

**East Clackamas County Unified Civil Service Commission**

**Application Packet Contents**

* Announcement
* Timeline and Process Details
* General Information
* Evaluation Sheet
* Employment Application
* Hoodland Fire District #74 Job Description
* Physical Ability Testing Details



**East Clackamas County Unified Civil Service Commission**

**ANNOUNCEMENT**

Hoodland Fire District #74 is establishing an eligibility list for the position of:

**FIREFIGHTER/PARAMEDIC**

Appointments are to civil service positions and will be made based on meeting minimum qualifications, merit, demonstrated ability, and fitness. These will be established by testing and investigation of qualified candidates.

**APPLICATION PROCEDURE**

Applications are available on the Daily Dispatch website and the Hoodland Fire website [www.hoodlandfire.us](http://www.hoodlandfire.us) To request an application packet to be emailed or mailed to you, contact Kelli Ewing at Hoodland Fire District #74 by phone (503) 622-3256 or by email [hoodland@hoodlandfire.org](mailto:hoodland@hoodlandfire.org)

All required documentation must be received on or before October 7, 2022, at 5:00 pm:

Send or deliver applications to:

Hoodland Fire District #74

Attn. Entry Level Testing Process

69634 E. Hwy 26

Welches, OR 97067

Applications will be received Monday through Friday 8:00 am to 5:00 pm

Mailed applications must be postmarked on or before September 30, 2022

Applications will not be accepted electronically

**Hoodland Fire District #74 must receive a minimum of five (5) qualified applicants to continue with this process. If less than five qualified applications are received Hoodland Fire District #74 may extend the application deadline until such time as five qualified applications are received, or as guided by the East Clackamas County Civil Service Commission.**

**DUTIES**

Specific duties and responsibilities are outlined in Hoodland Fire District’s job description which is included in the application packet.

**SALARY**

Salary is determined through the collective bargaining agreement between Hoodland Fire District #74 and IAFF Local #1660.

* Salary range for a Firefighter/Paramedic for fiscal year 2022-2023 is $73,994.52 to $101,968.20 per the current bargaining agreement, with included incentives
* Participation in PERS/IAP (the fire district pays the employees 6% PERS contribution)
* Generous vacation and sick leave benefits
* Medical, Dental, Life and Long-Term Disability
* Employee Assistance Program
* Deferred Compensation Program

**MINIMUM QUALIFICATIONS TO APPLY**

* High School Diploma or GED
* Minimum 18 years of age
* Valid driver’s license
* Oregon EMT Basic License or National Registry EMT Basic certification (higher license/certification accepted). **The candidate must be a licensed Oregon paramedic or a paramedic with reciprocity to work in Oregon by the date of hire.**
* NFPA Firefighter 1 (or equivalent) **current** and **active**
* NFPA Operations Level Responder (or equivalent) **current** and **active**
* NFPA Apparatus Equipped with Fire Pump (or equivalent) **current** and **active**
* Minimum three (3) years documented structural firefighting experience (paid, volunteer, military or a combination thereof excluding Explorers & Fire Science programs that do not include agency internships)
* Must possess the training, physical condition, and ability to effectively perform the essential functions, and any marginal functions of the position as specified in the job description
* Eligible to work in the United States of America at time of appointment
* Successful completion of the evaluation process with a minimum score of 70%, a background check, a physical examination, and a drug screen.

**SELECTION PROCESS**

* The first phase of the process will consist of an application review and minimum qualifications evaluation. Candidates must complete the application and submit it together with a resume and supporting documentation. The application, resume, and supporting documentation must be included in the application packet to continue in the process. Applications will only be accepted from individuals who meet the minimum requirements established by the East Clackamas County Unified Civil Service Commission. **All certifications must be current and up to date.**
* Candidates that progress through the first phase will be invited to participate in the remaining phases of the evaluation process. Candidates will be graded on the following components and must achieve a minimum score of 70% to be placed on the eligibility list:
* Physical Agility Test Pass/Fail
* Interview (Peer Group) 50%
* Interview (Chief Officers) 50%

**REQUEST FOR REASONABLE ACCOMMODATION**

If a candidate needs a reasonable accommodation for a disability for any component of the exam, please contact Kelli Ewing at 503-622-3256 by October 7, 2022.

**PREFERENCE POINTS FOR VETERANS**

Per ORS 408.230, Section 5, a person seeking to fill a vacant civil service position may be eligible for Veteran preference points. To receive Veteran preference points, you must submit a copy of DD 214 (or equivalent) in your application packet. Veteran preference points will be applied to the final score of candidates that meet the minimum qualifications and achieve a minimum passing score.

