

Columbia River Fire & Rescue Civil Service Commission

Firefighter and Paramedic

The Columbia River Fire & Rescue (CRFR) Civil Service Commission is establishing a hiring list for current and anticipated Firefighter/Paramedic vacancies in 2018-2019.

Applicants must take the FireTEAM written examination and CPAT in accordance with schedules established by the National Testing Network (www.nationaltestingnetwork.com). Those candidates who have met the above criteria will be considered by the Columbia River Fire & Rescue Civil Service Commission for additional testing. *CRFR Civil Service Commission participating districts are equal opportunity employers.*

The Fire Districts

About the Districts: The participating districts of CRFR Civil Service Commission are combination career/volunteer departments located in Columbia County and provide ALS transport service for their communities. The county borders the Columbia River and Clatsop, Washington and Multnomah counties. The area has unlimited water recreation possibilities (i.e. wind surfing, fishing, water skiing, boating and sailing) and is in close proximity to the Portland metro area. The Pacific Ocean is just about an hour to the west and the hiking and skiing areas of Mt. Hood are about two hours to the east. Columbia County is rural and heavily wooded for good hiking, camping and hunting or just enjoying the great outdoors. Columbia County is an exceptional place to live and raise a family.

Fire District Demographics:

- Clatskanie Fire District: 135 sq miles, population of 1800, 3 stations with career staffing operating from the Clatskanie station. Staffing consists of 9 shift employees, 6 intern firefighters, Assistant Chief, Fire Chief and 25 volunteers.
- Columbia River Fire & Rescue: 200 sq miles, 7 stations with career staffing operating from the Rainier, Fairgrounds and St. Helens stations. Staffing consists of 36 shift employees, 3 Division Chiefs, Fire Chief, 4 FTE EMS Only personnel and 60 volunteers.
- Scappoose Fire District: 100 sq miles, 4 stations with career staffing operating from the Scappoose station. Staffing consists of 11 shift employees, 3 intern firefighters, 2 Division Chiefs, Fire Chief, 4FTE EMS Only personnel and 35 volunteers.

Together we are establishing an eligibility list for the position of Firefighter/Paramedic. We are seeking highly qualified and dedicated individuals to join us in providing quality, professional emergency services. Appointments are for positions in the civil service system and will be made upon merit, efficiency and fitness - which shall be ascertained by testing, examination and investigation of qualified personnel.

Job Descriptors

Salary per Month:

| Start | Top | District |
|--------|--------|--------------------------------|
| \$5390 | \$5846 | Clatskanie Rural Fire District |
| \$5993 | \$7274 | Columbia River Fire & Rescue |
| \$6264 | \$7458 | Scappoose Rural Fire District* |

*Employee pays 6% PERS

Type of Work: Protection of life and property, fire control and suppression, fire prevention duties, maintenance of fire department facilities and equipment, provide Advanced Life Support emergency medical care, transport patients by ambulance and other duties as assigned.

Essential Requirements: Candidates must have the ability to learn and use firefighting techniques, to learn and implement the proper use of firefighting apparatus, to learn and use medical aid techniques, to work harmoniously with other employees and to understand and follow oral and written instructions and work as a team member. Candidates must be able to perform the essential duties of the position, with or without reasonable accommodation, including but not limited to the use of hand tools, the ability to climb ladders, handling hose, lifting heavy objects and to do prolonged and arduous work under adverse conditions.

Benefits: Oregon Public Employees Retirement, Medical/Dental Insurance, Life Insurance, Disability Insurance, Uniforms, Employee Assistance Program, Deferred Compensation Program, Sick Leave, Vacation, Holidays.

Employment Qualifications

Applicants must pass a post-offer, pre-hire medical examination and drug screen. All new employees must not use tobacco products during work hours.

Minimum Qualifications:

- Be a legal resident of the United States and at least 18 years of age
- High school graduate or have obtained a GED certificate
- Oregon State licensed Paramedic on date of interview
 - For non-Oregon certification, the Oregon Health Authority will determine equivalences
 - Phone: 971-673-1222
 - Website:
<http://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/EMSTRAUMASYSTEMS/EMSTRAININGCERTIFICATION/>
 - Applicants are responsible for obtaining forms or information from the OHA.
 - **It is recommended that out of state applicants start this process as soon as possible.**
- Successful completion of all components of the selection process
- Complete & submit CRFR Civil Service Application with copies of supporting documentation
- Possess a valid, insurable driver's license and have a driving record that meets the hiring Fire District's driving standards.
- Meet the mental and physical requirements of the position and CRFR Civil Service Commission

