

RESOLUTION NO. 2025-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING, UPDATING AND DELETING CERTAIN CLASSIFICATION SPECIFICATIONS IN THE PERSONNEL CLASSIFICATION PLAN AND AMENDING RESOLUTION NO. 2023-014 (FULLERTON FIREFIGHTERS' ASSOCIATION) APPENDIX A

THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, RESOLVES AS FOLLOWS:

1. City Council adopts the following revised classification specification (attached):

<u>Title</u>	<u>Effective Date</u>
Library Clerical Assistant	September 2025

2. City Council hereby establishes the following new classification specification and adds to the classification plan:

<u>Title</u>	<u>Effective Date</u>
Ambulance Operator	September 2025

3. City Council adopts the following revised and retitled classification specification (attached):

<u>Title</u>	<u>Effective Date</u>
Library Technical Assistant	September 2025
Series Fire Support Aide Series	September 2025

4. City Council amends Resolution No. 2023-014 (Fullerton Firefighters' Association) Appendix A (attached) to place all 56-hour and 40-hour hourly rates on dedicated salary ranges and revise the format match other bargaining units.

5. City Council deletes the following superseded classification specifications from the classification plan:

<u>Title</u>	<u>Effective Date</u>
Library Clerical Assistant	September 2005
Library Technical Assistant I	September 2005
Library Technical Assistant II	September 2005
Fire Department Utility Worker	July 2006

6. This resolution shall be effective September 27, 2025.

ADOPTED BY THE FULLERTON CITY COUNCIL ON SEPTEMBER 16, 2025.

Fred Jung
Mayor

ATTEST:

Lucinda Williams, MMC
City Clerk

Date

Attachments:

- Attachment 1 – Library Clerical Assistant Classification Specification
- Attachment 2 – Ambulance Operator Classification Specification
- Attachment 3 – Library Technical Assistant Series Classification Specification
- Attachment 4 – Fire Support Aide Series Classification Specification
- Attachment 5 – Fullerton Firefighters' Association Appendix A

LIBRARY CLERICAL ASSISTANT

Definition

Under varying levels of supervision performs a wide variety of library clerical duties of average difficulty, assists the public in the use of library equipment, facilities, materials and services and performs related work as required.

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs a variety of general and specialized clerical and library duties and other tasks related to the function/area to which assigned.

Provides frontline customer service to library patrons at a front counter/public desk by simultaneously assisting patrons at the circulation desk, answering reference questions in person and by phone, registering new patrons for library cards, and checking library materials in and out using integrated library system (ILS) software.

Assists patrons at front counter and directs public to appropriate locations and/or staff; responds to complaints and requests for information; provides detailed information to patrons regarding library materials and financial status of accounts; investigates and resolves disputed customer accounts.

Operates a computer and uses applicable software to record incoming/outgoing library materials and to perform other tasks related to circulation records; operates a variety of office and library equipment.

Assists patrons in becoming familiar with the arrangement and location of library services and materials.

Collects/records fines for overdue or lost materials; performs financial transactions including adding and adjusting charges on patrons' accounts and using a cash register to collect fees and clear customer account balances.

Types a variety of library related lists, notices, order slips and forms and processes materials into and out of reserve status.

Checks accuracy of incoming book orders and verifies library holdings.

Arranges and files a variety of items and maintains files.

Assists teachers in requesting desired materials and assists with library programs.

If assigned to passport services, processes passports, including taking required photos and reviewing applications and documents to support passport process.

Lifts and moves boxes of books, library supplies, shelving, furniture and related items weighing up to 50 pounds and pushes and/or pulls a loaded book cart.

Assists with the sorting and shelving of library materials and the planning/creation of posters, displays and other basic artwork.

Assists with the application of book jackets, labels and security devices and may mend and repair books and repackage other library materials.

Drives a vehicle on City business when assigned to the Bookmobile.

Receives, opens, stamps and routes mail and checks in magazine issues.

May perform the work of and/or monitor the work of and assist Library Pages.

Class Characteristics:

Library Clerical Assistant is a clerical support position within the library. Incumbents perform a wide variety of library related and general clerical work within a framework of established procedures and are expected to perform a variety of tasks and general clerical duties with limited supervision.

