

STAYTON



Stayton Fire District

Firefighter/EMT Application Packet

Job Announcement

Job Description

Application

Hiring Timeline

Supplemental Questionnaire



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 a full-time career position of Firefighter/EMT who is highly motivated and qualified individual. These positions are funded from the passage of a 5-year Local Option Levy. After initial training the positions will be assigned to a 48/96 work schedule.

The priority for Stayton Fire District is filling this position with an individual who has knowledge, skills and experience to respond to emergencies and perform the duties required to mitigate the incident. This individual shall also possess time management skills, a “safety first” attitude, technical competency, a strong work ethic, and pride and ownership in their work and the Fire District.

It is the goal of Stayton Fire District to hire an individual that possess effective leadership skills, excellent people skills and team-oriented philosophies.

As a member of the Stayton Fire District team, you will be held accountable to our mission “To provide outstanding service with commitment to saving lives and property”.

Jay Alley

Jay Alley
Fire Chief

Stayton Fire District

Firefighter/EMT Hiring Timeline

March 3, 2023	Application Period for Firefighter Position Opens
March 24, 2023	Application Period for Firefighter Positions Closes
March 27, 2023	Applications scoring and Candidate Notification
April 4-5, 2023	Candidate Panel Interview
April 11, 2023	Chief Interviews and physical agility
April 14, 2023	Conditional Job Offer
	Post Hiring List and Notify Applicants
April 17-28, 2023	Schedule NFPA Physical
May 1, 2023	Start Date (8 to 5 Monday-Friday) for 2 weeks
May 11, 2023	Target start date to transition to 48/96 shift schedule.

JOB ANNOUNCEMENT

FIREFIGHTER/EMT STAYTON FIRE DISTRICT

Stayton Fire District is seeking to fill a full-time career position of Firefighter/EMT. The Stayton Fire District operates 4 fire stations within its 107 square mile district and serves a population of 14,500. The District provides fire protection, rescue, Quick Response EMS and responds to 1200 calls a year.

A Firefighter/EMT performs firefighting, EMS and fire prevention duties that require independent judgment while operating equipment at emergency scenes, extinguishing fires and saving life and property. This position also performs fire station and equipment maintenance and other related assignments.

WAGE: \$44,858 - \$61,097 annually (includes mandatory FLSA overtime pay) PERS retirement plan with the district picking up the 6% IAP contribution; health, vision and dental insurance provided with some employee participation, vacation and sick leave, life insurance. Employee deduction deferred comp plan available.

The purpose of this recruitment is to fill (1) one Firefighter position that will work a 48/96 shift. We will be establishing a list of candidates for 1 year.

MINIMUM QUALIFICATIONS:

- Must be a high school graduate or have equivalent GED certificate
- Must be at least 21 years of age
- Must have NIMS 100, 200, 700, 800
- Must be an Oregon EMT-Basic, or ability to obtain Oregon certification within 90 days.
- Must be certified as NFPA Firefighter I
- Must be certified Wildland Firefighter Type II
- Must have NFPA Apparatus Equipped with a Fire Pump, or ability to obtain DPSST certification within 90 days. (training may be provided by the district)
- Must have NFPA Hazardous Materials Awareness and Operations
Must possess a valid Oregon driver's license at time of appointment (or obtain in 60 days) and be insurable.
- Must be able to perform mental and physical tasks pursuant to essential function of the position.
- Must have a minimum one (1) year experience in fire suppression

DESIRED QUALIFICATIONS:

- AAS Degree in Fire Science or other fire EMS related field
- NFPA Firefighter II
- Engine Boss, Single Resource (ENGB)
- NFPA Apparatus Equipped with an Aerial Device

MEDICAL – PHYSICAL CONDITION

Appointees must undergo a physical examination by a medical professional selected by the employer and a pass-fail physical agility test. The medical examinations 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

JOB ANNOUNCEMENT

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” POSITION

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 completed questionnaire to the address below. Applications without a questionnaire will not be considered. Applications must be received by 5:00 pm, March 24, 2023.

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 veterans will receive extra points.

HOW TO GET AN APPLICATION OR OBTAIN INFORMATION

Applications may be obtained by mail, on our website at www.staytonfire.org 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 questionnaires in person or by mail to: Stayton Fire District, 1988 W. Ida Street, Stayton, OR 97383.

