Job Announcement
TO ESTABLISH HIRING LISTS FOR
FIREFIGHTER-EMT AND FIREFIGHTER-PARAMEDIC

The Lebanon Fire District is accepting applications to establish eligibility lists for the positions of FIREFIGHTER-EMT and FIREFIGHTER-PARAMEDIC. The lists will be retained for up to 12 months for future openings.

OPENING DATE: June 1, 2020
CLOSING DATE: June 16, 2020 at 5:00 PM (PST).
SALARY: $5151 - $6421 monthly plus incentives

BENEFITS:
Health, dental and vision insurance (currently 95% employer paid), Employer paid Oregon PERS retirement, education and EMS incentives (4.25% of base for EMT-Intermediate, 9.25% of base for Paramedic), vacation and sick leave, VEBA, and employee deduction plans available (deferred compensation and FSA).

QUALIFICATIONS & SKILLS:
The Firefighter is a class found in the Fire District, responsible for responding to emergency and non-emergency fire and medical responses including Basic Life Support (BLS), Advanced Life Support (ALS) and medical transports and performing other related Fire District activities in the community and performing related work as required.
Typical examples of work include responding to fire, medical, and other emergencies and performing emergency activities, providing emergency medical care at the level authorized in the Linn/Benton County Clinical Guidelines, completing pre-hospital care reports, billing information, and other forms as required including computer report entry, maintaining apparatus and fire/EMS equipment in a state of readiness, maintaining appropriate certifications and licenses as required, participating in training classes and drills.
See Job Description for complete list of minimum and desired qualifications.

TO APPLY:
1. Complete a LEBANON FIRE DISTRICT EMPLOYMENT APPLICATION. Application may be obtained at https://www.lebanonfire.org/lfd/page/current-openings.
2. Complete the FireTeam examination, and PHQ administered by National Testing Network (NTN) www.nationaltestingnetwork.com. All testing must have been completed within one year of the closing date of June 16, 2020
3. Applications must be accompanied by:
   a. Resume
   b. Cover letter
   c. Copy of EMT certification
   d. Copy of NFPA Firefighter 1 certificate (or equivalent)
   e. Copy of NFPA Driver certificate (or equivalent)
f. Copy of NFPA First Responder Operations or Hazardous Materials Awareness and Operations certification (or equivalent)
g. Copy of DD214/DD215 (if applicable).

4. Applications must be received by **5:00pm on June 16, 2020.** Applications not received by the deadline or not accompanied by listed documents will be rejected.

Submit via email to: dsmith@lebanonfire.com or mail to: 1050 W. Oak Street, Lebanon, OR 97355. Faxed applications will not be accepted.

Direct questions/inquiries to: Division Chief John Tacy @ jtacy@lebanonfire.com or Division Chief Mark Fitzwater @ mfitzwater@lebanonfire.com.

**TESTING:** Qualified candidates will be notified via email and be invited for skills and agility testing and interviews.

**TENTATIVE PROCESSING SCHEDULE:**
Video Interviews:  Week of June 22, 2020
Assessment Center (skills assessment, formal interviews):  Week of July 6, 2020

**ABOUT LEBANON**
The City of Lebanon lies within the beautiful Willamette Valley and is known as “The City that Friendliness Built.” Also known for the annual Strawberry Festival, and “the world’s largest strawberry shortcake”, Lebanon citizens have a strong sense of community involvement and pride in their city.

We are centrally located in the beautiful Willamette Valley, which allows short travel times to the Oregon Coast, Oregon Wine Country, or Central Oregon. Just 30 minutes east, you can enjoy recreating at Foster or Green Peter Lakes or hiking many of the trails through the beautiful Cascade Mountains. If you enjoy the slopes, Hoodoo and Mt. Bachelor are in close proximity. Oregon State University is located within 30 minutes. From fishing, to camping, to county fairs, you’ll find a variety of recreational activities within Linn County.

The Lebanon Fire District is a combination career and volunteer fire district. We provide 134 square miles of fire protection and 416 square miles of EMS protection in and around the Lebanon area and the Mid-Willamette Valley of Oregon. We operate out of five stations, two of which are staffed 24/7, and three additional volunteer stations. The Fire District population is 29,000 and the Ambulance Service Area population is 38,000. We are a family oriented department currently employing 43 career personnel and approximately 75 volunteers. In 2019 we ran 6,363 calls for service.
I. POSITION SUMMARY AND PURPOSE

The Firefighter is a class found in the Fire District, responsible for responding to emergency and non-emergency fire and medical responses including Basic Life Support (BLS), Advanced Life Support (ALS) and medical transports and performing other related Fire District activities in the community and performing related work as required.

II. SUPERVISION RECEIVED

The Firefighter works under the guidance of duty Battalion Chief or Lieutenant who assigns work details and reviews work for effectiveness, quality, and conformance with District standards. This position operates under general supervision of the Division Chief of Operations.

III. SUPERVISION EXERCISED

Lead work, coordination, or supervision of the work of others is not a typical function assigned to this position. Incumbents in this position may provide training and orientation to newly assigned personnel and may be the lead paramedic at emergency scenes and as such will provide direction to others in the coordination of patient care.