Bargaining Group: FMEF

Qualification Guidelines:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

Knowledge of:

English usage, spelling, grammar and punctuation.

Basic math as it relates to area assigned.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and Agency staff.

Basic library or office methods, functions and practices.

Record keeping principles and procedures.

Basic principles and practices of data collection and report preparation

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed

AND

Ability to:

Perform clerical work of average difficulty.

Make basic mathematical calculations and read and sort numerals and letters rapidly and accurately.

Accurately shelve and file materials using library alpha-numeric systems.

Learn and apply Library policies and procedures.

Understand and carry out oral and written instructions.

Communicate effectively orally and in writing.

Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.

Read and write at the level required for successful job performance.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Handle job stress and maintain composure in public settings.

Prioritize tasks based on urgency, importance, and deadlines, while maintaining high attention to detail and productivity.

Education and Training

Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Graduation from high school
- One year of experience performing general clerical or library duties.
- Bilingual ability may be preferred or required for some positions.

Special Requirements Include:

Must be able to work a flexible schedule, including weekends and evenings, to accommodate City needs.

Must type accurately at a speed which will enable successful job performance.

A Library Clerical Assistant assigned to passport services must meet the following qualifications:

- Be a United States citizen or U.S. national
- Be at least 18 years old at time of appointment
- Be able to pass the Department of State Passport Acceptance Agent Training for New Agents within six months of appointment to this assignment.

A Library Clerical Assistant assigned to the Bookmobile must have a valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout assignment to the Bookmobile. Employees assigned to the Bookmobile will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office and library/public counter environment. An incumbent uses a computer, keyboard and related equipment, sits, stands, walks, kneels, crouches, twists, reaches, bends, grasps, lifts and moves boxes of books, library supplies, shelving, furniture, meeting room set-up materials and related items weighing 50 pounds or less. An incumbent pushes and/or pulls a loaded book cart, is exposed to book dust and may use a step stool. The incumbent assigned to the Bookmobile climbs stairs into the Bookmobile, is exposed to diesel fumes and may drive a vehicle on City business. An incumbent must be able to meet the physical requirements of the series and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised September 2025
Revised September 2005
Revised January 1997

AMBULANCE OPERATOR

Definition:

Under direct supervision, operates a City-owned ambulance to provide emergency medical transport services; delivers basic life support (BLS) care within the scope of an Emergency Medical Technician (EMT); supports the Fire Department in non-emergency activities; performs a variety of duties including patient care, equipment maintenance, recordkeeping, and logistical support and performs related work as required.

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Operates City-owned ambulances and other vehicles in emergency and non-emergency situations, ensuring safe transport of patients to designated medical facilities.

Provides BLS care in accordance with Orange County Emergency Medical Services (OCEMS) protocols.

Assists Firefighters with patient care, including lifting, carrying, and transferring both ambulatory and non-ambulatory patients.

Completes accurate patient care reports and billing documentation in compliance with the Health Insurance Portability and Accountability Act (HIPAA).

Performs daily vehicle and equipment checks to ensure readiness; cleans and restocks ambulances as needed.

Maintains inventory of medical supplies and request replenishment when necessary.

Participates in training exercises, department drills, and continuing education.

Assists with fire station duties, including cleaning and logistical support.

Supports Fire Department personnel with non-fire suppression activities.

Class Characteristics:

Ambulance Operator is a non-regular, at-will classification with a limited-term assignment of 24 months with a possible extension of one additional year at the discretion of the Fire Chief. The duties performed are in support of the City's emergency ambulance transport operations and activities.

Bargaining Group: Not Represented

Qualification Guidelines:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

Knowledge of:

Emergency medical transport procedures and EMT-Basic level patient care techniques.

Safe ambulance operations, including applicable traffic laws and emergency response driving techniques.

Basic first aid, cardiopulmonary resuscitation (CPR), and patient movement methods.

Medical terminology and documentation practices.

Infection control procedures and universal precautions.

Applicable federal, state, and local laws, including OCEMS regulations and HIPAA.

Modern office procedures and recordkeeping techniques.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

English usage, syntax, spelling, grammar, and punctuation.

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

AND

Ability to:

Safely operate an ambulance and related emergency medical equipment in high-pressure environments.

