

STAYTON



Stayton Fire District

Apparatus Maintenance/FF

Application Packet

- Position Announcement
- Job Description
- Application
- Hiring Timeline



STAYTON FIRE DISTRICT

1988 W. IDA STREET
STAYTON, OREGON 97383

PHONE: 503-769-2601
FAX: 503-769-1487
www.staytonfire.org

To Applicant:

Stayton Fire District is seeking to fill the full time career position of Apparatus Maintenance/FF with a highly motivated and qualified individual. This position requires attention to detail and process as well as safe and efficient operations.

The priority for the district in filling this position is to seek out an individual with mechanical knowledge and skills to perform repairs and maintenance to vehicles, equipment and tools, and small engines. The individual shall possess time management skills, "safety first" attitude, technical competency, a strong work ethic, and pride and ownership in their work and the Fire District.

Secondary to the apparatus maintenance is the ability to be trained to perform firefighting and Emergency Medical response. This is a key component for the district in providing a minimum number of weekday responders to help supplement our volunteer firefighting force.

It is the goal for the fire district to hire an apparatus maintenance skilled individual first and firefighter second.

As a member of this team, career and volunteer, you will be held accountable to our mission; "To provide outstanding service with commitment to saving lives and property".



Jack R. Carriger
Fire Chief

JOB ANNOUNCEMENT

APPARATUS MAINTENANCE/FF

STAYTON FIRE DISTRICT

Stayton Fire District is seeking candidates for an Apparatus Maintenance/FF Position. The Stayton Fire District operates four fire stations and a fleet of 22 vehicles. The District provides fire protection, rescue, Quick Response EMS and responds to over 800 calls a year.

An Apparatus Maintenance/FF performs repairs and maintenance to all District vehicles, equipment and tools, and maintains all documentation and schedules for managing the District's fleet and equipment. He/she also performs fire fighting and EMS skills that require independent judgment while operating equipment at emergency scenes, extinguishing fires, saving life and property and other related assignments. Salary range for this position is \$2,915.24 to 3,941.50 per month. Starting salary may depend on qualifications.

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.
- Training/Education certificates in auto/truck/diesel repair and/or maintenance.
- Must have a minimum of three (3) years experience of general auto and diesel truck repair.
- 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 functions of the position.
- Must pass Districts physical agility test, be in excellent health and free from any medical or physical conditions which would prevent the performance of essential job functions.
- Pass a background investigation, DMV check, and medical examination including drug test, prior to hiring.
- Must have basic computer skills.

Preferences:

- Degree in automotive/truck/diesel repair and/or maintenance
- Certifications I, II, Emergency Vehicle Technician
- Working knowledge of fire apparatus and accessories
- Fire pump testing experience

- Ground ladder testing experience
- NFPA Firefighter I
- NFPA Apparatus Operator
- Hazardous Materials Operations Level Responder
- Oregon EMT Basic

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 an Apparatus Maintenance/FF, 2) failure to successfully complete the physical agility test.

RESIDENCY REQUIREMENT

Residency is not a general condition of employment. However, in this position, due to the fact there is occasional need for emergency/afterhours repairs, the employee must live within a reasonable response time (30 to 45 minutes) to the Stayton station. 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 from providing 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 PST, January 31, 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 military veterans will receive five points.

HOW TO GET AN APPLICATION OR OBTAIN INFORMATION

Applications may be obtained by mail or in person at 1988 W Ida St., Stayton, OR. Call (503) 769-2601 for information. No faxed applications will be accepted. Return applications and résumés to: Stayton Fire District, 1988 W. Ida Street, Stayton, OR 97383.

Stayton Fire District
Apparatus Maintenance/ Firefighter

Position: Apparatus Maintenance/Firefighter

Subject: To Describe a Career Position of the District
--

Original Date: 12/2010

Revision Date 12/2010

General Statement of Duties:

Under the direction of the Fire Chief is responsible for performing a variety of functions related to the maintenance and repair of all District vehicles, apparatus, equipment and tools. Assist on emergencies such as medicals, MVA, fires, and other services provided by the District. Assist with District and volunteer projects as assigned.

Supervision Received:

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

Supervision Exercised:

Supervision is not a routine function of this position.

