

HILLSBORO



FIRE & RESCUE

Providing superior
community service
through
professionalism and
excellence



APPLICATION DEADLINE

February 26, 2010
5:00pm

Application packets are available at
150 E Main Street, Second Floor,

OR call Hillsboro Job Hotline at
503-681-6444 or 503-681-6455 or
(TTY (503) 681-6284)

OR download applications online at

www.ci.hillsboro.or.us

JOB ANNOUNCEMENT

FIREFIGHTER RECRUITMENT

To Establish Hiring List

Base Annual Salary

\$48,576 - \$69,720

...If you are trying to decide where to establish
your fire service career...look no further!

Consider this:

- Hillsboro Fire & Rescue is a Portland Metro area department that has all of the advantages of larger fire departments.
- Hillsboro Fire supports a fully staffed truck company, as well as all risk technical rescue personnel.
- Due to incredible community support, we currently operate from two newer stations, using new apparatus and technology
- Two new stations are to be completed in 12/2010
- We serve a community of about 90,000 people and have the second busiest airport in the state
- Hillsboro Fire offers a highly competitive salary

Join a fire department that operates like a big city department, but is small enough to offer personalized services to the community *and* a 'close family' work environment!



Employment Application Packet:

**FIREFIGHTER
(Paramedics desired)**

The City of Hillsboro is currently recruiting to establish an eligibility list.

Pay

Starting pay is \$4048 per month, plus benefits. Full base salary range to \$5810 per month. Additional pay is available after six months depending on education and certification levels. See reverse side for more information. (Current contract under negotiation, salary subject to change.)

General Description of Duties

Provides emergency assistance and protective services to the public; performs firefighting, emergency medical, and fire prevention duties as assigned; responsibilities include maintenance of fire stations, equipment, and apparatus; participates in drills and training activities.

Training, experience, and certification levels desired:

- High school diploma or equivalent, preferably supplemented by college-level course work in fire science or related field; and
 - State of Oregon Emergency Medical Technician Basic level certification or higher; or a National Registry of EMT's Emergency Medical Technician-A card or higher; or in the process of seeking such certification; and
 - Accreditation as Firefighter Level I or higher by the Oregon Department of Public Safety Standards and Training (DPSST) or in the process of seeking such accreditation; or
- Any equivalent combination of education, training, and experience that provides the knowledge, skills, and abilities required to perform the work will be considered.

Other Qualifications:

Applicants must:

- Be at least 18 years of age by the date of appointment;
- Possess or be able to obtain a valid driver's license;
- Have a safe driving record;
- Be in good physical health as determined by a medical examination.

To Apply

A signed, completed City of Hillsboro employment application form including responses to the supplemental questionnaire **must be in the Human Resources Office no later than 5:00 p.m., Friday, February 26, 2010.** Application packets should be sent by mail, personal delivery, or overnight courier service. Please address application to the Human Resources Department, City of Hillsboro, 150 E. Main Street, Second Floor, Hillsboro, OR 97123-4028. For information about submitting applications by facsimile, contact the City Human Resources Office. Applications received after the filing deadline, or without supplemental responses, will not be considered.

E-mailed applications will not be accepted. Additional employment application packets are available at the above address or by calling (503) 681-6455. (TTY 503-681-6284) Resumes will not be accepted in lieu of the employment application forms; however, resumes may be submitted in addition to the employment application. Qualified women, minorities and persons with disabilities are encouraged to apply.

Selection Process

Applications will be evaluated based on experience, training, and skills presented in the employment application and responses to the supplemental questionnaire. **There is no written test.** Selected applicants will be invited to an oral interview. The interview schedule has not been determined at this time. Approximately four weeks after the closing date, all applicants will be notified in writing of the final status of their application. Final candidates will interview with the Fire Chief at the time a Firefighter vacancy is forecasted. A background investigation will be conducted on the final candidates. Any job offer will be contingent upon passing a medical examination, drug screen, and physical agility test. Employment of persons hired by the City will be contingent upon presentation of acceptable documents verifying identity and employment eligibility in the United States.

Salary

All salaries, as stated, are based upon current information and are subject to change. Please carefully consider the following information before applying. Employees are assigned to one of two pay ranges, depending on Oregon Public Employees Retirement System (PERS) eligibility. Employees eligible for Oregon PERS are assigned to the PERS-eligible pay range and are subject to a mandatory 6% employee contribution. The starting salary for an Oregon PERS-eligible employee is \$4291 per month. Additional pay is available after six months depending on education and certification levels. Persons not eligible for Oregon PERS at the time of hire will move to the PERS-eligible pay range when eligibility is established. PERS eligibility is established after working six full-calendar months in a qualifying position.