Provide effective BLS care under emergency conditions.

Work collaboratively as part of a team in dynamic, high-pressure situations.

Communicate clearly and professionally with patients, medical personnel, Fire Department personnel, and the public.

Read maps, follow directions, and navigate efficiently within the City and surrounding areas.

Interpret and apply emergency medical procedures, protocols, and training in the field.

Accurately complete patient care reports and maintain medical documentation per department standards.

Interact with distressed, injured or emotionally distraught individuals in a professional manner.

Work irregular and extended shifts, including nights, weekends, holidays, and overtime as required.

Maintain professionalism, discretion, and confidentiality in handling sensitive medical information.

Reside cooperatively in a shared fire station environment, including participating in station routines and maintaining a clean, respectful living space.

Work in confined spaces, including ambulances and emergency scenes.

Handle job stress and maintain composure in public settings.

Understand and carry out oral and written instructions and use independent judgment and initiative as appropriate for assignment.

Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Read at the level required for successful job performance.

Education and Experience:

Any combination of training and experience, which provides the required knowledge, skills, and abilities, is considered qualifying. A typical way to obtain the required qualifications is:

Enrollment in an accredited college or university with completed coursework in fire technology, fire science or related field.

AND

Some emergency medical experience within the 911 system.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Valid California Department of Motor Vehicles Ambulance Driver Certificate at time of application and throughout employment in this position.

Valid and appropriate Red Cross or American Heart Association CPR certification at time of application and throughout employment in this position.

Possession of a current State of California EMT Basic or EMT Advanced License at time of application and throughout employment in this position.

Must be able to work flexible and extended hours to accommodate City needs to include emergency call back; Ambulance Operators are assigned to work either a rotating 48/96 shift schedule (48 hours on, 96 hours off) or a 12-hour shift schedule.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors and outdoors. When work is performed outdoors there is full exposure to the elements including extreme temperatures and inclement weather as well as exposure to grease/oil, fumes, solvents or chemicals, dust, vehicular traffic and smoke. An incumbent may be exposed to related health hazards to include blood and other bodily fluids/products, infectious diseases and human borne parasites as well as patients with varying levels of injuries.

An incumbent sits, stands, walks and runs on slippery and uneven surfaces, kneels, crouches, twists, reaches, climbs stairs, ladders and inclines while carrying equipment. An incumbent pushes, pulls, grasps, lifts and carries heavy items such as gurneys and patients. Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-Exempt

Established September 2025

LIBRARY TECHNICAL ASSISTANT SERIES

Definition:

Under general supervision performs a wide variety of technical, paraprofessional and other duties related to library functions; assists the public with the use of library equipment, facilities, materials and services and performs related work as required

Class Titles

Library Technical Assistant I
Library Technical Assistant II

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Operates a computer and uses applicable software to process a wide variety of information into and out of the library database and to produce a variety of printed material and reports; operates a variety of office and library equipment.

Performs a variety of general and specialized clerical and other library duties/tasks related to the function of the area to which assigned.

Explains library policy to patrons and staff; provides basic reference information.

Receives and processes print and non-print material and may contact publishers and vendors concerning problems.

Performs bibliographic searching to verify correctness of data.

Prepares correspondence and reports independently, maintains files and compiles statistics.

Prepares a variety of brochures, promotional materials and reports; may assist with the planning/creating posters, displays and other artwork.

Performs multiple tasks and manages competing priorities simultaneously in a fast-paced environment, ensuring accuracy, efficiency, and timely completion of assignments.

Assists in establishing, implementing and modifying library policies and procedures.

Assists with training and scheduling of staff as assigned; may coordinate the work of staff as assigned.

Reviews the processing of library materials.

Under direct supervision, may be assigned to coordinate operations within the library's passport office.

May assist patrons with the arrangement and location of library services and materials and in the selection and use of a variety of print and non-print materials.

May perform circulation duties, coordinate meeting room set ups, oversee the scheduling of public computers, process audio-visual materials and troubleshoot audio-visual and a variety of workstation equipment.

May greet and assist a variety of patrons at a front counter/public desk, perform circulation desk duties.

May assist librarians, other staff and library patrons with special interest programs and events.

May catalog and classify library material under professional direction.