Stayton Fire District reserves the right to waive minimum requirements

Stayton Fire District
Fire Fighter/EMT

Position: Firefighter/EMT

Subject: To describe a career position of the District

Original Date: 06/2022

Revision Date:

General Statement of Duties:

Under the direction of the Shift Lieutenant they are assigned and be responsible for assisting on emergency calls, care and maintenance of facilities and equipment. Assist with special District and volunteer projects as assigned.

Supervision Received:

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

Supervision Exercised:

Supervision is not a normal function of this position.

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

1. Responds to emergency alarms including, fires, MVA, EMS, and other calls for assistance while on shift.
2. 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.
3. Responds to emergency alarms as the operator of emergency vehicles.
4. 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.
5. Practices firefighting, EMS, rescue, and apparatus operations skills while on shift and during drills.
6. 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. Shall also be responsible for preparing or maintaining other records, many on computer as assigned.

Stayton Fire District
Fire Fighter/EMT

7. Assist in maintaining emergency apparatus in a state of readiness, making daily, weekly and monthly inspections of the apparatus and equipment and making minor mechanical repairs as needed.
8. Assists in maintaining fire station equipment, facilities and grounds including painting, mopping, cleaning and general grounds work.
9. Performs mapping and emergency planning activities; assists in pre-fire planning, station tours, public presentations, public relations and Fire Prevention and Public Education activities.
10. Assists with training programs; including instruction, evaluations, and program implementation.
11. Attends conferences, specialized schools, seminars and other training functions to keep abreast of new developments in firefighting, EMS skills, and fire service information management, public safety and prevention, and training as the Assistant Fire Chief may direct or authorize.
12. Performs special projects or programs as assigned.
13. May provide support to volunteer functions during regular working hours.
14. Keeps station and upstairs living 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.

SPECIFICATIONS:

Minimum Job Requirements:

High school diploma or GED

Must be 21 years of age

Minimum of one (1) year experience in fire suppression

NIMS 100, 200, 700, 800

Oregon EMT Basic

NFPA Firefighter I

DPSST Wildland Firefighter Type 2

NFPA Hazardous Materials Awareness and Operations

NFPA Apparatus Equipped with a Fire Pump

Certifications must be maintained throughout employment in this classification

Stayton Fire District
Fire Fighter/EMT

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.

Pass medical examinations, including drug testing prior to hiring.

Must possess basic computer skills.

Must have a valid Oregon driver's license at time of appointment (or obtain one in 60 days) 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 communication skills. Relationships outside the organization include those agencies that mutual or automatic aid, fire department staff, and other service providers during alarms, training sessions, incident critiques and other technical discussions.

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 employee 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, including high-angle rope 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 employee will be assigned to a 48/96 shift.

Essentials:

Ability to communicate effectively verbally and in writing

Must have the ability to work a regular 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

Application for Employment

Stayton Fire District provides equal employment opportunity to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. No application will be rejected because of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties. Stayton Fire District reserves the right to waive minimum requirements.

**IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE COMPLETE LEGIBLY.
YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.**

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. **PLEASE PRINT**, except where signature is required. All information you give on this application will be held in strict confidence.

Position		
Position Applying For	Available Start Date	Today's date

Personal Information			
Name			
Address	City	State	Zip
Phone Number	Mobile Number	Email Address	
Social Security Number	Are you at least 21 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Driver's license number/State	EMT Rating / Certification #	DPSST #	
DPSST Certification Levels:			
Have you ever been convicted of any law violations (except a minor traffic violation)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, give a brief explanation on a separate piece of paper.</i>			
Are you now or have you been a member of a recognized fire organization? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, how many years? _____</i>			
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of identity will be required upon employment)			
Will you take a physical examination if it is required for the job for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Education	List any colleges, military, trade, business or other schools attended.
------------------	--

Do you have a high school diploma or GED Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>				
School Name	Location	Diploma/Degree	Major/Minor	Graduate?