**PREFERENCE POINTS FOR VOLUNTEER FIREFIGHTERS**

The East Clackamas County Unified Civil Service Rules and Regulations Rule VII, Section 12, state that preference shall be given to candidates who are current volunteers of Hoodland Fire District #74 and have served a minimum of three years of uninterrupted service as an active volunteer firefighter in good standing. Interruption in volunteer service that exceeds 180 days shall constitute a break in service that disqualifies the volunteer from utilizing this preference. The volunteer preference points shall be determined using the candidate’s volunteer status as of the application deadline. Volunteers shall qualify for an increase of five (5) points added to the final score when the Volunteer meets the minimum qualifications.

**EQUAL EMPLOYMENT OPPORTUNITY**

Hoodland Fire District #74 (HFD) is an equal employment opportunity employer and does not discriminate based on sex, age, race, color, religion, national origin, mental or physical disability, marital status, military service, or any state of Oregon protected classifications. HFD does not discriminate against any candidate or employee in hiring or in the terms, conditions, and privileges of employment based upon genetic information, pregnancy, childbirth, sexual orientation, gender identity, or medical conditions. HFD will make reasonable accommodations for qualified employees with physical or mental disabilities and for employee’s religious beliefs that conflict with a workplace rule or function. No application will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.



**East Clackamas County Unified Civil Service Commission**

Timeline and Process Details

* **Application Period Opens – August 8th, 2022**
* **Application Packet Deadline**

All required documentation, questions and requests for reasonable accommodations must be received on or before October 7, 2022 at 5:00 pm. Applications will be received Monday through Friday, 8:00 am to 5:00 pm. Mailed applications must be postmarked on or before September 30, 2022. Deliver or send applications to the address below:

*Hoodland Fire District #74*

*Attn. Entry Level Testing Process*

*69634 E. Hwy 26*

*Welches, OR 97067*

* **Email Notification of Results – October 13, 2022**

Successful Candidates will receive scheduling information via email for the following phases of testing. Please ensure that your email is on your application. If you do not have an email address, please contact Kelli Ewing at 503-622-3256.

* **Interviews (100%) – November 3, 2022**

These components will be held at Hoodland Fire District #74 located at 69634 E Hwy 26 – Welches, OR 97067.

* **Physical Ability Testing – November 3, 2022**

This component will be held at Hoodland Fire District #74 located at 69634 E Hwy 26 – Welches, OR 97067.

* Physical Ability (Pass/Fail) - The candidate must pass the physical ability test to be qualified to continue with the process. A document describing the physical ability test is included in the application packet.
* **Candidates must achieve a minimum score of 70% to be placed on the eligibility list.**
* **East Clackamas County Civil Service Meeting for Certification of Eligibility List – January 2023**

Please direct all questions to Kelli Ewing at Hoodland Fire District #74. She can be reached by phone at 503-622-3256 or by email at [hoodland@hoodlandfire.org](mailto:hoodland@hoodlandfire.org)

## 

## GENERAL INFORMATION

##### DUTIES

Specific duties and responsibilities are outlined in Hoodland Fire District’s job description which is included in the application packet.

**SALARY**

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* Salary range for a Firefighter/Paramedic for fiscal year 2022-2023 is $73,994.52 to $101,968.20 per the current bargaining unit agreement, with included incentives.
* Participation in PERS/IAP (the fire district pays the employees 6% PERS contribution)
* Generous vacation and sick leave benefits
* Medical, Dental, Life and Long-Term Disability
* Employee Assistance Program
* Deferred Compensation Program

**MINIMUM QUALIFICATIONS TO APPLY**

* High School Diploma or GED
* Minimum 18 years of age
* Valid driver’s license
* Oregon EMT Basic License or National Registry EMT Basic certification (higher license/certification accepted). The candidate must be a licensed Oregon paramedic or a paramedic with reciprocity to work in Oregon by the date of hire.
* NFPA Firefighter 1 (or equivalent) **current** and **active**
* NFPA Operations Level Responder (or equivalent) **current** and **active**
* NFPA Apparatus Equipped with Fire Pump (or equivalent) **current** and **active**
* Minimum three (3) years documented structural firefighting experience (paid, volunteer, military or a combination thereof excluding Explorers & Fire Science programs that do not include agency internships)
* Must possess the training, physical condition, and ability to effectively perform the essential functions, and any marginal functions of the position as specified in the job description
* Eligible to work in the United States of America at time of appointment
* Successful completion of the evaluation process with a minimum score of 70%, a background check, a physical examination, and a drug screen.

