

# STAYTON



## Stayton Fire District Firefighter/EMT/Maintenance Application Packet

**Job Announcement**  
**Job Description**  
**Hiring Timeline**  
**Application**  
**Supplemental Questions**



# STAYTON FIRE DISTRICT

1988 W. IDA STREET  
STAYTON, OREGON 97383

PHONE: 503-769-2601  
FAX: 503-769-1487  
[www.staytonfire.org](http://www.staytonfire.org)

To Applicant:

Stayton Fire District is seeking to fill a full-time career position of Firefighter/EMT 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, and experience to respond to emergencies and perform the duties of general maintenance. 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**

## **FIREFIGHTER/EMT/MAINTENANCE STAYTON FIRE DISTRICT**

Stayton Fire District is seeking to fill a full-time (40 HOUR A WEEK) career position of Firefighter/EMT/Maintenance. 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.

A Firefighter/EMT/Maintenance performs firefighting, EMS, and fire prevention duties that require independent judgment while operating equipment at emergency scenes, extinguishing fires, and saving lives and property. This position also performs facility maintenance, assists with vehicle and equipment maintenance, and a variety of other related assignments.

**WAGE:** \$44,858 - \$61,097 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 Firefighter/EMT/Maintenance 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 EMT-Basic or have the ability to obtain Oregon certification within 1 year.
- 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 6 months.
- 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 have a minimum one (1) year of experience in fire suppression

### **DESIRED QUALIFICATIONS:**

- Experience managing projects
- Basic vehicle mechanics
- Mechanical aptitude
- Skills and experience with facility repairs, maintenance and operations

### **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

# **JOB ANNOUNCEMENT**

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 to the address below. Applications without supplemental questionnaire will not be considered. Applications must be received by 5:00 pm, April 12, 2024.

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 on our website at [www.staytonfire.org](http://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 and supplemental questionnaire 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

## Firefighter/EMT/Maintenance Hiring Timeline

<b>March 19 – June 3, 2024</b>	<b>Hiring Process for Firefighter/EMT/Maintenance Position</b>
March 19, 2024	Application Period for Firefighter Positions Open.
April 12, 2024	Application closes at 5 PM on April 12, 2024
April 15 - 17, 2024	Application Scoring and Candidate Notification
April 22 - 26, 2024	Candidate Panel Interview and assessment for 6 to 8 candidates
May 6 - 10, 2024	Chief Interview with top 3 Candidates
May 15, 2024	Conditional Job Offer
May 20 – 24, 2024	Schedule Medical Physical, Physical Agility Course and background check, drug screen, DMV record checks
June 3, 2024	Start date Monday, June 3, 2024

Stayton Fire District  
Firefighter/EMT/Maintenance

**Position:** Firefighter/EMT/Maintenance

**Subject:** To describe a career position of the District

Original Date: 11/2023

Revision Date: 03/2024

**General Statement of Duties:**

Under the direction of the Fire Chief is responsible for assisting on emergency calls, general maintenance of facilities, equipment, assist with apparatus maintenance as needed. Assist and/or coordinate special district projects 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 policies.

**Supervision Exercised:**

Supervision is not a routine 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 during normal work schedule Monday through Friday and as needed for call back.
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 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.
4. Practices firefighting, EMS, rescue, and apparatus operations skills during regularly scheduled drills.
5. 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.
6. Assist 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 as needed.

Stayton Fire District  
Firefighter/EMT/Maintenance

7. Assists in maintaining fire station equipment, facilities and grounds including painting, mopping, cleaning and general grounds work.
8. Assists with training and maintaining of the training facility buildings and grounds.
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. Attend 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 Fire Chief may direct or authorize.
11. Performs special projects or programs as assigned, which may include project management functions.
12. Member of the district Safety Committee.
13. May provide support to volunteer functions during regular working hours.
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:**

**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

Must be an Oregon EMT Basic – or ability to obtain certification within 1 year

NFPA Firefighter I

DPSST Wildland Firefighter Type 2

NFPA Hazardous Materials Awareness and Operations

NFPA Driver/Operator

NFPA Apparatus Equipped with a Fire Pump – or ability to obtain DPSST certification within 6 months

Certifications must be maintained throughout employment in this classification

Stayton Fire District  
Firefighter/EMT/Maintenance

- 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.

**Preferences:**

- Oregon EMT Basic
- NFPA Apparatus Equipped with a Pump
- Experience managing projects
- basic vehicle mechanics
- skills to perform a wide range of tasks; basic electrical, plumbing, carpentry, landscaping
- ability to problem solve
- NFPA Instructor 1

**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.

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 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.

This position will be assigned an adjusted 40-hour workweek, Monday through Friday, with a 3-hour training session each week.

**Essentials:**

Ability to communicate effectively, verbally and in writing



Stayton Fire District  
Firefighter/EMT/Maintenance

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

# 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. **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			
Street Address	City	State	Zip
Mailing Address (if different)	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			

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.

<b>Employer (1)</b>	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:			
<b>Employer (2)</b>	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:			

<b>Employer (3)</b>	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; NO FAXES ACCEPTED

# STAYTON FIRE DISTRICT

## FIREFIGHTER/EMT

### SUPPLEMENTAL QUESTIONNAIRE:

Please prepare word-processed, handwritten, or typewritten responses to each of the following items. An answer to each question is required; failure to answer all the questions may result in not moving on in the process. **Your name must appear on the top of each page.** Label each section as highlighted and in the order 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 and maintenance person. 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.