Desired Qualifications:

- Associate's Degree in Fire Science or EMS
- Bachelor's Degree
- Firefighter 1 or 2 Certification (NFPA, IFSAC, Pro Board)
- Apparatus Driver/Operator certification (NFPA, IFSAC, Pro Board)

Exceptions to the Paramedic Qualifications: A Nationally Registered Emergency Medical Technician-Paramedic (NREMT-P) may test, but must obtain an Oregon State Provisional certification before employment, and must pass the first available Oregon State Paramedic test to continue employment. Qualified Fire District volunteers or Paramedic students may test prior to receiving the required Paramedic certification, providing other eligibility conditions have been met. Fire District Volunteers or Paramedic students will not be eligible for employment consideration until they have provided the necessary Paramedic certification to the Chief Examiner.

Application

Applications for this opportunity will be accepted during regular business hours from 8:00AM (Pacific Standard Time-PST), October 23, 2018 until Friday, December 28th, 2018 at 4:00PM (PST). Application forms may be picked up in person at any of the Districts' administrative offices or downloaded from the Fire Districts' web sites (www.crrf.com, www.srfd.us, and www.clatskaniefire.org).

Applications and supplemental information must be received before 4:00PM (PST), December 28th, 2018 at the following location:

Columbia River Fire & Rescue
270 Columbia Blvd.
St. Helens, OR 97051

Faxed or Emailed applications will not be considered

The information provided in the application will be screened upon receipt and verified before employment is offered. The Fire District cannot be responsible for material that is illegible or missing or which may be lost through the mail.

Selection Process

1. Applicants must submit the following by the close date:
 - a. CRFR Civil Service Commission Job Application & required documentation
 - b. Current, Government Issued ID
 - c. Current Paramedic Certification
 - d. Proof of Educational Requirements (as indicated in the application checklist)

Applications and supplemental information must be received before 4:00PM (PST), December 28, 2018.

2. Complete the FireTEAM written examination administered by National Testing Network (NTN) **no later than December 20, 2018**. Registration for this exam is through NTN. The candidate must indicate Columbia River Fire & Rescue (CRFR) Civil Service Commission as a point of application at the time of testing with NTN. Their website is: www.nationaltestingnetwork.com. The fee for testing is \$50 for one department and \$9.50 for each additional department.

3. Submit documentation of successful CPAT testing with a testing date of November 1, 2017 or later. Candidate must provide documentation through NTN of successful completion of CPAT by **December 20, 2018**. Only documentation from NTN will be accepted as evidence of successful CPAT completion. The candidate must indicate Columbia River Fire & Rescue Civil Service Commission as a point of application at the time of testing with NTN. The fee for CPAT testing is \$125.
 4. The scoring process shall consist of the following weighted components:
 - i. CRFR Civil Service Written Application and NTN Online Application/Submissions (50%)
 - ii. NTN Written Test (50%)
 - iii. Candidate Physical Abilities Test-CPAT (Pass or Fail scoring)
- Candidates must receive a 70% score or above **on each component** of the testing process to be considered.
5. Interviews and any further testing will be scheduled post-Civil Service approval of the availability list and as openings are filled. Updated information can be found at: www.clatskaniefire.org, www.cfr.com or www.srfd.us. For candidates not residing in a state that has a National Testing Network location near them, please contact the Division Chief Eric Smythe, at (503) 396-1180, for assistance.
 6. Once a conditional job offer is made, the following tests and checks will be conducted:
 - a. Physical Exam
 - b. Drug Test
 - c. Criminal Background
 - d. Reference Checks

Checks will be conducted prior to the job offer becoming formalized.

Women, minorities and disabled individuals are encouraged to apply. ADA accommodations will be provided upon request.

This announcement is not an implied contract and may be modified or revoked without notice.