###### REQUEST FOR REASONABLE ACCOMMODATION

If a candidate needs a reasonable accommodation for a disability for any component of the exam, please contact Kelli Ewing at 503-622-3256 by October 7, 2022.

**PREFERENCE POINTS FOR VETERANS**

Per ORS 408.230, Section 5, a person seeking to fill a vacant civil service position may be eligible for Veteran preference points. To receive Veteran preference points, you must submit a copy of DD 214 (or equivalent) in your application packet. Veteran preference points will be applied to the final score of candidates that meet the minimum qualifications and achieve a minimum passing score.

**PREFERENCE POINTS FOR VOLUNTEER FIREFIGHTERS**

The East Clackamas County Unified Civil Service Rules and Regulations Rule VII, Section 12, state that preference shall be given to candidates who are current volunteers of Hoodland Fire District #74 and have served a minimum of three years of uninterrupted service as an active volunteer firefighter in good standing. Interruption in volunteer service that exceeds 180 days shall constitute a break in service that disqualifies the volunteer from utilizing this preference. The volunteer preference points shall be determined using the candidate’s volunteer status as of the application deadline. Volunteers shall qualify for an increase of five (5) points added to the final score when the Volunteer meets the minimum qualifications.

**EQUAL EMPLOYMENT OPPORTUNITY**

Hoodland Fire District #74 (HFD) is an equal employment opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, national origin, mental or physical disability, marital status, military service, or any state of Oregon protected classifications. HFD does not discriminate against any candidate or employee in hiring or in the terms, conditions, and privileges of employment based upon genetic information, pregnancy, childbirth, sexual orientation, gender identity, or medical conditions. HFD will make reasonable accommodations for qualified employees with physical or mental disabilities and for employee’s religious beliefs that conflict with a workplace rule or function. No application will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.



**EVALUATION SHEET**

**Applicant Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Telephone Number:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide the following documentation in order:

* Evaluation Sheet
* Resume
* Employment Application
* Attach Copy of Current Valid Driver’s License
* Attach Copy of State of Oregon EMT Basic License or National Registry EMT Basic certification

(higher license/certification accepted). The candidate must be a licensed Oregon paramedic or a

paramedic with reciprocity to work in Oregon by the date of hire.

* Attach Copy of NFPA Firefighter 1 (or equivalent) **current** and **active**
* Attach Copy of NFPA Operations Level Responder (or equivalent) **current** and **active**
* Attach Copy of NFPA Apparatus Equipped with Fire Pump (or equivalent) **current** and **active**
* Attach Copy of High School Diploma/GED and/or College Diploma
* Attach Copy of Veteran’s DD214 (or equivalent)[if applicable]
* Any additional documentation, certifications, licenses, etc.

|  |
| --- |
| **\*For Office Use Only\***  Application Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date/Time Signature  Review signatures & certification that candidate meets minimum requirements |
| Yes or No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Yes or No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**HOODLAND FIRE DISTRICT #74**

**EMPLOYMENT APPLICATION FOR**

**FIREFIGHTER/PARAMEDIC**

**INSTRUCTIONS**

* Please print legibly or type your answers
* Answer each question fully and accurately
* If you need additional space, continue your answers(s) on a separate sheet of paper
* No action can be taken on this application if incomplete and unanswered
* If the application packet is not complete, you will not be considered in the testing process
* Do not sign the application digitally
* Application packet will not be accepted electronically

**APPLICATIONS SUBMITTAL**

Candidates must include the following items in their application packet:

* Resume
* Employment Application
* Attach Copy of Current Valid Driver’s License
* Attach Copy of State of Oregon EMT Basic License or National Registry EMT Basic certification (higher license/certification accepted). The candidate must be a licensed Oregon paramedic or a paramedic with reciprocity to work in Oregon by the date of hire.
* Attach Copy of NFPA Firefighter 1 (or equivalent) **current** and **active**
* Attach Copy of NFPA Operations Level Responder (or equivalent) **current** and **active**
* Attach Copy of NFPA Apparatus Equipped with Fire Pump (or equivalent) **current** and **active**
* Attach Copy of High School Diploma/GED and/or College Diploma
* Attach Copy of Veteran’s DD214 (or equivalent) [if applicable]
* Any additional documentation, certifications, licenses, etc.

