



## **MOUNTAINS RECREATION & CONSERVATION AUTHORITY**

Los Angeles River Center and Gardens  
570 West Avenue Twenty-six, Suite 100  
Los Angeles, California 90065

### **JOB OPPORTUNITY BULLETIN** **SEASONAL WILDLAND FIREFIGHTER**

#### **POSITION SUMMARY**

The Seasonal Firefighter will protect agency parkland and resources and performs a wide variety of skilled park construction, maintenance, and patrol work; assists the public in natural resources interpretation and information; provides first aid and rescue, fire protection, suppression, vehicle and equipment maintenance. To protect visitors, park land and infrastructures and to insure a safe and peaceful environment for public usage.

This position requires a highly motivated, responsible, organized and self-starter individual who can handle an array of tasks, has good judgement in making decisions, and can work independently or as part of a team. The individual must be able to demonstrate common sense when working on tasks, as well show the ability to come up with possible solutions ideas to issues that they may come across, in areas that may be outside their expertise, and be willing to take on uncertain challenges.

The work performed will support MRCA's operation in fire prevention and protection of life, property and resources within greater Los Angeles and beyond.

**Applications are due February 4<sup>rd</sup>, 2023, at 11:59 p.m. Pacific Standard Time.**

#### Type

This is a full-time seasonal, non-exempt, at-will position.

#### Supervision

This position reports to the Squad Boss of their assigned crew. Assorted tasks may be supervised by others in the leadership structure, including other Squad Bosses, Captains, and Chiefs as needed. The position supervises no other staff immediately, however opportunities to supervises others may arise, within the abilities of the individual.

#### **ESSENTIAL FUNCTIONS**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs extensive weed abatement to reduce fire hazards and for native revegetation; with use of tractor, chain saw, weed whacker, spraying herbicide or use of hand tools.
- Provides information to park visitors on park features, natural resources, historical interpretation, safety, and rules. May lead interpretive hikes.
- Constructs and repairs park facilities such as fencing, restrooms, gates, kiosks.

- Install and maintain park water distribution and suppression systems
- Directs volunteer crews such as trail crews, community service workers, and the volunteer Mounted Assistance Units. Coordinate with organized public groups utilizing park facilities.
- Assesses any natural or manmade hazards on parkland; warns public, removes or ameliorates hazards if possible.
- Maintains developed park grounds, facilities, trails; operates tractors, trucks, chain saws, other power tools needed for park maintenance.
- Assists crew personnel and others as directed
- Respond to emergency situations on parkland to protect life, property and resource
- Patrol and protect park lands, inform the provisions of the Public Resources Code, other codes, ordinances, etc. or writing incident reports as necessary.
- Protects park visitors and structures in wildland fire situations (visitor evacuation), operate pumps, fill tanks, hose layout, line-cutting, water and foam lay-down, etc)
- Assist in emergency search and rescue efforts on parkland, in a wide variety of terrain including steep slopes, canyons, and creeks Coordinate action with the local authorities as necessary due to the nature of the emergency, i.e., brush fire, flood etc.
- Coordinate with outside agency crews working on parkland
- Perform heavy physical labor; including lifting and carrying items weighing up to but not limited to 90 pounds a distance of up to but not limited to 50 feet
- Operate with substantial independence and coordinate work with others in completing assignments
- Perform routine maintenance and repairs on agency vehicles and other equipment
- Administer emergency first aid to injured persons on park land
- Perform related duties as required (such as administrative)
- Ability to be out on an extended attack or a campaign fire assignment anywhere within California up to 21 days.
- Maintain good habits of answering and responding to incoming telephone calls, correspondence, and when communicating and providing customer service to citizens who seek assistance.
- Maintain positive relationships with coworkers, representatives of other government agencies, non-profit organizations, homeowner's associations, and the public at large.
- Perform related duties as required.

## **JOB SPECIFICATIONS**

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to frequently communicate and exchange information, review handwritten, electronic and facsimile documents. The employee must occasionally move items weighing up to 45 pounds or more, outdoors, in different weather situations up to three miles. (Pack Test – Arduous Position)

Must be able to constantly work in outdoor weather conditions, frequently operate brushing and firefighting equipment and tools, frequently move about work sites, communicate and exchange information, observe site conditions, transport equipment and tools between vehicles and work sites on a daily basis, and occasionally ascend/descend a ladder to access areas of work.

### Required Hours and Location

Individuals will be assigned to a crew, working either a Sun-Wed or Wed-Sat shift, working 10 hours per day, 40 hours per week with some scheduling flexibility. Occasional overtime work in evenings, nights, weekends, and holidays upon prior approval by supervisor. This position will work out of Holiday Camp Fire Station in Calabasas but may be required to travel to various other locations.

