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**FIRE DEPARTMENT UTILITY WORKER SUPPORT AIDE SERIES**

**Definition:**

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

**Class Titles**

Fire ~~Department Utility Worker I~~ Support Aide – Fire Prevention

Fire ~~Department Utility Worker II~~ 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 this series include the following: 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 ~~battalion and utility~~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 ~~Two~~2) to provide requested equipment, water and food to on-scene fire personnel ~~on-scene~~.

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.

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

~~Washes, cleans, and polishes apparatus, tools, and equipment and cleans and maintains tools and equipment used.~~

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 ~~bottles~~cyinders.

Operates a handheld radio and uses basic hand tools.

~~Provides emergency CPR and first aid as needed.~~

~~Operates a handheld fire extinguisher as needed.~~

**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.

~~Operates a handheld radio and uses basic hand tools.~~

~~Assists with video equipment setup/takedown and operation of same.~~

Drives a vehicle on City business.

**Other Duties and Responsibilities Include:**

~~Performs other projects/tasks as assigned.~~

May assist with meal preparation.

May give fire station tours.

**Class Characteristics:**

~~Fire Department Utility Worker Service Aide Series is a multi-incumbent non-regular, at-will, non-safety, nonregular series in the Fire Department with manual and office duties specifically related designed to provide hands-on exposure to fire station, fire shift and/or Fire Administration support tasks. The series is used to expose incumbents to the fire service department practices. Assigned duties do not require Firefighter status. Both levels 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 series perform the full range of duties. The single incumbent Fire Department Utility Worker II has assigned responsibility for developing work schedules for all incumbents in this series Fire Chief.~~

**Contacts and Relationships:**

~~A Fire Department Utility Worker establishes and maintains contact with other Fire Department staff. Additional contact will occur with City employees and various Fire Department suppliers, the public, vendors and support agencies.~~

~~Bargaining Group: Not Represented~~

**Qualification Guidelines:**

~~The following generally describes the knowledge and abilities which are ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties and responsibilities of this class include the following:~~

**All levels within the series:**

**Knowledge of:**

Basic functions of a fire department.

~~Basic fire emergency technology.~~

~~Basic functions of a variety of fire suppression equipment.~~

~~Basic radio communications.~~

Standard hand ~~tool~~tools and related safety precautions and practices.

~~Fire Department Utility Worker Support Aide Series~~

~~September 2025~~

~~English usage and, 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.

~~Identify fire suppression equipment.~~

~~Recognize and work within designated safe area/zone at emergency incidents.~~

~~Learn to use a fire extinguisher and handle and fill air and oxygen bottles and related equipment.~~

~~Learn to set up, take down and operate video equipment.~~

~~Perform activities requiring good physical condition.~~

Record data and maintain work logs.

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

~~Learn to operate a personal computer and use applicable software.~~

~~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.~~

### **~~A typical way to obtain the knowledge and abilities is as follows:~~**

**Education:** ~~Graduation from high school.~~

~~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:** None.

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.

Fire ~~Department Utility Worker~~ Support Aide Series  
September 2025

**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.

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

**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