IV. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Responds to fire, medical, and other emergencies; operates within the Incident Command System; and provides emergency medical care and transportation.
2. Performs firefighting and other emergency activities, including driving emergency apparatus, extricating trapped victims, removing persons from dangerous premises, fire suppression, operating pumps and related equipment, laying hose, salvage and overhaul operations, and other fireground activities.
3. Performs Emergency Medical (EMS) skills within authorized scope of practice including driving ambulances, administering basic life support treatment, and transporting patients.
4. Exercises independent judgment in determining appropriate actions to take during emergency response activities and in performing program area activities or duties as assigned.
5. Performs job duties in compliance with District operating procedures and county, state, and federal laws and ordinances.
6. Establishes, promotes, and maintains positive working relationships while promoting the District’s mission, vision, and value statements.
7. Maintains apparatus, equipment, and facilities to ensure safe, efficient, and effective operations. Performs housekeeping and minor repairs to District equipment, apparatus, facilities, and grounds.
8. Operates radio and other communication equipment.
9. Communicates effectively and coherently in all activities.
10. Expected to protect the privacy of all patient information in accordance with District privacy policies, procedures, and practices as required by federal and state law, and in accordance with general principles of professionalism as a healthcare provider.
11. May access Protected Health Information (PHI) and other patient information only to the extent that it is necessary to complete job duties.
12. Expected to report, without the threat of retaliation, any concerns regarding District policies and procedures on patient privacy and any observed practices in violation of those policies to the designated Privacy Officer.
13. Represents the District by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regard everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.
14. Maintains regular job attendance and adherence to working hours.
15. Operates a motor vehicle safely and legally.
16. Performs all other duties and functions as may be assigned, required, or directed.

V. PERIPHERAL DUTIES

1. Participates in and may conduct drills and training for development and maintenance of firefighting, EMS, and other related skills.
2. Supports Fire and Life Safety Division programs through public education, commercial occupancy inspections, and assisting with fire cause determination.
3. Assists in developing plans for special emergency and non-emergency operations.
4. Participates on internal and external job-related committees and attends meetings as a representative of the Lebanon Fire District.
5. Serves as a member of various District committees as assigned.
6. Assists other staff in the performance of their duties as assigned.

VI. TYPICAL EXAMPLES OF WORK

1. Responds to fire, medical, and other emergencies.
2. Performs firefighting and other emergency activities.
3. Provides emergency medical care to the level authorized in the Linn/Benton County Clinical Guidelines
4. Prepare incident reports, inspection and medical reports using proper, detailed descriptions and appropriate grammar.
5. Complete pre-hospital care reports, billing information, and other forms as required including computer report entry.
6. Maintain apparatus and fire/EMS equipment in a state of readiness by performing minor repairs and performing scheduled inspections.
7. Maintain appropriate certifications and licenses as required by position.
8. Participate in training classes and drills.

VII. MINIMUM QUALIFICATIONS

1. Graduation from high school or GED equivalent
2. Must have a current state of Oregon EMT-Basic license, or based on District
operational need, a current state of Oregon EMT-Paramedic license may be required.

3. Apparatus-operator qualified on all District vehicles within one year of hire and maintain certification as a condition of continued employment.

4. General knowledge of principles, practices, and procedures of firefighting and EMS.

5. Skill in operation of listed tools and equipment used.

6. Ability to learn the operation of fire, EMS, and other equipment.

7. Ability to perform strenuous physical tasks under adverse environmental conditions.

8. Ability to act effectively in emergency and stressful situations.

9. Ability to follow verbal and written instructions.

10. Must be 18 years or older at the time of employment.

11. NFPA Driver certification or equivalent.

12. NFPA Firefighter I certification or equivalent.

13. NFPA First Responder Operations or Hazardous Materials Awareness and Operations certification or equivalent.

14. Must possess or have the ability to obtain a valid Oregon driver’s license without record of suspension or revocation in any state, and two years of licensed driving experience by time of employment.

15. Must meet the District’s physical qualifications and pass a background check, medical and psychological exams, and drug screen prior to appointment at the entry level.

16. Must be able to read, write, and speak the English language; preference may be given for bilingual skills.

17. Must be able to work all shifts, weekends, and holidays as needed.

18. Use of tobacco products is prohibited subject to applicable District policy and/or collective bargaining agreement.

19. The individual shall not pose a direct threat to the health or safety of the individual or others in the workplace.

VIII. DESIRED QUALIFICATIONS

1. Associate’s degree in Emergency Medical Technology or Fire Science.

2. NFPA Firefighter II certification or equivalent.

3. NFPA Instructor 1 certification or equivalent.

4. NWCG or NFPA Wildland Firefighter Type 1 certification or equivalent.

5. NFPA Apparatus Equipped with Fire Pump (Pumper) certification or equivalent.

IX. DESIRED EXPERIENCE/TRAINING

1. Knowledge of the geography of the District and Ambulance Service Area (ASA).

2. Knowledge of the rules and regulations of the District

3. Knowledge of the operation and maintenance of the various types of apparatus and equipment used by the District.

4. Previous career, volunteer, or intern firefighting experience.

5. Any other equivalent combination of experience/training that ensures the ability to perform the work requirements listed above.

X. TOOLS AND EQUIPMENT USED

In the performance of job duties, the employee will use fire apparatus, ambulances, and related vehicles; fire pumps, hoses, ladders, and other firefighting equipment; patient care, moving,
and handling equipment and devices; personal computer and various software programs; audiovisual equipment; radio communication equipment; office equipment; and other related tools and equipment.

XI. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, crawl, and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

All operational positions of the Lebanon Fire District must adhere to the District policy on essential minimum physical and mental functions and must pass an annual physical agility test and medical evaluation.

XII. WORK ENVIRONMENT

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. The individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, oils, and human body fluids.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings and loud at emergency scenes.

XIII. SELECTION GUIDELINES

The selection process may contain a formal application, review of education and experience regarding qualifications, appropriate testing, including assessment centers and interviews, drug screening, background check, psychological evaluation, final selection and pre-employment medical examination.
The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period. Residency requirements are subject to applicable District policy and/or collective bargaining agreement.