



## **BOLINAS FIRE PROTECTION DISTRICT**

100 Mesa Road  
P. O. Box 126  
Bolas, CA. 94924  
415-868-1566 | fax 415-868-2009  
[www.bolinasfire.org](http://www.bolinasfire.org)

# **JOB ANNOUNCEMENT – Full-time Duty Officer**

Application Period: Open until filled

The Bolinas Fire Protection District is a combination paid/volunteer fire department providing services in emergency medical care, fire protection, disaster response, fire prevention and community education. Bolinas is a unique coastal community with approximately 1,500 year-round residents. Thousands of visitors are also attracted to our beaches and surrounding National Parks year-round. The District employs a full-time Chief, full-time Administrative Manager, full-time Duty Officer, and two full-time Firefighter/EMTs. We also rely on the support of a dedicated group of approximately 20 volunteer firefighters and EMT's. The department responds to approximately 300 emergency and public assistance calls annually, with approximately 80% medical aid calls.

### **DUTIES:**

- Report to the Bolinas Fire Chief
- Perform scene command and personnel supervision during incidents
- Perform fire officer, fire apparatus engineer and firefighting duties
- Perform fire prevention activities and public education
- Assist in leading volunteer trainings and support the volunteer firefighting program
- Provide BLS emergency medical care
- Drive and operate fire apparatus and related equipment
- Maintain fire station, grounds and related equipment & apparatus

### **ABILITY TO:**

- Demonstrate effective written and oral communications
- Maintain proficiency in a variety of technical fire and EMS applications
- Maintain effective working relationships with coworkers, volunteers, and the public
- Perform duties in a professional and respectful manner
- Demonstrate effective incident management and control
- Perform physically demanding duties

### **MINIMUM QUALIFICATIONS:**

- At least 18 years of age
- In possession of a high school diploma or a General Equivalency Diploma (GED)
- Have good vision in both eyes, with the ability to distinguish Occupational Safety and Health Act (OSHA) color codes for hazardous materials and have no depth or peripheral impairment
- At least two years' experience as a Firefighter/Fire Apparatus Engineer or equivalent
- Possession of Firefighter 1 (FF1) certification from an accredited organization
- Possession of California Emergency Medical Technician (EMT) certification

- Possession of a California Driver's License (Class C w/ FF endorsement or Commercial Class B), with a driving record in good standing
- Possession of a current Candidate Physical Ability Test (CPAT) or ability to demonstrate physical ability to department standards
- Pass a standard criminal background check

#### **IDEAL CANDIDATE:**

- Team player able to show patience and sensitivity to diverse patients, community members, and colleagues
- Experience as Fire/EMS educator
- Experience working with volunteer firefighters
- Fire Officer, Fire Apparatus Engineer, Structural & Wildland Firefighting training or experience
- Leadership experience
- Ability to communicate in Spanish
- Flexibility & ability to fill occasional extra shifts and/or overtime

#### **SCHEDULE:**

72-hour shift, meaning three consecutive 16-hour shifts per week (48 regular hours, plus a mandatory 8-hour on-call sleep window per night)

#### **COMPENSATION AND BENEFITS:**

- \$38 to \$42 hourly (approx. \$95,000 - \$105,000 per year), depending on experience and qualifications
- Call-out pay for responding to calls during nightly sleep window
- Health Insurance – Employer/Employee shared Kaiser Permanente plans available
- Retirement – California Public Employee Retirement System (CalPERS). Employees may also participate in an optional 457 Deferred Compensation Plan
- Paid Vacation Leave
- Paid Sick leave
- Dental/Vision and Uniform allowances

#### **APPLICATION PROCESS:**

Applications can be obtained from the Bolinas Fire Protection District office located at 100 Mesa Road, Bolinas, CA. 94924, or on the District website ([www.bolinasfire.org](http://www.bolinasfire.org)).

The application period will remain open until the position is filled. Application materials should be returned in person, and must include a resume, proof of valid driver's license with Firefighter endorsement, EMT Certification, FF1 Certification, and any work-related certifications.

**SELECTION PROCESS:** Qualified applicants who best meet the needs of the District will be invited to participate in the next step of the selection process.

For more information, visit the District website, or call to speak with the Fire Chief or schedule a visit.

**Equal Employment Opportunity Employer:** The Bolinas Fire Protection District is committed to diversity and invites all qualified people to apply, including persons of color, women, and individuals with disabilities. Upon request, reasonable accommodations may be made for persons with disabilities and for religious reasons, where necessary. If you have questions regarding equal employment opportunities or the position announcement, please contact the District Administrative Office at (415) 868-1566.