Checklist for Submission of a Complete Firefighter/Paramedic Application

- Complete CRFR Civil Service Commission Application & required documentation and signatures
- Copy of Paramedic certification/license
- Current Resume
- Cover Letter
- Copy of Valid Driver's License
- Copy of Educational Certificate(s)
 - Attach your highest achieved education certificate
- If you are requesting Veterans Preference Points, the form must be completed, signed and attached. Your DD-214 is required for Veteran's Points
- Application Deadline of 4:00PM (PST), December 28, 2018. The complete CRFR Civil Service application packet must be received at Columbia River Fire & Rescue Administrative Office (270 Columbia Boulevard, St. Helens, OR 97051).
 - **No faxed or emailed applications will be accepted**
- Written Test
 - Opens October 23, 2018 and closes December 20, 2018.
 - Location: National Testing Network website (www.nationaltestingnetwork.com)
- Candidate Physical Agility Test
 - Dates Offered _____ Date Taken _____
- Submit documentation of successful CPAT testing, taken no earlier than November 1, 2017. Candidate must provide documentation through NTN of successful completion of CPAT by December 20th, 2018.
- Oral Interview – TBA post-Civil Service approval of the availability list

NOTE: Do not turn this form in with your application

Columbia River Fire & Rescue Civil Service Commission

Entry Level Firefighter/Paramedic Examination Process Packet

For the Districts of Columbia River Fire & Rescue, Clatskanie Rural Fire District
and Scappoose Rural Fire District



Completed application and information sheet must be returned to:

Columbia River Fire & Rescue Administrative Office
270 Columbia Blvd.
St. Helens, OR 97051

By Friday, December 28, 2018 by 4:00 PM (Pacific Standard Time)

Written Exam and Candidate Physical Agility Testing (CPAT)

is being administered by National Testing Network (NTN)

October 23, 2018 through December 20, 2018

<http://www.nationaltestingnetwork.com/>

Application Evaluation Information Sheet

This form must be completed and returned with the completed application and required copies. Failure to complete will result in the candidate being removed from the application process. All copies and documentation must be current and attached with this sheet, along with the completed application and resume.

Applicant Name: _____

Applicant Mailing Address: _____

Applicant Email: _____

| | Yes | No |
|---|--------------------------|--------------------------|
| Are you a CRFR, Clatskanie or Scappoose volunteer? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have a current, valid driver's license? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have a high school diploma, GED, AA, or BS? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you a State of Oregon Paramedic or National Registry EMT-P? Year Issued: _____ Expiration Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| If you are not a paramedic, are you a State of Oregon EMT or EMT-Advanced? Year Issued: _____ Expiration Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you a Veteran? (if so, please attach your DD-214) | <input type="checkbox"/> | <input type="checkbox"/> |

Notice is given that Columbia River Fire & Rescue,
Clatskanie Rural Fire District and Scappoose Rural Fire District
are recruiting candidates for Firefighter/Paramedic.

Columbia River Fire & Rescue (CRFR) Civil Service Commission is establishing eligibility lists for appointment to the position of Firefighter/Paramedic. These positions are for Entry Level Firefighter/ Paramedic. **Please see minimum qualifications for details.** The list will be established pursuant to CRFR adopted Civil Service Rules.

Appointments are for positions in civil service, and will be made upon merit, demonstrated ability and fitness, which shall be ascertained by testing, examination and investigation of qualified personnel.

Minimum Qualifications:

- Current Oregon Paramedic, current student in Oregon Paramedic School or EMT National Registered Paramedic with proof of reciprocity in process.
- High school diploma or GED
- Proof of valid driver's license
- Proof of eligibility to work in the United States of America at time of job offer.
- Must be insurable by insurance carrier
- Successfully complete entry testing by National Testing Network
- Successful background check clearance
- Successfully complete physical ability by National Testing Network
- Post-offer/ pre-hire physical examination and successfully pass a UA drug screen
- Successful completion of all components of selection process
- Minimum 18 years of age

Columbia River Fire & Rescue Civil Service Commission
For the Districts of Columbia River Fire & Rescue, Scappoose Rural Fire District
and Clatskanie Rural Fire District

Writing Sample Submission

Please submit with completed CRFR Civil Service Commission application a typed response to the following scenario:

You have witnessed and enjoyed a strong performance of a co-worker through 12-months of his/her probation. Shortly after completing probation, you notice a sharp decline in training, teamwork and overall performance. It affects your workload and work-life. As a co-worker and teammate, how do you approach this situation? How do you feel about it?

Columbia River Fire & Rescue Civil Service Commission
 For the Districts of Columbia River Fire & Rescue, Scappoose Rural Fire District
 and Clatskanie Rural Fire District

Application for Employment – Entry Level Firefighter/Paramedic

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. At its own expense, the employing fire district may arrange for a surety bond for each of its employees. Unless the applicant’s background is acceptable to a surety company (not relative to race, color, religious creed, national origin, sex, or ancestry), it will be difficult to secure this bond, and we may be unable to offer employment. Columbia River Fire & Rescue, Clatskanie Fire District and Scappoose Fire District are equal opportunity employers. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

APPLICANTS MUST INCLUDE COPIES OF RESUME, EDUCATION CERTIFICATES, AND VALID DRIVERS LICENCE.

