

STAYTON



Stayton Fire District
Maintenance/Firefighter
Application Packet

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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 Maintenance/Firefighter who is a highly motivated and qualified individual. This position is funded from the district budget and fills a current vacancy. After initial training, the position will be assigned to a 40-hour-a-week work schedule.

The priority for Stayton Fire District is filling this position with an individual who has knowledge, skills, perform the duties of general maintenance and respond to emergencies as needed. 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

JOB ANNOUNCEMENT

MAINTENANCE/Firefighter **STAYTON FIRE DISTRICT**

Stayton Fire District is seeking to fill a full-time (40 HOUR A WEEK) career position of *Maintenance/FF*. The Stayton Fire District operates 4 fire stations within its 107 square mile district and serves a population of 12,653. The district provides fire protection, rescue, Quick Response EMS and responds to over 1400 calls yearly. *The primary function of this position is responsible for maintaining the department's facilities and assisting with operational readiness across all stations. This position ensures that buildings, systems, and infrastructure remain safe, functional, and mission-ready to support district operations.*

As needed performs firefighting, EMS, and fire prevention duties, that require independent judgment while operating equipment at emergency scenes, extinguishing fires, and saving lives and property.

WAGE: \$49,547 - \$64,523 annually, PERS retirement plan with the district picking up the 6% IAP contribution; health, vision, dental insurance provided with some employee participation, VEBA, vacation, sick leave and life insurance. Employee deduction deferred comp plan available.

The purpose of this recruitment is to fill (1) one *Maintenance/FF* position that will work a flexible 40-hour week.

MINIMUM QUALIFICATIONS:

- Must be a high school graduate or have an equivalent GED certificate
- Must be at least 21 years of age
- Must have NIMS 100, 200, 700, 800
- Must be an Oregon Emergency Medical Responder
- Must be certified as NFPA Firefighter I
- Must be certified Wildland Firefighter Type II
- 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 the essential functions of the position
- Must be certified as NFPA Driver/Operator

DESIRED QUALIFICATIONS:

- Oregon EMT Basic
- NFPA Apparatus Equipped with a Pump
- Experience managing projects
- Basic facility operations
- Mechanical aptitude
- Skills to perform a wide range of tasks; basic electrical, plumbing, carpentry, landscaping
- Ability to identify and solve problems

JOB ANNOUNCEMENT

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 disclose a physical condition which will prevent the appointee from functioning as a Firefighter 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 with resume to the address below. **Applications without a resume and copies of minimum requirement certifications will not be considered.**

Applications must be received by 5:00 pm, *December 5, 2025*.

Finalists will be selected from the group of qualified applicants. Those selected will be invited to participate in the employment process.

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

HOW TO GET AN APPLICATION OR OBTAIN INFORMATION

Applications may be obtained 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 or emailed applications will be accepted.** Return application, resume, and copies of minimum requirement certifications 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
Maintenance/Firefighter

Position: Maintenance/Firefighter
Subject: To describe a career position of the District

Original Date: 11/2023

Revision Date: 03/2024; 11/2025

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 district facilities, grounds, equipment and tools. Respond on emergencies as needed, such as medicals, MVAs, fires, and other services provided by the district. May be assigned special district and volunteer projects and duties.

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 policies.

Supervision Exercised:

Supervision is not a routine function of this position.

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

1. Responsible for maintaining the district's facilities and assisting with operational readiness across all buildings. Ensures that buildings, systems, and infrastructure remain safe, functional, and mission-ready to support district operations.
2. Responsible for maintaining the grounds around all district facilities and that they are presentable.
3. Ensure projects and repairs are completed in a timely manner.
4. Obtain estimates and collaborate with contractors as needed.
5. Identify and implement preventative maintenance measures.
6. Prepare and manage facilities budget.
7. Responsible for quarterly, monthly and annual inspections of assigned equipment and facilities.
8. Assist the apparatus maintenance position in maintaining emergency apparatus in a state of readiness, making daily, weekly and monthly inspections of the apparatus and equipment and makes minor mechanical repairs.