Certificates & Licenses	List professional license, registration, or certificate required or preferred for position.
------------------------------------	--

Type	Issuing Agency	Date Issued	Date Expires

Employment History	Clearly describe all your duties, starting with your most recent job. If you need additional space, attach a separate sheet. Please include any volunteer fire service time as employment.
---------------------------	---

Employer (1)	Job Title	Dates Employed (from-to)
Address	City	State Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving		
Duties:		

Employer (2)	Job Title	Dates Employed (from-to)
Address	City	State Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving		
Duties:		

Employer (3)	Job Title	Dates Employed (from-to)
Address	City	State Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving		
Duties:		

References

Name: _____ Title: _____ Company: _____

Relationship to you: _____ Phone: _____ Email: _____

Name: _____ Title: _____ Company: _____

Relationship to you: _____ Phone: _____ Email: _____

Name: _____ Title: _____ Company: _____

Relationship to you: _____ Phone: _____ Email: _____

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

By my signature below, I certify that all answers and statements on this application or attached material 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 authorize the employing agency to verify the employment and education information provided in this employment application.

_____ 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 authorize my driving record to be checked if the position for which I am applying requires driving.

_____Initials

I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.

_____Initials

I am able to perform the essential duties of this position as advertised, with or without reasonable accommodation.

_____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 résumé 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

SUPPLEMENTAL QUESTIONNAIRE:

Please prepare word-processed, handwritten or typewritten responses to each of the following items. **Your name must appear on the top of each page.** Label each section as highlighted and in the order that it is listed below. Relevancy of your experience and training together with composition, grammar, spelling, punctuation, legibility, and neatness will be considered when evaluating your responses. Provide as much detail as you believe will fully describe your experience and training. **Responses should not exceed a total of four single-sided pages.** Applications without supplemental responses will not be considered. Resumes will not substitute for responses to the supplemental questionnaire.

1) **COLLEGE-LEVEL COURSEWORK:**

College-level coursework that would enhance the performance of a firefighter is a desired qualification of this position. List all of your college-level coursework and staple a copy of an unofficial transcript to the questionnaire. Indicate the completion date of any degree achieved and staple a copy of the diploma to the questionnaire.

2) **PAID OR VOLUNTEER FIREFIGHTING EXPERIENCE:**

Describe your experience as a paid or volunteer firefighter. Include the names of the agencies, dates of service, the number of months or years of experience, and the specific functions performed, committee involvement, fire prevention activities, etc.

3) **FIREFIGHTER CERTIFICATION:**

List your NFPA fire certifications and all other certifications. (Ex: NFPA Firefighter I, DPSST Wildland FFT 2, NFPA Driver/Operator, NFPA Hazardous Materials Awareness and Operations, NIMS certificates etc.) Staple a copy of each certificate to the questionnaire.

4) **EMS CERTIFICATION/EXPERIENCE:**

State your current EMT level, years of service, and date certified and explain your experience at each level. Staple a copy of your current EMT certification and CPR card to the questionnaire.

5) **WORK/LIFE EXPERIENCE:**

Outside of the Fire Service, describe any other work or life experience, knowledge, skills, and abilities gained through your training and experience that would be helpful in performing the duties of a firefighter. Explain how they relate to the job you are applying for.

6) **RELATED SKILLS AND ABILITIES:**

List and explain your experience in operating/maintaining equipment, vehicles and apparatus, tools, mechanical, carpentry, computer technology etc... and how it relates to the job you are applying for.

7) **PUBLIC INTERACTION:**

Explain your experience interacting with the public, excluding emergency on scene interaction.

8) **COMMUNITY INVOLVEMENT:**

Explain your community involvement outside the fire service, including projects, clubs, sports etc.

STAYTON FIRE DISTRICT
APPLICATION CHECKLIST
Minimum and Desired Qualifications

NAME: _____ DATE: _____

- 1. High School diploma or GED _____
- 2. 21 years or older _____
- 3. Valid driver license _____
- 4. NIMS 100 __, 200 ____, 700 ____, 800____ _____
- 5. NFPA Apparatus Equipped w/Pump _____
- 6. NFPA Fire Fighter I _____
- 7. OR EMT Basic or higher _____
- 8. NFPA Haz-Mat Awareness & Operations _____
- 9. Wildland FF Type II _____
- 10. Experience: 1 yr. Fire suppression required
list total years of Fire suppression experience _____
- 11. Application completed _____
- 12. Questionnaire completed _____

DESIRED QUALIFICATIONS (check all that apply)

- AAS Degree in fire Science or other fire/EMS related field _____
- Engine Boss, Single Resource _____
- NFPA Apparatus Equipped with an Aerial Device _____
- NFPA Fire Fighter II _____

District Use: _____ **Reviewed By;** _____