## **MINIMUM QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

### Education and Experience

- Must be at least 18 years old.
- Must at least have a High School diploma or Equivalent.
- Submit **all required documents and paperwork** as outline in the hiring bulletin.
- Must be able to pass the Wildland Firefighter Work Capacity “Arduous Pask Test.”
- Must clear both a Medical and DOJ Background check.
- No prior fire experience is required, however is desired.
- Meeting requirements of a Firefighter TYPE 2 (T) NWCG 310-1 2006 is desired but not required.

### Training and Certification

- Able to complete the MRCA Wildland Academy to become NWCG FFT2 (T) in May, (if needed)
- Attend the 8hr RT-130 Annual Fireline Safety Refresher, if already certified from previous service. (*Terms and conditions apply*)
- Completion of BLS First Aid and CPR/AED, or obtain through MRCA when available
- Current National Registry EMT Certification is desired, but not required.

### Knowledge of:

- Common Windows-based programs including word processing, spreadsheets, and databases is desired

### Ability to:

- Prioritize varying tasks and projects and manage multiple projects at once.
- Work independently to handle multiple tasks under deadlines.
- Revise work approach to address changed conditions.
- Complete projects and follow oral and written directions.
- Quickly change tasks and focus.
- Learn technical material.
- Innovate and improve processes.
- Exercise discretion and sensitivity to confidential information.

### Competencies:

- Excellent oral and written English language skills. Not required to be a native English speaker, but fluency in English will be required.
- Excellent organizational skills.
- Establish and maintain cooperative relations with those contacted in the course of work including the general public.

### Other Requirements

Candidates must have a valid California driver's license in good standing with a satisfactory driving record. Employees must be willing to participate in agency emergency response, which can be anywhere within the state of California. Bilingual skills in English and another locally common language, such as Spanish, Korean, Farsi, Chinese, Armenian, Yiddish, or Tagalog is highly desired.

All appointment offers are contingent upon the following:

- Background check including submission of fingerprints to Department of Justice, and a record clean of violent crimes or felonies.
- Successful completion of a physical examination including a drug test.

- Verification of the right to work in the United States.

## COMPENSATION

### Wages

\$16.70 an hour

Existing MRCA employees may be compensated at a higher rate if they can demonstrate, to the satisfaction of the Chief Deputy Executive Officer, that appropriate additional duties will be performed in addition to the position's essential duties. This provision does not apply to applicants who are not currently employed by MRCA and may be exercised only at MRCA's discretion and as budget allows.

## HOW TO APPLY

Submit your resume, application and all supporting documents in a **pdf format** via email to [FireDivisionEOC@mrca.ca.gov](mailto:FireDivisionEOC@mrca.ca.gov) **Attn: MRCA Fire Division Hiring Coordinator** The acceptance of your application will depend on whether you have clearly shown that you meet the minimum requirements. Please contact us if you need an accommodation in the recruitment process or an alternate format of this announcement.

The position is open to the public for all qualified applicants. Depending on the applicant pool, not all applicants meeting the minimum qualifications will be selected to continue in the recruitment process. This position will remain open until filled. The eligibility list from this recruitment may be used to fill this vacancy and other vacancies in the future.

All notifications will be sent to the phone number or e-mail address provided on your application or resume. Candidates are responsible for providing a valid phone number and/or e-mail address.

All information is subject to verification at any point during the recruitment process, including after an appointment has been made. Falsification of any information may result in disqualification or withdrawal of appointment.

## ABOUT MRCA

The Mountains Recreation and Conservation Authority (MRCA) was created in 1985 with a mission to protect and preserve park and open space lands surrounding Los Angeles and is a joint powers authority between the Santa Monica Mountains Conservancy, the Conejo Recreation and Park District and the Rancho Simi Recreation and Park District. These public agencies work together to preserve open spaces, natural wilderness and wildlife habitat of the Los Angeles and Ventura County metropolitan regions and to make these lands accessible to all residents of Southern California.

The MRCA is an equal opportunity employer and does not discriminate on the basis of race, color, ancestry, national origin, citizenship, religion, age, medical condition, including genetic characteristics, mental or physical disability, veteran status, marital status, sex, pregnancy, sexual orientation, gender, weight, height, linguistic characteristics (such as accent and limited English proficiency, where not substantially job-related), citizenship status, or any other basis prohibited by law. The MRCA strongly encourages diverse candidates to apply for open positions.

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**Any provision contained in this job announcement may be modified or revoked at any time without notice.**