

# STAYTON



Stayton Fire District

**Firefighter/EMT/Recruiter**

Application  
Packet

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# **JOB ANNOUNCEMENT**

## **FIREFIGHTER/EMT/RECRUITER**

### **TEMPORARY FULL-TIME POSITION**

#### **STAYTON FIRE DISTRICT**

Stayton Fire District is seeking candidates for a temporary full-time four-year Firefighter/EMT/Recruiter Position. The Stayton Fire District operates four fire stations within its 107 square mile district and serves a population of approximately 14,500. The District provides fire protection, rescue, Quick Response EMS and responds to over 800 calls a year.

A Firefighter/EMT/Recruiter performs fire fighting, EMS, and volunteer recruitment and retention duties that require independent judgment while operating equipment at emergency scenes, extinguishing fires, saving life and property and recruiting volunteer firefighters and support personnel. This position also performs other related duties as assigned. Salary range for the position is \$2973.54 to 4562.78 per month depending on qualifications. The position will last approximately four years and has a full benefits package including PERS, health insurance, sick leave, and vacation.

The purpose of this recruitment is to fill one existing opening.

#### **MINIMUM QUALIFICATIONS:**

- Must be at least 21 years old
- Must be a high school graduate or have equivalent GED certificate
- Must be an Oregon EMT-Basic
- Must be DPSST certified as NFPA Firefighter 1
- Must be DPSST certified as Pumper-Operator
- Must have basic computer skills
- Must possess a valid driver's license and be insurable. Must have possessed driver's license for at least three years at the time of appointment.
- Must be able to perform mental and physical tasks pursuant to essential function of the position.
- Must possess 2 years experience as a volunteer firefighter.

#### **DESIRED QUALIFICATIONS:**

- AAS Degree in Fire Science or other fire EMS related field
- Firefighter II
- Education and experience in volunteer recruitment issues
- Education and experience in marketing and public speaking
- NFPA Instructor I

#### **MEDICAL – PHYSICAL CONDITION**

If offered employment, appointees must undergo a physical examination by a medical professional selected by the employer and a pass-fail physical agility test. The medical examination will include drug testing. Any of the following may be cause for the

discontinuation of employment: 1) results of the medical examination that identify positive results in drug testing or disclose a physical condition which will prevent the appointee from functioning as a Firefighter/EMT and 2) failure to successfully complete the physical agility test.

## **RESIDENCY REQUIREMENT**

Residency will not be a general condition of employment in this position with the District; however, employees are encouraged to live within the District.

## **TRIAL SERVICE PERIOD**

New employees shall serve a trial service period of one (1) year commencing with their first day of employment. During this period the District and employee shall confirm the employment decision and determine if further employment with the District is appropriate.

## **“AT WILL” POSITON**

An employee in this position will understand that employment and compensation can be terminated at any time.

## **FSLA Position**

An employee in this position is not allowed to be a volunteer. FSLA rules state that an employee may not volunteer back to their employing agency to do the same job for which he/she receives a salary. However, that does not prohibit an employee to provide assistance in other ways, such as support functions.

## **ABOUT THE SELECTION PROCESS**

To apply, submit an application and resume to the address below. Resumes without an application will not be considered. Applications must be received by 5:00 pm, May 27, 2011.

Finalists will be selected from the group of qualified applicants. Interviews and/or conversations with personal references and others may be used to assist in the selection of finalists. Those selected will be invited to participate in the employment process described separately.

Qualified Stayton Fire District volunteers and qualified war veterans will receive five points.

## **HOW TO GET AN APPLICATION OR OBTAIN INFORMATION**

Applications may be obtained by mail, email, or in person at 1988 W Ida St., Stayton, OR. Call (503) 769-2601 for more information or go to our website at [www.staytonfire.org](http://www.staytonfire.org). No faxed applications will be accepted. Return applications and résumés in person or by mail to: Stayton Fire District, 1988 W. Ida Street, Stayton, OR 97383 by the deadline stated above.

Stayton Fire District  
Firefighter/EMT

Position: Firefighter/EMT/Recruitment/Retention

Subject: To describe a career position of the District

Original Date: 03/2009

Revision Date: 04/29/2011

**General Statement of Duties:**

Under the direction of the Fire Chief is responsible for Recruitment and Retention of volunteers, develop and implement recruitment and retention program, care and maintenance of specific equipment associated with volunteer recruitment; as well as assisting on emergency calls. Assist with special District and volunteer projects and duties as assigned.

**Supervision Received:**

Works under the direction of the Fire Chief who will assure tasks are completed and who reviews performance for conformity with District rules, procedures, and polices.

**Supervision Exercised:**

Supervision is not a routine function of this position.