Lifts and moves boxes of books, supplies and other items weighing 30 pounds or less and pushes/pulls a loaded book cart.

Drives a vehicle on City business when assigned to Bookmobile.

May open and/or close and secure library facilities as assigned.

May perform the work of and/or monitor the work of and assist Library Pages.

In addition to the above, Essential Duties and Responsibilities for Library Technical Assistant II include:

Assists with coordinating a sub-function or area within the Library such as acquisitions, overdue processing, circulation within a branch or division.

Performs a variety of difficult and technical duties and handles the more complex/technical problems related to the library sub-function or area assigned.

Conducts a variety of training sessions for volunteers and other staff and may coordinate the work of staff as assigned.

May act in the place of a librarian when one is not available.

Class Characteristics:

Library Technical Assistant I is distinguished from Library Clerical Assistant by the Library Technical Assistant I's performance of technical and para-professional duties involving the use of specialized knowledge. LTA I's perform their duties with limited supervision.

Library Technical Assistant II is distinguished from the Library Technical Assistant I by the Library Technical Assistant II's greater degree of technical knowledge, larger scope

of responsibility, higher level of independence and coordinating responsibility for a larger area.

Positions in the Library Technical Assistant class series are flexibly staffed; positions at the Library Technical Assistant II level are normally filled by advancement from the Library Technical Assistant I level. Progression to the Library Technical Assistant II level is dependent on (a) the incumbent meeting the knowledge, skills and abilities for the classification including any licenses and certifications; (b) current performance rating of at least "Exceeds Expectation"; (c) at least one year of experience at a Library Technical Assistant I level; and (d) City Manager approval for progression to the Library Technical Assistant II level.

Bargaining Group: FMEF

Qualification Guidelines:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

Knowledge of:

Library policies/procedures, methods, functions, practices and terminology.

English usage, spelling, grammar and punctuation.

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Basic math related to area assigned.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and Agency staff. Library organization, policies/procedures, methods, functions, practices and terminology.

Library and general office equipment.

Record keeping principles and procedures.

Basic principles and practices of data collection and report preparation

Types and uses of print and non-print material related to area assigned.

Basic leadership techniques.

AND

Ability to:

Perform responsible and technical library duties with limited supervision.

Use independent judgment and initiative.

Understand and carry out oral and written instructions independently.

Interpret and apply rules, regulations and procedures.

Establish and maintain effective relationships with those contacted in the course of work.

Make mathematical calculations and read and sort numerals and letters rapidly and accurately.

Communicate effectively orally and in writing.

Train staff as assigned and coordinate their work.

Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.

Read and write at the level required for successful job performance.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Handle job stress and maintain composure in public settings.

Prioritize tasks based on urgency, importance, and deadlines, while maintaining high attention to detail and productivity.

Learn to classify and catalog print and non-print material.

Prepare correspondence and reports independently and maintain manual and computerized files and records.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Graduation from high school

AND

Library Technical Assistant I

Two years of experience at the Library Clerical Assistant level or completion of a Library Technical Certificate from an accredited community college.

Library Technical Assistant II

One year of experience at the Library Technical Assistant I level to include some experience in coordinating the work of others.

Bilingual ability may be preferred or required for some positions.

The ability to use a calculator quickly and accurately may be preferred or required for some positions.

Special Requirements Include:

A Library Technical Assistant assigned to the Bookmobile must have a valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout assignment to the Bookmobile. Employees assigned to the Bookmobile will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Must be able to work a flexible schedule including weekends and evenings to accommodate City needs.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

A Library Technical Assistant assigned to passport services must meet the following qualifications:

- Be a United States citizen or U.S. national
- Be at least 18 years old at time of appointment
- Be able to pass the Department of State Passport Acceptance Agent Training for New Agents within six months of appointment to this assignment.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office and library/public counter environment. An incumbent uses a computer, keyboard and related equipment, sits, stands, walks, kneels, crouches, twists, reaches, bends, grasps, lifts and moves boxes of books, library equipment, supplies and related items weighing 30 pounds or less. An incumbent pushes and/or pulls a loaded book cart, is exposed to book dust and may use a step stool. An incumbent assigned to the Bookmobile climbs stairs into the Bookmobile, is exposed to diesel fumes and may drive a vehicle on City business. An incumbent must be able to meet the physical requirements of the series and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised September 2025 including combining Library Technical Assistant I and Library Technical Assistant II into Library Technical Assistant Series

Revised September 2005

Revised January 1997

Library Technical Assistant Series

September 2025

Page 5

FIRE SUPPORT AIDE SERIES

Definition:

Under direct supervision performs a wide variety of general support and entry-level duties in either the Fire Prevention Division or Fire Operations Division for the purpose of exposure to Fire Department operations and practices and performs related work as required.