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

1. Responsible for ensuring all apparatus is in a ready-to-respond status and that all apparatus is restored to a ready-to-respond status before being placed back into service after maintenance and/or repairs.
2. Responsible for ensuring all apparatus is repaired and maintained in service as quickly and efficiently as possible, while maintaining quality of repair and with the safety of firefighters and the public as the highest priority.
3. Responsible for maintenance of all District vehicles, apparatus, equipment and tools, and shall make repairs to same as needed to keep apparatus and equipment properly serviced.
4. Responsible for shop tools, equipment, and use of the District's shop so as not to interfere with District repairs.
5. Keep work areas clean and orderly.
6. Responsible for all records and reports required for Maintenance.
7. Perform a variety of office related functions, including preparation of correspondence, reports, maintenance records, and billing information.

Stayton Fire District
Apparatus Maintenance/ Firefighter

8. Prepare records, reports and other documentation to accurately record fire department activities including patient care charts, fire and incident reports, supplemental narratives and other reports.
9. Perform all aspects of the position with minimal and general instruction; frequently utilize personal judgment and self-supervision. Refine existing work methods, and develop new techniques and concepts for programs using established District guidelines under the supervision of the Fire Chief or designee.
10. Respond to emergency alarms including, fires, MVA, EMS, and other calls for service during normal work schedule, Monday through Friday, and as needed for call back.
11. Practice firefighting, EMS, rescue, and apparatus operations skills during regularly scheduled drills.
12. Assist with the restoration and clean up of apparatus and equipment following alarms.
14. Attend conferences, specialized schools, seminars, and other training functions to keep abreast of new developments in fire service maintenance, safety and training as the Fire Chief may direct or authorize.
15. May provide support to volunteer functions during regular work hours.
16. Conduct all dealings with the public in a manner to reflect credit on the District.
17. Must maintain certifications as required by the position.
18. Perform other duties as assigned by the Fire Chief.

Specifications:

Job Requirements:

- Graduation from high school or equivalent GED certificate is required.
- Training/Education certificates in auto/truck/diesel repair and/or maintenance.
- Must have a minimum of three (3) years experience in general auto and diesel truck repair.
- Must pass Districts physical agility test, be in excellent health and free from any medical or physical conditions which would prevent the performance of essential job functions.
- Pass a background investigation, DMV check, and medical examination, including drug test prior to hiring.
- Must be able to obtain NFPA Firefighter I, NFPA Pumper Operator, Hazardous Materials Operations, Oregon Medical First Responder.

Stayton Fire District
Apparatus Maintenance/ Firefighter

- Must have a valid driver's license at time of appointment or must obtain an Oregon Drivers License within six months, and must maintain valid Oregon driver's license throughout employment as well as comply with the District's Driving Policy. CDL may be required dependent on qualifications.

Preferences:

Degree in Automotive/Truck/Diesel/ Repair/Maintenance
Emergency Vehicle Technician Certifications I, II
Working knowledge of fire service apparatus and accessories
Fire Pump Testing Experience
Ground Ladder Testing Experience
NFPA Firefighter I
NFPA Apparatus Operator
Hazardous Materials Operations Level Responder
Oregon EMT Basic

All certifications must be maintained throughout employment in this classification.

Communications:

A person in this position must exhibit positive, effective internal and external communication skills. Relationships outside the organization include those agencies with Maintenance Agreements, neighboring fire department staff, and other service and resource providers.

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.

The appointee may be exposed to a wide variety of physical risk during the work day including; hazardous, flammable, or toxic materials due to spills or other circumstances; as well as exposure to all types of weather conditions. The frequency of exposure is dependent on the number and type of repairs and calls.

The appointee will be assigned an adjustable 40-hour workweek, basically 8:00 am to 5:00 pm Monday through Friday. However, adjustments may be made for weekly drills, training, and other functions. Some evenings and weekends may be required either through scheduling or emergency call out.

Stayton Fire District
Apparatus Maintenance/ Firefighter

Essentials:

- Ability to independently prioritize, schedule and document activities
- Trouble shoot and make repairs on District vehicles, equipment and tools
- Maintain all records and documents on District vehicles, equipment and tools
- Ability to communicate effectively, verbally and in writing
- Must have the ability to work a regular schedule established for the position.
- Available to respond to afterhours call outs
- 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
APPARATUS MAINTENANCE/FF HIRING
PROPOSED TIME LINE***

December 23, 2010 Open Application Period
January 31, 2011 1700 Close Application Period
February 9, 2011 0900 Written Test (all qualified applicants)
February 16, 2011 0900 Assessment Center (top 4-8 from written test)
Personal Background Checks
February 24, 2011 Chief's Interview (top 3 from Assessment Center)
March 7, 2011 Target Hire/Start Date

The three 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, and background and reference checks.

APPLICATION:

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

WRITTEN TEST:

Will be a standard aptitude test.

ASSESSMENT CENTER:

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

CHIEF'S INTERVIEW:

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