**Essential Job Functions:** Includes but not limited to the following...

1. Develops, implements, and maintains recruitment and retention programs, materials, equipment, and displays. Monitors program success, researches new programs, and monitors development of new recruits.
2. Schedules activities at community events, conducts station tours, and public presentations, develops public relations with the media as well as new partnerships with local businesses, schools, civic organizations and other community groups.
3. Manages the SAFER Act Recruitment and Retention Grant, grant funds, purchases, and reporting requirements.
4. Attends conferences, specialized schools, seminars, and other training functions to stay abreast of new developments in recruitment and retention of volunteers; as well as firefighting and EMS Skills as the Fire Chief may direct or authorize.
5. Provides support to volunteer functions during regular working hours.
6. Responds to emergency alarms including, fires, MVA, EMS, and other calls for assistance during normal work schedule Monday through Friday and as needed for call back.

Stayton Fire District  
Firefighter/EMT

7. Responds to fire alarms and other emergencies with fire company apparatus, performs hose lays, ladder, salvage, rescue, ventilation and overhaul operations. Uses specialized firefighting equipment and tools as circumstances warrant.
8. Responds to emergency medical and rescue alarms with rescue or medical apparatus. Performs rescue and patient care functions; may function as a senior medical responder and direct others during patient care activities.
9. Practices firefighting, EMS, rescue, and apparatus operations skills during regularly scheduled drills.
10. Prepares records, reports, and other documentation to accurately record fire department activities including: patient care charts, fire and incident reports, log books, supplemental narratives, training records, and other reports. May also be responsible for preparing or maintaining other records, many on computer.
11. Assist in maintaining emergency apparatus in a state of readiness and restoring apparatus to service after emergency calls and training.
12. Assists in maintaining fire station equipment, facilities, and grounds including painting, mopping, cleaning, and general grounds work.
13. Performs special projects or programs as assigned, which may include project management functions.
14. Keeps work area clean and orderly.
15. Conducts all dealings with the public in a manner to reflect credit on the District.
16. Performs other duties as assigned by the Fire Chief.

**SPECIFICATIONS:**

**Job Requirements:**

- Graduation from high school or equivalent GED certificate is required.
- Two years experience as a volunteer firefighter.
- NFPA Firefighter I
- NFPA Pumper Operator
- Hazardous Materials Operations certificate
- Oregon EMT Basic/Oregon attainable

\*All certifications must be maintained throughout employment in this classification.

Stayton Fire District  
Firefighter/EMT

**Preference:**

- Associates or Bachelors Degree
- NFPA Instructor I
- Public speaking training/experience
- Marketing background

Must pass District's physical agility test; be in excellent health and free from any medical or physical conditions that would prevent the performance of essential job functions. Pass a background investigation and medical examination, including drug testing prior to hiring. Must possess basic computer skills. Must have a valid driver's license at time of appointment and must maintain valid Oregon driver's license throughout employment in this classification.

**Communications:**

A person in this position must exhibit positive, effective internal and external oral and written communication skills. Build and maintain relationships outside the organization to include, but not limited to, other fire service agencies and organizations, the media, local businesses, schools, civic organizations, and other community groups.

**Working Conditions:**

Adverse conditions or unusual expectations required as part of the job include: driving emergency vehicles in inclement weather and under emergency conditions, unusual physical exertion such as lifting, climbing, bending, and crawling, as well as exposure to intense heat and toxic environments.

An appointee may be exposed to a wide variety of physical risks during the work day including: hazardous, flammable, explosive or toxic materials due to spills or other circumstances; collapsing building; extreme temperatures; exposure to all weather conditions; water risks while engaged in rescue operations; risks from operating at heights while involved in structure fires or rescue operations and the diseases and illnesses of EMS clients. The frequency of exposure is dependent on the number and type of calls responded to.

The appointee will be assigned a flexible 40-hour workweek, which will include evenings and weekends on a regular basis and a 3-hour training session each week.

**Essentials:**

Ability to communicate effectively verbally and in writing

Energetic, outgoing personality with highly developed people skills

Ability to work well with others, both inside and outside the fire service

Ability to work independently, schedule, and prioritize tasks

Stayton Fire District  
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Must have the ability to work a flexible schedule established for the position

Ability to respond to emergency medical/hazardous material/rescue calls

Ability to understand and follow sometimes complex/technical written and oral communications

Ability to solve problems, make quick decisions and sometimes use innovative methods and approaches to situations

Ability to maintain sufficient physical exertion and exposure to intense heat or toxic environments

**Stayton Fire District**  
1988 W. Ida St.  
Stayton OR 97383

**An Equal Opportunity Employer**

**APPLICATION FOR EMPLOYMENT**

**POSITION:** \_\_\_\_\_

**Instructions:** Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application blank. **PLEASE PRINT**, except where signature is required. All information you give on this application will be held in strict confidence.