Class Titles

Fire Support Aide – Fire Prevention
Fire Support Aide - Fire Operations

Fire Support Aide – Fire Prevention (FSA–FP) is assigned to the Fire Prevention Division and performs duties related to inspections, public education, data entry, and other administrative and field support tasks. This classification is suited for individuals exploring a future career in fire prevention or public safety education.

Fire Support Aide – Fire Operations (FSA–FO) is assigned to the Fire Operations Division and performs station support, logistical response, and emergency scene support duties under direct supervision. This classification is suited toward individuals pursuing careers in fire suppression or emergency response. This position requires graduation from a California-approved fire academy and Emergency Medical Technician (EMT) certification.

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

If assigned to FSA-FP:

Assists Fire Prevention personnel with fire and life safety inspections.

Assists Fire Prevention personnel with public education activities and events, including assisting in the preparation of informational materials.

Under the direction of the Deputy Chief assigned to Fire Prevention or his/her designee, responds to complaints or referrals of fire and life safety hazards and/or code violations.

May perform basic fire and life safety inspections in non-complex facilities as directed to ensure conformance with laws, codes, and ordinances.

Maintains fire prevention office, equipment, resources, and materials.

Assists with maintaining fire prevention records and data entry.

Attends fire prevention meetings at the discretion of program coordinator, as available.

If assigned to FSA– FO:

Inspects department vehicles for fuel levels and service needs including checking brakes, oil, and transmission fluid levels.

Delivers and retrieves a variety of items from different vendors and other City departments to include vehicles, equipment, and supplies.

Responds to emergency scenes (Code 2) to provide requested equipment, water and food to on-scene fire personnel.

Performs fire station maintenance work including cleaning/washing walls and floors, maintaining living areas, and caring for station grounds and assists with minor fire station repairs.

Washes, cleans, and polishes apparatus, tools, and equipment.

Loads/unloads tools, supplies, and equipment and lifts and moves fire suppression equipment and other objects weighing 65 pounds or less.

Fills air and oxygen cylinders.

Operates a handheld radio and uses basic hand tools.

All levels within the Series

Operates a personal computer and uses applicable software to enter data.

Performs office-related duties to include answering the telephone and taking messages.

Drives a vehicle on City business.

May assist with meal preparation.

May give fire station tours.

Class Characteristics:

Fire Service Aide Series is a non-regular, at-will, non-safety, series in the Fire Department designed to provide hands-on exposure to fire department practices. Assigned duties do not require Firefighter status. There is no expectation of progression from FSA-FP to FSA-FO.

This is a limited-term assignment of 24 months with a possible extension of one additional year at the discretion of the Fire Chief.

Bargaining Group: Not Represented

Qualification Guidelines:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

All levels within the series:**Knowledge of:**

Basic functions of a fire department.

Standard hand tools and related safety precautions and practices.

English usage, syntax, spelling, grammar, and punctuation.

Basic report writing and record keeping.

Techniques for providing a high level of customer service by engaging with individuals of all ages and backgrounds.

Modern equipment and communication tools used for business functions and programs, projects and task coordination, including computers and software programs relevant to work performed.

AND

Ability to:

Learn City topography and Fire Department mapping systems.

Record data and maintain work logs.

Read and write at the level required for successful job performance.

Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Communicate effectively orally and understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Meet the public with courtesy and tact.

Handle job stress and maintain composure in public settings.

Fire Support Aide – Fire Prevention

Knowledge of:

Basic principles of fire prevention.

AND

Ability to:

Learn relevant fire safety codes and ordinances.

Learn practices, procedures and methods used in fire prevention inspections.

Fire Support Aide - Fire Operations

Knowledge of:

Basic fire emergency technology.

Basic radio communications.

