

Jackson County Fire District No. 3
Examination for the position of
FIREFIGHTER
Spring, 2010

SALARY	\$4632 - \$5631/mo. (09-10 FY)
BENEFITS	Represented by the International Association of Firefighters Local 1817's labor agreement.
OPENING	None currently
PURPOSE	To establish a current <i>ENTRANCE REGISTER</i> . This register will identify EMT-Paramedic levels.

MINIMUM QUALIFICATIONS TO APPLY – Minimum age of 18 years on application closing date; graduation from high school or equivalent G.E.D; currently certified as an Oregon or National Registry EMT-Basic in good standing; valid driver's license; requirements established by the Civil Service Commission and included in the job announcement. If, at point of hire, the District determines the need for a Firefighter/EMT-Paramedic, a current Oregon or National Registry EMT-Paramedic certification will be included as a minimum qualification.

ESSENTIAL FUNCTIONS – The following list describes a majority of the essential functions of this position.

1. Responds to emergency alarms including fires, calls for emergency medical assistance, rescues, hazardous material incidents, and a variety of other calls for emergency assistance. Conducts firefighting, emergency medical procedures, rescues, and other emergency procedures.
2. Performs strenuous lifting and moving activities under routine and hazardous conditions; climbs ladders and stairs; performs bending, twisting, carrying, and/or other physically demanding activities.
3. Drives and operates fire apparatus and other emergency vehicles.
4. Assists in the maintenance of firefighting and emergency medical apparatus and equipment.
5. Conducts station and grounds maintenance activities and other special projects as assigned.
6. Participates in both classroom and practical training. Participates in simulated exercises and field training.
7. Supports all volunteer firefighter programs, assisting in training and participating in volunteer activities.
8. Performs fire prevention inspections and prepares pre-fire plans. May assist in fire investigation activities.
9. Participates in public education and/or information programs.
10. Fills out alarm journals, accident reports, incident reports, training records, inspection notices, and other required forms. Writes memos and/or reports.
11. Practices safe work habits and reports unsafe conditions to the Company Commander.

WORK ENVIRONMENT – Regular work schedule is a 56-hour work-week with 24 hour shifts. Work activities vary widely and will include general station, emergency scene, and indoor and outdoor activities. Work assignments and response to emergency alarms may occur at any time under any climatic conditions. Work is highly physically demanding, requiring strength, agility, and aerobic and anaerobic endurance. Emergency work may be hazardous.

HOW TO APPLY – Applications are available Monday through Friday from 8:00 a.m. to 5:00 p.m. at our White City business office, 8383 Agate Road, White City, OR 97503, and may be requested in person, in writing, or by calling our business office during regular business hours at (541) 826-7100. Applications may also be downloaded from the District’s web site: www.jcfd3.com. A completed, signed application must be filed at the business office or postmarked before the deadline. Applications must be hand-delivered or mailed. Faxed, photocopied, emailed, or scanned application forms will not be accepted. **Please submit photocopies of the following documents with your application:** high school diploma or G.E.D. certificate, Oregon or National Registry EMT certificate. Failure to submit these documents will constitute an incomplete application which will not be considered.

Return completed application to:

**Civil Service Commission
Jackson County Fire District No. 3
8383 Agate Road, White City, OR 97503
(541) 826-7100**

Deadline to apply **March 30, 2010 at 1:00 p.m. Pacific Time.** FAX or email not accepted.

SCREENING PROCESS – Applications will be screened for compliance with minimum qualifications then awarded points for certifications and experience. Please include documentation of all education and/or certifications noted on your application. Undocumented education, certifications, and qualifications will not be considered. Candidates will be selected from the applicant pool based on experience, education, and qualifications. The application will account for 10% of the candidate’s total score. Application scoring will be based on the following certifications and experience:

Certifications and Experience	Possible Points
NFPA Firefighter I	8
NFPA Firefighter II	10
NFPA Driver	7
NFPA Pumper Operator	8
NFPA Mobile Water Supply Operator	7
Wildland Interface Firefighter (S-130/190)	6
Oregon EMT-Intermediate	10
Oregon or National Registry EMT-Paramedic	13
AAS Degree in Fire Science	13
Full-Time Experience (Structural Firefighting) 3 points for each full year (must be greater than 40 hrs per week)	6
Part-Time and Seasonal Experience 2 points for each full year of part-time experience (must be equal to or greater than 80 hrs per month); experience may include paid or unpaid internships, on-duty, resident, sleeper, or student programs 1 point for each year of full-time seasonal experience (minimum 3 months; must be equal to or greater than 40 hrs per week); may include Wildland or structural experience.	6
Volunteer Experience 2 points for each full year of volunteer experience	6
Total Application Points	100
In accordance with Civil Service Rule 9.14 (ORS 408.230), candidates are given Veteran’s preference points as part of the initial screening. Once the candidate pool is established, the Veteran’s preference points are removed from the scoring scheme until all assessment results are weighted. The Veteran’s Preference points are then added back into the final score.	
Veterans’ Preference Points	5
Disabled Veterans’ Points	10
Total Potential Points	110

Classes or certifications other than those listed above will not be considered.

WRITTEN EXAMINATION – Following the screening process, the top 100 candidates will be invited to participate in a written examination. The written examination will account for 10% of the candidate’s total score.

ASSESSMENT CENTER– Candidates whose applications and written examination scores have afforded them the highest scores will be invited to participate in an assessment center consisting of an oral interview, a technical assessment, and a physical abilities test. In the technical assessment, candidates will be asked to perform in a number of tasks designed to evaluate their knowledge, skills and abilities at the NFPA Firefighter I and Oregon or National Registry EMT levels. The standards for the technical assessment will be based on IFSTA Essentials, 5th edition and Jackson County, Oregon EMS Standing Orders. Jackson County EMS Standing Orders are available online at www.jcems.net. The physical abilities test will be scored on a pass/fail basis. The technical assessment and oral interview will each account for 40% of the candidate’s total score.

EMPLOYMENT REGISTER – Names of candidates will be placed on a certified register in rank order based on the examination process scores. In the event of tied scores - Refer to Civil Service Rule 10.3 ORDER OF NAMES, “Candidates of equal standing shall take rank upon the register according to the order in which their applications were filed.”

FIRE CHIEF’S INTERVIEW – In the event of Firefighter openings, the top candidates on the Register will be invited to a Chief’s interview, after which the final selection(s) will be made.

EXAMINATIONS – Candidates who are extended conditional offers of employment must pass a physical examination provided by the physician of the Fire District.

BACKGROUND CHECKS - Any candidate offered a position will be required to successfully pass a drug screen, DMV and criminal background check, credit check, and provide proof of driver insurability prior to final employment.

CONTINUED EMPLOYMENT ELIGIBILITY – Candidates selected for employment will be required to maintain Oregon EMT certification and a valid Oregon driver’s license for the duration of employment with the District.

Examination Scoring

Examination Element	Weight (% of total score)
Certifications and Experience	10
Written Examination	10
Oral Interview	40
Technical Assessment	40
Physical Abilities Test	Pass/Fail
TOTAL SCORE	100

PREFERENCE POINTS - In accordance with Civil Service Rule 9.14 and 9.15, candidates eligible for preference points shall have them applied after scoring of all processes has been completed. Applicants must provide documentation to determine eligibility for preference points.

Preference Points	Weight (points)
Veterans’ Preference Points	5
Disabled Veterans’ Points	10
Volunteer Preference Points (Jackson County Fire District No. 3 volunteers only)	5