Stayton Fire District
Maintenance/Firefighter

9. Keep work areas clean and orderly.
10. Responsible for all records and reports required for Maintenance.
11. Perform a variety of office-related functions, including preparation of correspondence, reports, maintenance records, and billing information.
12. Prepares records, reports and other documentation to accurately record fire department activities including; patient care charts, fire and incident reports, supplemental narratives, training records and other reports.
13. 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.
14. Respond to and operate apparatus on emergency alarms as needed, including, fires, MVA, EMS, and other calls for assistance during normal work schedule Monday through Friday and as needed for call back.
15. Practices firefighting, EMS, rescue, and apparatus operations skills during regularly scheduled drills.
16. Assist with the restoration and clean-up of apparatus and equipment following alarms.
17. Attend conferences, specialized schools, seminars and other training functions to keep abreast of new developments in facilities, EMS skills, and training as the Fire Chief may direct or authorize.
18. Performs special projects or programs as assigned, which may include project management functions.
19. Member of the district Safety Committee.
20. May provide support to volunteer functions during regular working hours.
21. Conducts all dealings with the public in a manner to reflect credit on the district.
22. Must maintain certifications as required by the position.
23. Performs other duties as assigned by the Fire Chief.

Stayton Fire District
Maintenance/Firefighter

SPECIFICATIONS:

Minimum Job Requirements:

High school diploma or GED

Must be 21 years of age

NIMS 100, 200, 700, 800

Must be certified Oregon Emergency Medical Responder

NFPA Firefighter I

DPSST Wildland Firefighter Type 2

NFPA Hazardous Materials Awareness and Operations

NFPA Driver/Operator

Certifications must be maintained throughout employment in this classification

- 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, DMV check, and medical examination, including drug test 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.

Preferences:

- Oregon EMT Basic
- NFPA Apparatus Equipped with a Pump
- Experience managing projects
- Basic facility operations
- Skills to perform a wide range of tasks; basic electrical, plumbing, carpentry, landscaping
- Ability to identify and problem solve

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, vendors, 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.

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This position may be exposed to a wide variety of physical risk 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 steep-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.

This position will be assigned an adjusted 40-hour work week, Monday through Friday.

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

Ability to independently prioritize, schedule and document activities

Maintenance/Firefighter Hiring Timeline

Nov. 14, 2025	Application Period for Firefighter Positions Open.
Dec. 5, 2025	Application closes at 5 PM on Dec. 5, 2025
Dec. 8, 2025	Application Scoring and Candidate Notification
Dec. 16, 2025	Candidate Panel Interview and assessment for 6 to 8 candidates
Dec. 19, 2025	Chief Interview with top 3 Candidates
Dec. 22, 2025	Conditional Job Offer
Dec. 23 – 31, 2025	Schedule Medical Physical, Physical Agility Course and background check, drug screen, DMV record checks
Jan. 2, 2026	Start date Friday, Jan 2, 2026

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 blank. All information you give on this application will be held in strict confidence.

Position

Position Applying For	Available Start Date	Today's date
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Personal Information

Name			
Street Address	City	State	Zip
Mailing Address (if different)	City	State	Zip
Phone 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> _____			
Can you submit verification of your legal right to work in the United States at the time of employment? <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 you are applying for? <input type="checkbox"/> Yes <input type="checkbox"/> No			

A veteran of the U.S. Military service? ☐ Yes ☐ No Branch _____
 (Under Oregon Law, armed forces veterans who meet minimum qualifications for a position may be eligible for employment preference. You may qualify for either 5 points as a Qualified Veteran or 10 points as a Qualified Disabled Veteran (or spouse), but not both. If you are a veteran and want to apply for preference points, please submit a completed Veteran's Preference form and the documentation listed on the form.

Education

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

Do you have a high school diploma or GED Certificate? Yes ☐ No ☐

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 ☐ No ☐

Reason for leaving

Duties:

Employer (2)

Job Title

Dates Employed (from-to)

Address

City

State

Zip

Supervisor Name

Phone Number

May we contact?

Yes ☐ No ☐

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 authorizes 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 this employment application provides.

_____Initials

I understand that if the district terminates my employment 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 I am applying for requires driving.

_____Initials

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

_____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 TEMPORARY, 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.

STAYTON FIRE DISTRICT
APPLICATION CHECKLIST
COPIES OF THE FOLLOWING CERTIFICATIONS

NAME: _____ DATE: _____

MINIMUM

1. NIMS 100____, 200 ____, 700 ____, 800____ _____
2. NFPA Driver/Operator _____
3. NFPA Firefighter I _____
4. Oregon Emergency Medical Responder _____
5. NFPA Haz-Mat Awareness & Operations _____
6. Wildland FF Type II _____

DESIRED

NFPA Apparatus Equipped with a Pump _____