AND

Ability to:

Identify fire suppression equipment.

Learn to handle and fill air and oxygen bottles and related equipment.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Enrollment in or completion of college coursework or formal training in Fire Technology, Fire Science or a closely related field.

AND

Some experience interacting with the public.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Must be able to work flexible hours to accommodate City needs.

If assigned to Fire Operations

In addition to the above:

Graduation from a State of California approved fire academy.

Possession of a current California Fire Marshal approved Emergency Medical Technician (EMT) 1 or EMT Fire Service Certificate **AND** a valid and appropriate Red Cross or American Heart Association cardiopulmonary resuscitation (CPR) certification at time of appointment and throughout employment in this position.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors and outdoors. When work is performed outdoors there is full exposure to the elements. An incumbent uses a personal computer, keyboard and related equipment, sits, stands, walks, kneels, crouches, twists, climbs ladders, inclines and stairs, crawls, bends, reaches, grasps, pushes, pulls, drags, lifts and carries supplies, fire suppression and other equipment weighing 65 pounds or less. An incumbent uses basic hand tools and other equipment including air and oxygen bottle filling apparatus and audiovisual equipment. An incumbent drives a vehicle on City business, may walk and stand on slippery and uneven surfaces and be exposed to grease/oil, solvents and chemicals, mechanical hazards and smoke. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised September 2025 including a title change from Fire Department Utility Worker

Revised July 2006

Revised July 2004

Revised June 1996

FULLERTON POLICE MANAGEMENT ASSOCIATION
ALLOCATION OF CLASSIFICATIONS TO SALARY RANGES

Sort by Title

<i>Classification Title</i>	<i>Range No.</i>	<i>Salary Schedule/Unit</i>	<i>FLSA Exempt</i>
Assistant Fire Marshal/ Fire Plan Examiner	40	FFA	
Fire Captain (56 hours)	50	FFA	x
Fire Captain (40 hours)	55	FFA	x
Fire Engineer (56 hours)	30	FFA	
Fire Engineer (40 hours)	31	FFA	
Fire Prevention Specialist I	17	FFA	
Fire Prevention Specialist II	23	FFA	
Fire Prevention Specialist III	27	FFA	
Firefighter Trainee (40 hours)	18	FFA	
Firefighter Trainee (56 hours)	19	FFA	
Firefighter (Probationary Status) (40 hours)	18	FFA	
Firefighter (Probationary Status) (56 hours)	19	FFA	
Firefighter (after completion of probation) (56 hours)	20	FFA	
Firefighter (after completion of probation) (40 hours)	21	FFA	

FULLERTON POLICE MANAGEMENT ASSOCIATION
ALLOCATION OF CLASSIFICATIONS TO SALARY RANGES

Sort by Range No.

<i>Classification Title</i>	<i>Range No.</i>	<i>Salary Schedule/Unit</i>	<i>FLSA Exempt</i>
Fire Prevention Specialist I	17	FFA	
Firefighter (Probationary Status) (40 hours)	18	FFA	
Firefighter Trainee (40 hours)	18	FFA	
Firefighter (Probationary Status) (56 hours)	19	FFA	
Firefighter Trainee (56 hours)	19	FFA	
Firefighter (after completion of probation) (56 hours)	20	FFA	
Firefighter (after completion of probation) (40 hours)	21	FFA	
Fire Prevention Specialist II	23	FFA	
Fire Prevention Specialist III	27	FFA	
Fire Engineer (56 hours)	30	FFA	
Fire Engineer (40 hours)	31	FFA	
Assistant Fire Marshal/ Fire Plan Examiner	40	FFA	
Fire Captain (56 hours)	50	FFA	x
Fire Captain (40 hours)	55	FFA	x

Salary Schedule: FFA

Effective Dates: 7/5/2025 - 7/3/2026

Range: 17

Step	Hourly	Bi-Weekly	Monthly	Annually
01	32.094	2,568	5,563	66,755
02	33.698	2,696	5,841	70,093
03	35.383	2,831	6,133	73,597
04	37.153	2,972	6,440	77,277
05	39.010	3,121	6,762	81,141
06	40.961	3,277	7,100	85,198

