



**FIREFIGHTER/PARAMEDIC
MCMINNVILLE FIRE DEPARTMENT
FULL TIME and PART-TIME PLUS**

**\$4,138 - \$5,282 per Month (Full Time) / \$18.84per Hour Part-Time Plus
(Plus Incentives)**

Introduction

The City of McMinnville, Oregon is seeking to fill full-time and part-time plus vacancies for Firefighter/Paramedic at the McMinnville Fire Department.

Responsibilities of the Position

Essential duties and responsibilities for Firefighter/Paramedic: The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

- Responds to emergency medical calls requiring a thorough understanding of paramedic services. Operates equipment to provide rescue and emergency medical services following all protocols as established for situation.
- Responds to fire and other emergency calls which may include laying hose and connecting to hydrants; directing streams of water or chemicals onto fires using ladders and fire suppression tools and equipment; ventilating structures; searching buildings; and rescuing individuals from buildings or other hazardous situations.

- Operates fire apparatus, which may include driving to and from fires and other emergency calls; positioning apparatus; regulating water pressure; and, operating trucks and aerials.
- Checks and maintains fire department apparatus, equipment and facilities, including routine housekeeping and maintenance duties.
- Oversees and monitors assigned special areas, e.g. purchasing, resident volunteers, etc., which may require specific knowledge, skills and abilities unique to area of assignment. Develops and recommends appropriate procedures and work methods affecting area.
- Trains and drills on fire, rescue and emergency medical related subjects, techniques and procedures.
- Follows all safety rules and procedures established for work areas.



Knowledge, Skills, and Abilities

- Considerable knowledge of fire suppression and prevention principles and practices; the operation and maintenance of fire apparatus and equipment; emergency medical response methods and procedures.
- Ability to communicate effectively with the public, members of outside agencies, and employees.

Experience and Education

Equivalent to high school plus additional specialized training, and over two years experience in EMS, fire ground operations, rescue, hazmat, and fire prevention programs, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Special Requirements and Licenses

Possession of EMT-Paramedic, NFPA Firefighter I and Advanced Cardiac Life Support certifications. Hazardous material and biohazard handling training. Possession of valid driver's license.

Desirable Requirements

Desirable requirements include completion of Associate's degree in Fire Science, possession of Apparatus Operator certification, bi-lingual (English/Spanish) and experience in Incident Command situations.

Physical Demands of the Position

While performing the duties of this position, the employee is frequently required to stand, kneel, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility and the ability to operate firefighting, rescue and EMS equipment. Duties involve moving materials weighing up to 30 pounds on a regular basis and will require moving adult individuals, fire hoses, and fire/rescue equipment, which will weigh over 100 pounds more than once per day. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as motor vehicles, and emergency medical, fire suppression and rescue equipment, etc. Reasonable accommodation will be made to otherwise qualified individuals with disabilities and known limitations.

Working Conditions

While performing the duties of this position, the employee is frequently required to stand, sit, stoop, climb, bend, crawl, communicate, reach and manipulate objects, tools or controls. The position requires mobility in commercial and industrial facilities and areas having suffered fire damage. Duties involve moving materials weighing up to 30 pounds on a regular basis, such as boxes of public education materials, books, office equipment, etc., and infrequently weighing up to 50 pounds. Manual dexterity and coordination are required approximately 75% of the work period while operating equipment such as a computer keyboard, telephone, calculator, motorized vehicles, instruments and tools used for fire and life safety education programs and fire investigations and inspections, etc.

The noise level in the work environment is typical of most office environments. Approximately 40% of the work period is spent in other working environments which may expose the incumbent to inclement weather, hazardous materials and other environments.

The typical work week will be 24 hours on duty followed by 48 hours off duty for the full-time positions. Part-time Plus positions will typically work a 12 hour day shift.



Compensation

The salary range for Full-Time Firefighter/Paramedic positions is \$4,138 – \$5,282/month; and \$18.84/hour for Part-Time Plus Firefighter/Paramedic positions. **Consideration for lateral applicants reviewed on a case-by-case basis.** The City of McMinnville provides a benefit package that includes:

Full-Time Vacancies

- Medical, dental, and vision insurance in which the City and employee share in costs at a 90/10 split;
- City-paid life insurance;
- City-paid long-term disability insurance;
- Sick leave earned at the rate of fourteen (14) hours per month;
- Starting vacation credit earned at 5 shifts per year, with increases in accrual rates after 3, 7, 13, and 20 years;
- 168 hours of Holiday time per year;
- Full, City-paid participation in the Oregon Public Employees Retirement System (PERS);
- Opportunities for on-going professional development; and
- Options to participate in the credit union, deferred compensation plan, and other employee-paid insurance.

