

Central Calaveras Fire & Rescue Protection District

19927 Jesus Maria Road, Mokelumne Hill, CA 95245

(209) 754-4330

www.centralcalaverasfire.org

Bill Wennhold
Fire Chief



HELP WANTED

The Central Calaveras Fire and Rescue Protection District has a job opening for (1) part-time office position as an aide to the Fire Chief. Job duties include general office and business management including record keeping, expense logs, income and expense reports, computer word processing and basic spreadsheets, telephone services, and other standard office practices.

A full job description and application packet is available at the Fire District main station, 19927 Jesus Maria Road during business hours Monday – Friday. The full job description and application form will also be available on the fire district website (www.centralcalaverasfire.org) after Friday, April 9. The hourly rate of pay is \$16.00 per hour for 12 hours per week, 24 hours per pay period. The fire district is a CAL PERS employer, this is a part-time, non-benefited position.

Completed application forms will be accepted by direct drop off at the fire station, by US mail, or electronically no later than 5:00 PM, Friday April 23rd, 2021. Electronic submissions can be sent to:

B.Wennhold@centralcalaverasfire.org

Applicants meeting qualifications will be contacted and scheduled for an interview the week of May 4-7. After final selection, the new position will start May 25, 2021.

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CHIEF'S AIDE

Definition: Under supervision of the Fire Chief, the Chief's Aide shall plan, organize, and conduct a variety of office, clerical, and support functions and may perform other fire district related activities as requested by the Fire Chief. As a representative of the fire district, the Chief's Aide is expected to greet the public in person and by telephone in a courteous and professional manner at all times. The Chief's Aide is expected to report to work promptly at the agreed times and be dressed professionally and appropriately for the tasks assigned.

Examples of Duties: Typical duties include, but are not limited to the following;

- Writes letters of correspondence, memorandums, reports, and resolutions from rough draft to final copy
- Operates computers to perform record keeping, data input and databases, track payroll and expenses
- Maintains employee personnel files including personal information, certifications, and training records
- Assists the Fire Chief in preparing inventory reports and *may* order office or firefighting materials to maintain appropriate supplies as requested by staff
- Develops, tracks, and maintains billing system for cost recovery for EMS billing and other response reimbursements
- Reconciles employee and apparatus hours for strike team/ABH events
- Record and track call hours for responses
- Maintain DMV files
- Update apparatus files including typing and inventory list, registrations, and insurance
- Maintain workers compensation records and coordinate injury reporting, hours, work status, and OSHA logs
- Assists the Fire Chief in the preparation of the Annual District Budget
- May develop and track various grant programs including application and performance reporting
- Answers telephone, radio, and electronic messages and routes or takes appropriate actions
- Coordinates Fire Chief's appointments, fire inspections, and scheduling of fire station for training or community group use
- Receives and distributes daily mail
- Maintains general district and personnel files and assures accurate record keeping and employee confidentiality

Minimum Qualifications:

- Possession and retention of a valid Class C California Driver's License without restrictions
- High School Diploma with business experience or equivalency
- Knowledge of IBM based computers
- Proficiency in word processing, database, and spreadsheet programs
- Proficiency in the use of basic office equipment including phone, fax, calculators, copiers, and radios
- Knowledge of English vocabulary, grammar and spelling
- Knowledge and proficiency in the use of the Internet
- Ability to communicate effectively both orally and in writing
- Knowledge of elementary accounting procedures
- Knowledge of modern office practices
- Ability to perform responsible and sometimes complicated office tasks and perform independently
- Possession of a valid CPR card (or ability to obtain AHA Heart Saver certification within 45 days of initial start)
- Ability to maintain cooperative relationships with co-workers and supervisors

Desirable Qualifications:

- Knowledge of or the ability to learn and apply provisions of the Health and Safety Code, California Fire Code, California Code of Regulations, and local ordinances
- Knowledge of modern fire district/department organization and practices
- Associate Degree or appropriate college level course work
- Possession of 1st Responder/EMR certification
- Possession of Firefighter Certification(s)
- Experience as a paid or volunteer firefighter, officer, or trainer (the position is not *expected* to function in firefighter or responder role but be familiar with scope of responsibilities of their surrounding workforce)

Working Conditions

A person in this position must be free from any physical, emotional or mental condition which might adversely affect their ability to perform any of the essential job functions. The employee may be subjected to periods of exposure to environmental conditions including heat, cold, rain, and wind. The normal working days and hours for this position will vary as mutually agreed upon by the Fire Chief.

Benefits and Compensation

- This position shall not be required to work Federal or State recognized holidays
- As of February 2021 this position is classified as part-time, limited hours. The District reserves the right to review and re-classify the position as working conditions or needs change
- As of February 2021 this position shall be paid \$16.00 hour up to 12 hours weekly for a maximum of 24 hours of pay period (\$384.00 bi-weekly, 26 pay periods per annum)
- The aide will be eligible for district paid training as related to the functions and tasks assigned. Specific training needs or requests shall be approved by the Fire Chief
- The aide shall receive an annual performance evaluation to be conducted by the Fire Chief or their designee

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT

VOLUNTEER APPLICATION

APPLICANT INFORMATION

Last Name		First	M.I.	Date
Street Address			Apartment/Unit #	
City	State		ZIP	
Mailing Address			Apartment / Unit #	
City	State		ZIP	
Phone		E-mail Address		
Cell Phone		Social Security #		
Driver's License #	Class	Expiration		
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Do you have vehicle insurance?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please attach a copy of your insurance to application.	
Have you ever volunteered for CCFRPD before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	

EDUCATION

High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/> Degree
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/> Degree
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/> Degree

REFERENCES

Please list two professional references.

Full Name		Relationship
Company		Phone
Address		
Full Name		Relationship
Company		Phone
Address		

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
VOLUNTEER APPLICATION

PREVIOUS EMPLOYMENT

Company	Phone
Address	Supervisor
Job Title	From To
Responsibilities	
Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	

Company	Phone
Address	Supervisor
Job Title	From To
Responsibilities	
Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	

Company	Phone
Address	Supervisor
Job Title	From To
Responsibilities	
Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	

FIRE SERVICE TRAINING

Do you have any formal education or vocational training in the fire science, EMS, or related field? YES ☐ NO ☐

If yes, explain:

Do you have any other formal education, vocational training or other educational background that you wish us to be aware of?

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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