**PERSONAL DATA**

\_\_\_\_\_  
Last Name                      First Name                      Middle Name

\_\_\_\_\_  
Current Street Address    City                      State                      Zip

Telephone Number \_\_\_\_\_

Social Security Number \_\_\_\_\_

When are you available for employment? \_\_\_\_\_

Are you at least 21 years old?      Yes \_\_\_\_\_      No \_\_\_\_\_

Will you take a physical examination if it is required for the job for which you are applying?  
Yes \_\_\_\_\_      No \_\_\_\_\_



## GENERAL INFORMATION

Do you have a valid drivers' license?                      Yes \_\_\_\_\_ No \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Emergency Medical Technician Rating \_\_\_\_\_ Certification # \_\_\_\_\_

DPSST Certification Levels \_\_\_\_\_

\_\_\_\_\_ AP # \_\_\_\_\_

Have you ever been convicted of any law violation (*except a minor traffic violation*)?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, give a brief explanation.

Are you now or have you been a member of a recognized fire organization?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain. \_\_\_\_\_

\_\_\_\_\_

### EDUCATION

Name, address and location of school.	Highest Grade Completed	Did You Graduate?
High School: _____ _____		
College or University: _____ _____		
Major: _____ Degree: _____		
College or University: _____ _____		
Major: _____ Degree: _____		
<b>Additional Education/Vocational/Technical Training</b>	<b>Courses</b>	<b>Completed</b>
School: _____		
School: _____		
School: _____		

## WORK HISTORY

List names of employers in consecutive order, with current or last employer listed first. Account for all periods of time, including military service and any periods of unemployment. If self-employed, give firm name and supply business references. If you worked in any position under another name, please give names(s). Include month and year.

Name of Employer, Address, City, State, Zip	Name of Last Supervisor	Employed From      To
Title:	Telephone:	Salary Start      Final
Reason For Leaving:		
Duties:		
Name of Employer, Address, City, State, Zip	Name of Last Supervisor	Employed From      To
Title:	Telephone:	Salary Start      Final
Reason For Leaving:		
Duties:		
Name of Employer, Address, City, State, Zip	Name of Last Supervisor	Employed From      To
Title:	Telephone:	Salary Start      Final
Reason For Leaving:		
Duties:		

SKILLS: (Please indicate briefly any job-related skills or additional information you feel may be helpful to us in considering your application.)

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**REFERENCES**

Give three references, not relatives or former employers.

	Name	Address	Phone	Occupation
1.	_____			
2.	_____			
3.	_____			

By my signature below, I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected or my employment with the agency terminated. In addition, I authorize previous employers and references to release information as necessary to verify my qualifications for employment and further give my permission for the agency or their agent(s) to conduct the required background checks including a police records check.

\_\_\_\_\_Initials

Further, the employing agency will require a pre-employment physical with a physician retained by the agency. Such physical will include a drug-screening test. My signature below serves as authorization to the physician to release all information relative to the pre-employment physical and drug testing results. If such results indicate an inability to perform the job applied for or drug use, I understand my application may be rejected or my employment with the agency terminated.

\_\_\_\_\_Initials

I understand that if my employment is terminated by the District for dishonesty, breach of trust, or any criminal acts the authorities may be notified and I may be criminally prosecuted.

\_\_\_\_\_Initials

I understand that this application does not, by itself, create a contract of employment.

\_\_\_\_\_Initials

I understand and agree that, if hired, MY EMPLOYMENT IS TEMPORAY, FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME, subject to District policies and rights provided by written contract.

\_\_\_\_\_Initials

I understand that NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS EMPLOYMENT APPLICATION FORM.

\_\_\_\_\_Initials

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Return application and resume to:  
Stayton Fire District  
1988 W. Ida St.  
Stayton OR 97383

Applications must be returned in person or by mail; NO FAXES ACCEPTED

***STAYTON FIRE DISTRICT***  
**FIREFIGHTER/EMT/RECRUITER**  
***2011 PROPOSED HIRING TIME LINE***

April 29	Open Application Period
May 27	1700 Close Application Period
June 6	0900 Written Test (all qualified applicants)
June 10	0900 Assessment Center (top 6 – 8 from written test)
June 14	Chief's Interview (top 3 - 5 from assessment center)
July 5	Target Hire/Start Date

The three to five finalists advancing to the Chief's Interview will enter the interview process equal. In the case of a tie after the interview process, scores from the testing process may be used to break the tie.

Job offer will be made contingent on successful completion of medical examination, physical agility test, background and reference check.

**APPLICATION:**

Will be the District's standard application accompanied by a job resume

**WRITTEN TEST:**

Will be a standard aptitude test provided and evaluated by an independent third party provider

**ASSESSMENT CENTER:**

Will be a set of three skill stations, each evaluated by a three-member panel, to include Oral Board Interview, Time Management/Computer Skills, and Presentation

**CHIEF'S INTERVIEW:**

Will be a one-on-one interview process with the Fire Chief