GENERAL INFORMATION

| | | | |
|---|------------|---|-----------------------------|
| LAST NAME | FIRST NAME | MIDDLE INITIAL | |
| ADDRESS | CITY | STATE | ZIP CODE |
| HOME PHONE | ALT PHONE | EMAIL ADDRESS | |
| DRIVERS'S LICENSE # | STATE | EMERGENCY MEDICALTECHNICIAN CERTIFICATION # & LEVEL | |
| ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE USA? | | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Are you a volunteer or student intern with one of the following districts?

- Clatskanie Rural Fire District
- Columbia River Fire & Rescue
- Scappoose Rural Fire District

Date service started: _____ Date service ended: _____

EDUCATION – List education high school, trade schools, and college

| NAME/LOCATION | YEARS ATTENDED | GRADUATED | MAJOR |
|---------------|----------------|-----------|-------|
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EMPLOYMENT (Provide information for at least the past ten years)

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|-------------------|---------|----------------------|
| CURRENT EMPLOYER | ADDRESS | POSITION |
| EMPLOYED FROM/TO | | |
| SUPERVISOR'S NAME | PHONE # | MAY WE CONTACT THEM? |

| | | |
|---------------------------|---------|----------|
| NEXT MOST RECENT EMPLOYER | ADDRESS | POSITION |
| EMPLOYED FROM/TO | | |
| SUPERVISOR'S NAME | PHONE # | |

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|---------------------------|---------|----------|
| NEXT MOST RECENT EMPLOYER | ADDRESS | POSITION |
| EMPLOYED FROM/TO | | |
| SUPERVISOR'S NAME | PHONE # | |

| | | |
|---------------------------|---------|----------|
| NEXT MOST RECENT EMPLOYER | ADDRESS | POSITION |
| EMPLOYED FROM/TO | | |
| SUPERVISOR'S NAME | PHONE # | |

PROFESSIONAL/COMMUNITY INVOLVEMENT

| GROUP NAME | POSITION | DATES FROM/TO | YEARS |
|------------|----------|---------------|-------|
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AFFILIATIONS/MEMBERSHIPS

| GROUP NAME | POSITION | DATES FROM/TO | YEARS |
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CERTIFICATIONS

| CERTIFICATION HELD | DATE ATTAINED | EXPIRES | ISSUING AGENCY |
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ACCOMPLISHMENTS AND/OR SPECIAL SKILLS

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PERSONAL/PROFESSIONAL REFERENCES (Not Relatives)

List at least 2 professional references and 1 personal reference

| NAME | ADDRESS | PHONE # | YEARS KNOWN |
|------|---------|---------|-------------|
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PLEASE READ BEFORE SIGNING

STATEMENT OF TRUTHFULNESS OF APPLICANTS FACTS

I hereby certify that the information given by me on this application is to the best of my ability true and accurate. I understand that this application contains the minimal amount of information needed to verify my qualifications for the advertised position. If hired, I will be requested to supply additional information necessary to begin my employment. I further understand that any misrepresentation or omission of information called for in this application is cause for cancellation of this application and/or dismissal of employment.

Signature: _____ Date: _____

Have you been convicted of a felony on or after your eighteenth birthday? (Do not include minor traffic violations or arrests without convictions). Yes No

If yes please give a short explanation outlining the circumstances of your conviction in the space below. Please indicate date, nature and place of offense and disposition. Convictions are not necessarily disqualifying.

AUTHORIZATION TO RELEASE INFORMATION

I _____, have made application for employment with the Columbia River Fire and Rescue. I hereby authorize Columbia River Fire and Rescue and/or its agents to verify the information given by me on this application. I understand that the Fire District or its agents may contact my former employers, my current employer, law enforcement agencies, State and Federal Agencies and departments, educational institutions, and private business corporations that I have referred to on my application. I further understand that the Fire District and its agents will use this verification process in a confidential manner.

Signature: _____ Date: _____

MILITARY SERVICE ONLY

I _____, have made application for Columbia River Fire & Rescue Civil Service Commission, and/or its representative employers, and hereby authorize the Civil Service Commission and/or its agents to verify the information given by me on this application. I hereby authorize the release of Military Service Records.

Signature: _____ Date: _____

Selective Service #: _____