

# STAYTON



Stayton Fire District

## Lieutenant/EMT

### 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](http://www.staytonfire.org)

To Applicant:

Stayton Fire District is seeking to fill 3 full-time career positions of Lieutenant/EMT with highly motivated and qualified individuals. These positions are first-time hires for Stayton Fire District and 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 in filling these position is to seek out individuals with the knowledge, skills and experience to respond to emergencies and perform the duties required to mitigate the incident. These 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 individuals 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”.

Jack R. Carriger  
Fire Chief

## Lieutenant/EMT Position Timeline

### **May 16<sup>th</sup>-July 11<sup>th</sup>, 2022      Hiring Process for 3 Lieutenant/EMT Positions**

May 16 <sup>th</sup> , 2022	Lt. Position Announcement and Application open
June 10 <sup>th</sup> , 2022	Lt. Application period ends at 5pm on June 10 <sup>th</sup> , 2022
June 18 <sup>th</sup> , 2022	Lt. Assessment Center
June 20 <sup>th</sup> , 2022	Candidate Interviews
June 24 <sup>th</sup> , 2022	Make Conditional Job Offers (Three positions)
July 11 <sup>th</sup> , 2022	Start date for new Lieutenants (8-5 Monday-Friday)  Lts. Would train with current paid staff to become familiar with Stayton Fire District policies and procedures for <u>eleven</u> weeks before the new paid firefighters begin.
Oct. 16 <sup>th</sup> , 2022	Begin transition to 48/96 staffing schedule  Basic training completed and shift scheduling would transition from 8-5 to 48/96

# **JOB ANNOUNCEMENT**

## **LIEUTENANT/EMT STAYTON FIRE DISTRICT**

Stayton Fire District is seeking candidates for three (3) Lieutenant/EMT Positions. 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 Lieutenant/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 as a shift officer.

**WAGE:** \$47,101 - \$64,152 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 three (3) Lieutenant positions that will work a 48/96 shift.

### **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
- Must be certified as NFPA Firefighter II
- Must be certified as NFPA Instructor I
- Must be certified NFPA Apparatus Equipped with a Fire Pump
- Must have Wildland Firefighter Type II
- Must have NFPA Hazardous Materials Awareness and Operations
- Must have basic computer skills
- 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 five (5) years' experience in fire suppression

### **DESIRED QUALIFICATIONS:**

- AAS Degree in Fire Science or other fire EMS related field
- Engine Boss, Single Resource (ENGB)
- NFPA Hazardous Materials Incident Commander
- NFPA Fire Officer 1

### **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

# **JOB ANNOUNCEMENT**

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 Lieutenant/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, June 10, 2022.

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  
Lieutenant/EMT

**Position:** Lieutenant/EMT

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

Original Date: 04/2022

Revision Date:

**General Statement of Duties:**

Performs duties, positions, or functions at incident scenes assigned to them by the incident commander. In the absence of the Fire Chief, Assistant Chief, Duty Officer, or a Captain, the Lieutenants may perform duties at the incident scenes as the Incident Commander. Lieutenants will be responsible for personnel and duties while on their assigned shift.

**Supervision Received:**

The Lieutenant will always follow the Chain of Command, except for certain protected activities described in the Personnel Policies and reports to the Assistant Fire Chief. In the absence of the Assistant Fire Chief, the Lieutenant will report directly to the Fire Chief.

**Supervision Exercised:**

Supervision at a Company Officer level is 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 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 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 while on shift and during drills. (while on shift)
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. Shall also be responsible for preparing or maintaining other records, many on computer as assigned.

Stayton Fire District  
Lieutenant/EMT

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.
7. Assists in maintaining fire station equipment, facilities and grounds including painting, mopping, cleaning and general grounds work.
8. Performs mapping and emergency planning activities; assists in pre-fire planning, station tours, public presentations, public relations and Fire Prevention and Public Education activities.
9. Assists with training programs; including instruction, evaluations, and program implementation.
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 Assistant Fire Chief may direct or authorize.
11. Performs special projects or programs as assigned, which may include project management functions.
12. May provide support to volunteer functions during regular working hours.
13. Keeps station and upstairs living area clean and orderly.
14. Conducts all dealings with the public in a manner to reflect credit on the District.
15. Performs other duties as assigned by the Assistant Fire Chief.