An employee is eligible for consideration for advancement to the next pay step following completion of the equivalent of six months of service. Other pay step increases occur annually thereafter with at least satisfactory performance until the top of the range is reached. Again, salary amounts, as stated, are based upon current information and are subject to change (based on collective bargaining agreement.)

Benefits

The benefits package includes family medical, dental, and vision insurance, VEBA, employee life, accidental death and dismemberment, and long-term disability insurance, retirement (social security and PERS/OPSRP), holidays, vacation, sick leave, voluntary health promotion program, employee assistance program, credit union, and deferred compensation programs. The current benefit package employee contribution is \$50.00 per month and is subject to change.

Union

The position is covered under the provisions of a collective bargaining agreement.

Equal Employment Opportunity

The City of Hillsboro is an Equal Employment Opportunity employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, mental, genetic, or physical disability. Applicants who feel their civil

rights have been violated at any time during the course of their consideration for employment with the City of Hillsboro should contact the Human Resources Department immediately. Applicants who consider themselves disabled under federal or state law and desire assistance should contact the Human Resources Department. Find general information about the City at www.ci.hillsboro.or.us

CITY OF HILLSBORO

FIREFIGHTER

GENERAL DESCRIPTION OF DUTIES

Provides emergency assistance and protective services to the public; performs firefighting, emergency medical, and fire prevention duties as assigned; responsibilities include maintenance of fire stations, equipment, and apparatus; participates in drills and training activities.

SUPERVISION RECEIVED

Works under the direct supervision of a superior officer who assigns work details and reviews work for conformance with departmental policy.

SUPERVISION EXERCISED

Supervision is not normally a responsibility of this position.

ESSENTIAL DUTIES

1. Responds to emergency situations and performs fire suppression and/or emergency medical activities as needed; participates as a team member; performs work requiring strenuous physical activity, heavy lifting, and working from ladders while wearing self-contained breathing apparatus; works within the chain of command and follows orders, rules, policies, and standard operating procedures and detailed directions; makes rapid decisions as to appropriate action if needed.
2. Operates diverse equipment such as hoses, self-contained breathing apparatus, a variety of hand tools and power equipment, saws, ladders, fire extinguishers, ventilation equipment, radios, rescue and extrication equipment, and specialized medical equipment.
3. Performs foam operations; performs hose and ladder evolutions.
4. Responds to a variety of hazardous material incidents and performs duties according to department guidelines.
5. Assists in preparation of pre-fire plans and development of information resources about industrial, commercial and multiple dwelling occupancies, and other target hazards; participates in building familiarization tours.
6. Recognizes and preserves evidence pertaining to fire cause and point of origin; assists with fire cause determination under direction of a Fire Department officer or fire investigator.

7. Participates in fire and other emergency/rescue drills and training; keeps up-to-date on methods, policies, and procedures; takes periodic written and practical exams.
8. Teaches basic fire prevention techniques at schools; conducts tours.
9. Participates in providing specialized training to probationary Firefighters.
10. Participates in the maintenance of apparatus, fire stations, and grounds.
11. Operates computers as required.
12. Drives and operates a variety of fire apparatus and vehicles; has a working knowledge of city streets and layout.
13. Prepares and develops reports and records as required.
14. Performs initial patient assessment and administers appropriate medical treatment, either basic or advanced, as determined by the employee's certification level.
15. Performs lifting and moving patients.
16. Directs or assists higher level EMT in-patient care, assessment, packaging, and transportation.

OTHER DUTIES

May be given the opportunity to certify as Stand-by Engineer. Performs other related work as needed.

WORKING CONDITIONS

Normal work shift is 24 hours, 8 AM to 8 AM, every third day but in some cases longer hours may be required. Overtime pay or compensatory time off is provided for overtime hours worked. As an assigned member of a rescue, truck, or engine company, the employee will live and work in close proximity with other crew members. Requires some work under any of the following conditions: extreme heights, hazardous atmospheres with little or no visibility, extreme temperatures, exposure to toxic and hazardous materials, exposure to air and bloodborne pathogens, and exposure to disease. Requires physical contact with deceased humans or animals; may perform rescue on dangerous domestic or wild animals that have become trapped, injured, confused, or frightened; work in areas where dangers of death or injury due to falls, explosion, electrocution, building collapse, or entrapment may be present; work under conditions of extreme mental and physical stress.

KNOWLEDGE, SKILLS AND ABILITIES

Skill in:

- the use of firefighting, medical, and communication equipment;

- the use of hand tools and power tools;
- reasoning and reacting quickly and calmly in emergency situations.

