

# 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](http://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.

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

# **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” 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 completed questionnaire to the address below. Applications without a questionnaire will not be considered. Applications must be received by 5:00 pm, July 18, 2025.

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](http://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 policies.

**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

# APPLICATION LINK

[https://www.staytonfire.org/files/Application for Employment Fillable Print Only.pdf](https://www.staytonfire.org/files/Application%20for%20Employment%20Fillable%20Print%20Only.pdf)



# **Stayton Fire District**

## **Firefighter/EMT Hiring Timeline**

July 1, 2025	Application Period for Firefighter Position Opens
July 18, 2025	Application Period for Firefighter Positions Closes
July 21, 2025	Applications scoring and Candidate Notification
July 29, 2025	Candidate Panel Interview
July 31, 2025	Chief Interviews and physical agility
August 1, 2025	Conditional Job Offer
	Post Hiring List and Notify Applicants
August 4-8, 2025	Schedule NFPA Physical
August 15, 2025	Start Date (8 to 5 Monday-Friday) for 2 weeks
Sept 1, 2025	Target start date to transition to 48/96 shift schedule.

# 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.