Range: 18

Step	Hourly	Bi-Weekly	Monthly	Annually
01	35.402	2,832	6,136	73,636

Range: 19

Step	Hourly	Bi-Weekly	Monthly	Annually
01	25.287	2,832	6,136	73,636

Range: 20

Step	Hourly	Bi-Weekly	Monthly	Annually
01	26.548	2,973	6,442	77,306
02	27.875	3,122	6,764	81,172
03	29.269	3,278	7,103	85,230
04	30.732	3,442	7,458	89,492
05	32.269	3,614	7,831	93,966
06	33.882	3,795	8,222	98,665

Range: 21

Step	Hourly	Bi-Weekly	Monthly	Annually
01	37.167	2,973	6,442	77,306
02	39.025	3,122	6,764	81,172
03	40.976	3,278	7,103	85,230
04	43.025	3,442	7,458	89,492
05	45.176	3,614	7,831	93,966
06	47.435	3,795	8,222	98,665

Range: 23

Step	Hourly	Bi-Weekly	Monthly	Annually
01	38.283	3,063	6,636	79,629
02	40.197	3,216	6,968	83,610
03	42.207	3,377	7,316	87,791
04	44.317	3,545	7,682	92,180
05	46.533	3,723	8,066	96,789
06	48.860	3,909	8,469	101,629

Range: 25

Step	Hourly	Bi-Weekly	Monthly	Annually
01	40.289	3,224	6,985	83,819
02	42.313	3,385	7,334	88,010
03	44.428	3,554	7,701	92,411
04	46.650	3,732	8,086	97,031
05	48.982	3,919	8,490	101,883
06	51.431	4,114	8,915	106,977

Range: 27

Step	Hourly	Bi-Weekly	Monthly	Annually
01	42.289	3,383	7,330	87,961
02	44.403	3,552	7,697	92,359
03	46.623	3,730	8,081	96,976
04	48.954	3,916	8,485	101,825
05	51.402	4,112	8,910	106,917
06	53.972	4,318	9,355	112,262

Range: 30

Step	Hourly	Bi-Weekly	Monthly	Annually
01	30.206	3,383	7,330	87,961
02	31.717	3,552	7,697	92,359
03	33.302	3,730	8,081	96,976
04	34.967	3,916	8,485	101,825
05	36.716	4,112	8,910	106,917
06	38.552	4,318	9,355	112,262
07	40.479	4,534	9,823	117,876

Range: 31

Step	Hourly	Bi-Weekly	Monthly	Annually
01	42.289	3,383	7,330	87,961
02	44.403	3,552	7,697	92,359
03	46.623	3,730	8,081	96,976
04	48.954	3,916	8,485	101,825
05	51.402	4,112	8,910	106,917
06	53.972	4,318	9,355	112,262
07	56.671	4,534	9,823	117,876

Range: 40

Step	Hourly	Bi-Weekly	Monthly	Annually
01	44.292	3,543	7,677	92,127
02	46.507	3,721	8,061	96,734
03	48.832	3,907	8,464	101,571
04	51.274	4,102	8,887	106,649
05	53.837	4,307	9,332	111,982
06	56.529	4,522	9,798	117,581

Range: 50

Step	Hourly	Bi-Weekly	Monthly	Annually
01	35.201	3,943	8,542	102,505
02	36.961	4,140	8,969	107,631
03	38.809	4,347	9,418	113,012
04	40.750	4,564	9,889	118,663
05	42.787	4,792	10,383	124,596
06	44.926	5,032	10,902	130,826
07	47.173	5,283	11,447	137,367
08	49.531	5,548	12,020	144,235

Range: 55

Step	Hourly	Bi-Weekly	Monthly	Annually
01	49.281	3,943	8,542	102,505
02	51.745	4,140	8,969	107,631
03	54.333	4,347	9,418	113,012
04	57.049	4,564	9,889	118,663
05	59.902	4,792	10,383	124,596
06	62.897	5,032	10,902	130,826
07	66.042	5,283	11,447	137,367
08	69.344	5,548	12,020	144,235

Salary Schedule: FFA

Effective Dates: 7/4/2026 - 7/2/2027

Range: 17

Step	Hourly	Bi-Weekly	Monthly	Annually
01	33.057	2,645	5,730	68,758
02	34.710	2,777	6,016	72,196
03	36.445	2,916	6,317	75,806
04	38.267	3,061	6,633	79,596
05	40.181	3,214	6,965	83,576
06	42.190	3,375	7,313	87,755