**SPECIFICATIONS:**

**Minimum Job Requirements:**

High school diploma or GED

Must be 21 years of age

Minimum of five (5) years' experience in fire suppression

NIMS 100, 200, 700, 800

Oregon EMT Basic

NFPA Firefighter II

DPSST Wildland Firefighter Type 2

NFPA Apparatus Equipped with a Fire Pump

NFPA Instructor 1

NFPA Hazardous Materials Awareness and Operations

Certifications must be maintained throughout employment in this classification

Stayton Fire District  
Lieutenant/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 appointee 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.

The appointee 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**  
1988 W. Ida St.  
Stayton OR 97383

**An Equal Opportunity Employer**

**APPLICATION FOR EMPLOYMENT**

**POSITION:** \_\_\_\_\_

**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.

**PERSONAL DATA**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Current Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

Telephone Number \_\_\_\_\_

Social Security Number \_\_\_\_\_

When are you available for employment? \_\_\_\_\_

Are you at least 21 years old?      Yes \_\_\_\_\_      No \_\_\_\_\_

Will you take a physical examination if it is required for the job for which you are applying?  
Yes \_\_\_\_\_      No \_\_\_\_\_

## GENERAL INFORMATION

Do you have a valid drivers' license?                      Yes \_\_\_\_\_ No \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Emergency Medical Technician Rating \_\_\_\_\_ Certification # \_\_\_\_\_

DPSST Certification Levels \_\_\_\_\_

\_\_\_\_\_ AP # \_\_\_\_\_

Have you ever been convicted of any law violation (*except a minor traffic violation*)?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, give a brief explanation.

Are you now or have you been a member of a recognized fire organization?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain. \_\_\_\_\_

\_\_\_\_\_

## EDUCATION

Name, address and location of school.	Highest Grade Completed	Did You Graduate?
High School: _____ _____		
College or University: _____ _____		
Major: _____ Degree: _____		
College or University: _____ _____		
Major: _____ Degree: _____		
Additional Education/Vocational/Technical Training		
School: _____		
School: _____		
School: _____		

## WORK HISTORY

List names of employers in consecutive order, with current or last employer listed first. Account for all periods of time, including military service and any periods of unemployment. If self-employed, give firm name and supply business references. If you worked in any position under another name, please give names(s). Include month and year.

Name of Employer, Address, City, State, Zip	Name of Last Supervisor	Employed From      To
Title:	Telephone:	Salary Start      Final
Reason For Leaving:		
Duties:		

  

Name of Employer, Address, City, State, Zip	Name of Last Supervisor	Employed From      To
Title:	Telephone:	Salary Start      Final
Reason For Leaving:		
Duties:		

  

Name of Employer, Address, City, State, Zip	Name of Last Supervisor	Employed From      To
Title:	Telephone:	Salary Start      Final
Reason For Leaving:		
Duties:		

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

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## REFERENCES

Give three references, not relatives or former employers.

	Name	Address	Phone	Occupation
1.	<hr/>			
2.	<hr/>			
3.	<hr/>			

By my signature below, I certify that all answers and statements on this application 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 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 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

## LIEUTENANT/EMT

### SUPPLEMENTAL QUESTIONNAIRE:

Please prepare word-processed, handwritten or typewritten responses to each of the following items. 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.** Your name must appear on each page. Staple your responses to the employment application. 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 II, NFPA Instructor 1, NFPA Firefighter Equipped with a Pump, 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.

EMT B	_____ yrs. of service	_____ date certified
EMT I	_____ yrs. of service	_____ date certified
EMT A	_____ yrs. of service	_____ date certified
EMT P	_____ yrs. of service	_____ date certified

#### 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.