Ability to:

- learn firefighting and medical techniques, skills, and methods within a reasonable work test period;
- understand and follow oral and written instructions;
- climb ladders, handle hose, and lift heavy objects;
- work in confined spaces and at considerable heights;
- perform strenuous and prolonged work while wearing self-contained breathing apparatus;
- spell, punctuate, and express thoughts in writing;
- use office and computer equipment;
- work harmoniously with other employees;
- establish and maintain effective, courteous, and tactful working relationships with superiors, other employees, and the general public;
- maintain a level of physical strength, agility, and endurance as prescribed by the department;
- work irregular hours;
- perform required work safely;
- maintain departmental records and reports as required.

EXPERIENCE AND TRAINING

Training, experience, and certification levels desired:

- High school diploma or equivalent, preferably supplemented by college-level course work in fire science or related field; and
- State of Oregon Emergency Medical Technician Basic level certification or higher; or a National Registry of EMT's Emergency Medical Technician-A card or higher; or in the process of seeking such certification; and
- Accreditation as Firefighter Level I or higher by the Fire Standards and Accreditation Board of the State of Oregon or in the process of seeking such accreditation; OR

Any equivalent combination of education, training, and experience that provides the knowledge, skills, and abilities required to perform the work will be considered.

Other Qualifications:

Applicants must:

- Be at least 18 years of age by the date of appointment;
- Possess or be able to obtain a valid driver's license;
- Have a safe driving record;
- Be in good physical health as determined by a medical examination.

Revised May 2001.

Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time (circle one) To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		
Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time (circle one) To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		
Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time (circle one) To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		
Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time (circle one) To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		

REFERENCES

List the names of three persons other than former employers and relatives having knowledge of your character, experience, or ability.

NAME	ADDRESS	RELATIONSHIP	PHONE

Do you claim veteran's preference? Yes No (circle one)
 (Copy of Federal DD 214 or 215 or a veteran's disability preference letter from the US Department of Veterans Affairs **must** be attached.)

Have you ever been convicted of a felony? Yes No (circle one)
 (Please exclude cases processed in the juvenile court or expunged convictions.)

Conviction does not necessarily disqualify you from employment.

RELEASE OF INFORMATION

I understand that this application does not represent a contract of employment. I also understand that if I am employed by the City of Hillsboro, my employment can be terminated with or without cause during my probationary period or seasonal/temporary status of employment, and thereafter in accord with City policy which may be revised by the City periodically.

I affirm that each answer to the questions incorporated into this application and all other information otherwise furnished by me is and shall be true, complete, and correct. I understand that falsification, misrepresentation or omission of information on my application may result in disqualification of my application, or dismissal from employment if I am employed. I also understand that failure to sign the application form below may disqualify me from the employment selection process. Within not more than three (3) days of employment, I will provide proof as required on the US Government, I-9 Form that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with federal Law, I understand that I will be terminated.

I understand that criminal and civil court/law enforcement records, motor vehicle driving records, education verification and reference checks will be conducted on final candidates prior to an offer of employment.

I have read and understand that by signing this application, I authorize the City of Hillsboro to conduct and hold the City of Hillsboro harmless from any result of the reference and background check that the City makes. I hereby authorize and release from all and any liability whatsoever all former employers and their employees, educational institutions, law enforcement agencies, and/or other government agencies, who I hereby request to provide/release information to and candidly respond to any inquiries of the City of Hillsboro and its agents regarding my employment, character, job performance, ability, education, criminal and civil court/law enforcement records, and motor vehicle records, that may be in their possession.

Applicant's Signature: _____

Date: _____

**CITY OF HILLSBORO
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. The desired qualifications for this position are;

Check all that apply;

- A high school diploma or equivalent.
 - A State of Oregon Emergency Medical Technician (EMT) Basic level certification or higher, or
 - A National Registry of EMT's Emergency Medical Technician-A card or higher, or
 - In the process of seeking such 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.
 - Equivalent combination of education, training and experience that provides the knowledge, skills, and abilities required to perform the duties of a Firefighter.
- Do you have a safe driving record?**
- 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 30 credit hours completed
 - At least 45 credit hours completed
 - At least 60 credit hours completed
- Associates Degree
 - At least 121 credit hours completed
 - At least 151 credit hours completed
- Bachelors Degree

Attach a list of college-level coursework.

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. List your EMT, NFPA/DPSST and other fire related certifications that you currently possess or are in the process of obtaining. Although documentation is not required, you may attach copies of your certificates if desired.

Check all that apply;

- NFPA Firefighter II or DPSST Firefighter II or III
- IS 700 along with ICS 100 & 200
- Instructor I or II - NFPA
- Fire Ground Leader -DPSST
- EMT Basic _____ (State)
- EMT Intermediate _____ (State)
- EMT Paramedic _____ (State)

Attach a list of fire related certifications and training.

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.