Part-Time Plus Vacancies

- Medical, dental, and vision insurance in which the City and employee share in premium costs (employee will pay entire premium for additional family members);
- City-paid life insurance;
- City-paid long-term disability insurance;
- Full, City-paid participation in the Oregon Public Employees Retirement System (PERS) after meeting eligibility requirements;
- Opportunities for on-going professional development; and
- Options to participate in the credit union, deferred compensation plan, and other employee-paid insurance.

Tentative Recruitment and Selection Schedule

- May 13, – May 31, 2011 – Recruitment open
- May 31, 2011 - Recruitment closes at 5:00 p.m. Applications received after 5:00 p.m., May 31, 2011 will not be accepted.
- June 1 - 3, 2011 – Applications Processed
- June 7, 2011 – Physical Ability Test.
- June 14, 2011 – Interviews
- July 5, 2011 – Begin employment



How to Apply

An application package may be obtained by contacting Rose Lorenzen at (503) 434-7405, e-mailing her at lorenzr@ci.mcminnville.or.us or by downloading the packet from the City's website at www.ci.mcminnville.or.us

The employment application, answers to the supplemental questions (listed below) and cover letter must be received by 5:00 p.m. on Tuesday, May 31, 2011, at the City of McMinnville; and sent to the attention of Rose Lorenzen, 230 NE Second Street, McMinnville, Oregon 97128.

The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need reasonable accommodation to participate in the recruitment and selection process should request assistance by calling Rose Lorenzen at 503.434.7405, or by e-mailing her at lorenzr@ci.mcminnville.or.us.



Note: This announcement is intended as a general description of the position and hiring process; and is subject to change. It does not constitute either an expressed or implied contract.

**CITY OF MC MINNVILLE
FIREFIGHTER
SUPPLEMENTAL QUESTIONNAIRE:**

Please fill in the appropriate responses in questions 1 through 5 and prepare word-processed, handwritten, or typewritten responses to questions 2 through 9. 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) Your qualifications for this position are:

Check all that apply:

- ☐ A high school diploma or equivalent
- ☐ A State of Oregon Paramedic certification
- ☐ A Firefighter Level I or higher by NFPA or the Oregon Department of Public Safety Standards and Training (DPSST). Qualifications from other states will be considered if equivalence to NFPA is documented, or
- ☐ Equivalent combination of education, training and experience that provides the knowledge, skills, and abilities required to perform the duties of a Firefighter.
- ☐ Hazardous Materials Operations certificate

Do you have a safe driving record? (Provide drivers license information) **(Please list any and all traffic related citations you have received in the past 10 years.)**

- ☐ Yes
- ☐ No
- State License Number Type/Class

- 2) College-level coursework that would enhance the performance of a firefighter is a desired qualification of this position. **List your college-level coursework.** Although college transcripts are not required, you may attach a copy if desired. Indicate the completion date of any degree achieved.

Check all that apply:

- ☐ Associates degree in Fire Science
 - ☐ At least 60 credit hours completed
 - ☐ At least 45 credit hours completed
 - ☐ At least 30 credit hours completed
- Other education (do not include a Paramedic degree)
- ☐ Bachelor's degree
 - ☐ At least 151 credit hours completed
 - ☐ At least 121 credit hours completed

- 3) Describe your experience as a paid or volunteer firefighter. Include the names of the agencies, a contact person within the agency, and the specific functions performed. **Fill in the blank:**
- ☐ Number of months of volunteer experience.
 - ☐ Number of months of paid experience in a department of comparable size.

- 4) NFPA/DPSST and other fire related certifications that you currently possess.

Check all that apply and provide documentation:

- ☐ NFPA Firefighter II
- ☐ Driver - NFPA
- ☐ Pumper Operator - NFPA
- ☐ Instructor I - NFPA
- ☐ Fire Ground Leader –DPSST
- ☐ Wildland Firefighter or S-130/S190 training

Attach a list of fire related certifications not listed above

- 5) Describe your ability to speak, read, write, and comprehend the Spanish language. Also please list any high school or college Spanish courses taken, other relevant training and any practical experience using your Spanish/English bi-lingual skills. Please indicate if you are bi-lingual in any other languages.

Indicate your own assessment of your Spanish speaking ability (evaluations will be performed):

- ☐ None
 - ☐ Some ability
 - ☐ Competent
 - ☐ Very competent
- 6) Outside of the Fire Service, describe any other knowledge, skills, and abilities gained through your training, life experiences, and work experience that would demonstrate a positive work ethic and/or the ability to function in a team environment.
- 7) Outside of the Fire Service, describe any other knowledge, skills, and abilities gained through your training, life experiences, and work experience that would demonstrate an ability to operate special tools and equipment.
- 8) Describe any experience, outside of the Fire Service, that required direct interaction with the public.
- 9) Describe any volunteer work and/or participation in organizations outside of the Fire Service.

