefighter's driver's license, as a condition of employment within one year of employment.

TRAINING

The employee is required to keep current with the completion of all required training as identified in the current State of California Department of State Hospitals / Office of Protective Services, Fire Service Training Plan. Facility mandatory training standards will be determined by the individual hospital and department policy.

PHYSICAL REQUIREMENTS

Activity	Never	Occasionally Up to 3 hours	Frequently 3–6 hours	Constantly Over 6 hours	Distance/ Height
Sitting		X			
Standing				X	
Running		X			
Walking				X	
Crawling		X			
Kneeling			X		
Climbing		X			
Squatting		X			
Bending (neck)			X		
Bending (waist)			X		
Twisting (neck)			X		
Twisting (waist)			X		
Reaching (above shoulder)		X			
Reaching (below shoulder)			X		
Pushing & Pulling				X	
Fine Manipulation			X		
Power Grasping		X			

Simple Grasping		X			
Repetitive use of hand(s)				X	
Keyboard Use		X			
Mouse Use		X			
Lifting/Carrying				X	
0 – 10 lbs.				X	
11 – 25 lbs.			X		
26 – 50 lbs.			X		
51 – 75 lbs.		X			
76 – 100 lbs.		X			
100 + lbs.		X			
Walking on uneven ground			X		
Driving			X		
Working with heavy equipment		X			
Exposure to excessive noise			X		
Exposure to extreme temperature, humidity,				X	
Exposure to dust, gas, fumes, or chemicals		X			
Working at heights		X			
Operation of foot controls or repetitive				X	
Use of special visual or auditory protective		X			
Working with bio-hazards (e.g., blood-borne pathogens, sewage, hospital waste, etc.)				X	

WORKING CONDITIONS

All employees are required to have an annual health review and repeated health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The employee routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

A required function of this position is to consistently provide exceptional customer service to internal and external customers.

	<p>May be required to work overtime as determined by the operational needs of the department and requested for call back situations to cover the fire station during emergency operations.</p> <p>I have read and understand the duties listed above and I can perform these duties.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____</p> <p>Employee's Signature</p> </div> <div style="width: 45%;"> <p>_____</p> <p>Date</p> </div> </div> <p>I have read and understand the duties listed above and I can perform these duties.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____</p> <p>Supervisor's Signature</p> </div> <div style="width: 45%;"> <p>_____</p> <p>Date</p> </div> </div>