Range: 18

Step	Hourly	Bi-Weekly	Monthly	Annually
01	36.464	2,917	6,320	75,845

Range: 19

Step	Hourly	Bi-Weekly	Monthly	Annually
01	26.046	2,917	6,320	75,845

Range: 20

Step	Hourly	Bi-Weekly	Monthly	Annually
01	27.344	3,063	6,636	79,627
02	28.712	3,216	6,967	83,608
03	30.147	3,376	7,316	87,788
04	31.654	3,545	7,681	92,178
05	33.237	3,723	8,066	96,787
06	34.899	3,909	8,469	101,626

Range: 21

Step	Hourly	Bi-Weekly	Monthly	Annually
01	38.282	3,063	6,636	79,627
02	40.196	3,216	6,967	83,608
03	42.206	3,376	7,316	87,788
04	44.316	3,545	7,681	92,178
05	46.532	3,723	8,066	96,787
06	48.859	3,909	8,469	101,626

Range: 23

Step	Hourly	Bi-Weekly	Monthly	Annually
01	39.431	3,155	6,835	82,017
02	41.403	3,312	7,177	86,118
03	43.473	3,478	7,535	90,424
04	45.647	3,652	7,912	94,946
05	47.929	3,834	8,308	99,693
06	50.326	4,026	8,723	104,677

Range: 25

Step	Hourly	Bi-Weekly	Monthly	Annually
01	41.507	3,321	7,195	86,334
02	43.582	3,487	7,554	90,651
03	45.761	3,661	7,932	95,184
04	48.049	3,844	8,329	99,943
05	50.452	4,036	8,745	104,940
06	52.975	4,238	9,182	110,187

Range: 27

Step	Hourly	Bi-Weekly	Monthly	Annually
01	43.558	3,485	7,550	90,600
02	45.736	3,659	7,927	95,130
03	48.022	3,842	8,324	99,886
04	50.423	4,034	8,740	104,881
05	52.945	4,236	9,177	110,125
06	55.592	4,447	9,636	115,631

Range: 30

Step	Hourly	Bi-Weekly	Monthly	Annually
01	31.113	3,485	7,550	90,600
02	32.668	3,659	7,927	95,130
03	34.302	3,842	8,324	99,886
04	36.017	4,034	8,740	104,881
05	37.818	4,236	9,177	110,125
06	39.708	4,447	9,636	115,631
07	41.694	4,670	10,118	121,413

Range: 31

Step	Hourly	Bi-Weekly	Monthly	Annually
01	43.558	3,485	7,550	90,600
02	45.736	3,659	7,927	95,130
03	48.022	3,842	8,324	99,886
04	50.423	4,034	8,740	104,881
05	52.945	4,236	9,177	110,125
06	55.592	4,447	9,636	115,631
07	58.371	4,670	10,118	121,413

Range: 40

Step	Hourly	Bi-Weekly	Monthly	Annually
01	45.621	3,650	7,908	94,891
02	47.902	3,832	8,303	99,636
03	50.297	4,024	8,718	104,618
04	52.812	4,225	9,154	109,848
05	55.452	4,436	9,612	115,341
06	58.225	4,658	10,092	121,108

Range: 50

Step	Hourly	Bi-Weekly	Monthly	Annually
01	36.257	4,061	8,798	105,580
02	38.070	4,264	9,238	110,859
03	39.973	4,477	9,700	116,402
04	41.972	4,701	10,185	122,222
05	44.070	4,936	10,694	128,333
06	46.274	5,183	11,229	134,749
07	48.587	5,442	11,791	141,487
08	51.017	5,714	12,380	148,561

Range: 55

Step	Hourly	Bi-Weekly	Monthly	Annually
01	50.759	4,061	8,798	105,580
02	53.297	4,264	9,238	110,859
03	55.962	4,477	9,700	116,402
04	58.760	4,701	10,185	122,222
05	61.698	4,936	10,694	128,333
06	64.783	5,183	11,229	134,749
07	68.022	5,442	11,791	141,487
08	71.424	5,714	12,380	148,561