All required documentation must be received on or before October 7, 2022 at 5:00 pm. Applications will be received Monday through Friday 8:00 am to 5:00 pm. Deliver or send applications to the address below:

**Hoodland Fire District #74**

**Attn. Firefighter/Paramedic Testing Process**

**69634 E. Hwy 26**

**Welches, OR 97067**

**EQUAL EMPLOYMENT OPPORTUNITY:** Hoodland Fire District #74 (HFD) is an equal employment opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, national origin, mental or physical disability, marital status, military service, or any state of Oregon protected classifications. HFD does not discriminate against any candidate or employee in hiring or in the terms, conditions, and privileges of employment based upon genetic information, pregnancy, childbirth, sexual orientation, gender identity, or medical conditions. HFD will make reasonable accommodations for qualified employees with physical or mental disabilities and for employee’s religious beliefs that conflict with a workplace rule or function. No application will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

**HOODLAND FIRE DISTRICT #74**

**EMPLOYMENT APPLICATION FOR**

**FIREFIGHTER/PARAMEDIC**

**PERSONAL INFORMATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME: | Last | | First | | M.I. | |
| ADDRESS: | Street | | Apt# | City | State | Zip |
| Home #: | | Work #: | | Cell or Alternate #: | | |
| Email Address: | | | | | | |

**EMPLOYMENT ELIGIBILITY**

|  |
| --- |
| Are You Over the Age Of 18?  Yes  No |
| Are you legally eligible for employment in the United States?  Yes  No |
| Successful candidates will be required to prove identity and eligibility for employment by providing the required documentation to complete an I-9 Form. |

**REFERRED BY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Newspaper | Hoodland Fire Website | | Daily Dispatch Website | Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Current employee (Name): | | | | |
| Have you ever worked for us before?  Yes  No | | When? | | |
| What position? | | | | |

**RELATIVES AND FRIENDS**

|  |
| --- |
| Some positions may not be held by certain individuals to avoid the possibility of conflicts of interest. Qualified relatives and/or friends are eligible for employment except in unusual situations (for example: where they would be placed in a supervisor-subordinate relationship). The Fire District does not discriminate against candidates or employees, unless required to do so by the reasonable demands of the position (a bona fide occupational qualification). Marital status includes whether a person is married, divorced, separated, or single, and the identity and occupation of a person’s spouse. It is the intention of the Fire District to comply with Oregon law which prohibits employers from discriminating against an individual solely because another member of that person’s family works or has worked for that employer. |
| Do you have any relatives who currently work for us?  Yes  No |
| If yes, please state their name(s): |

**VETERANS PREFERENCE POINTS**

|  |
| --- |
| Are you a Veteran?  Yes  No Are you a Disabled Veteran?  Yes  No |
| Veterans that wish to claim preference points must submit a copy of your DD 214 (or equivalent) with this application packet. A disabled Veterans preference letter must be included if you are going to claim the additional points. |

**EDUCATION**

|  |  |
| --- | --- |
| Please list below any education, training and/or specialized experience such as schools, colleges, degrees, licenses, vocational, technical, or military experience, etc. that you feel would help you perform the work for which you are applying. | |
| **DEGREES, LICENSES, RELEVANT EDUCATION, OR TRAINING** | **WHERE DID YOU ACQUIRE IT (NAME & ADDRESS) OF SCHOOL, PROGRAM, MILITARY BRANCH AND SPECIALTY, ETC.** |
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**FIRE SERVICE EXPERIENCE**

|  |
| --- |
| Do you have three (3) years of documented structural firefighting experience (career, volunteer, military, or combination thereof)?  Yes  No |
| Are you a current volunteer (active and have served a minimum of three years uninterrupted service) with Hoodland Fire District #74?  Yes  No |
| Please provide details of your structural firefighting experience: |
|  |

**REFERENCES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Provide three (3) references (not relatives or former employers): | | | | |
|  | NAME | ADDRESS | PHONE | OCCUPATION |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

**EMPLOYMENT HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| List names of employers in chronological order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give business name and business references. If you worked in any of the positions under another name, please provide name(s). Please give month and year and attach additional sheet(s) if more space is needed. | | | |
| 1. | Employer: | | |
|  | Address: | | Phone: |
|  | Supervisor: | | May we contact this employer? Yes  No |
|  | Job Title: | From: | To: |
|  | Description of duties: | | |
|  |  | | |
|  | Reasons for leaving: | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. | Employer: | | |
|  | Address: | | Phone: |
|  | Supervisor: | | May we contact this employer? Yes  No |
|  | Job Title: | From: | To: |
|  | Description of duties: | | |
|  |  | | |
|  | Reasons for leaving: | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 3. | Employer: | | |
|  | Address: | | Phone: |
|  | Supervisor: | | May we contact this employer? Yes  No |
|  | Job Title: | From: | To: |
|  | Description of duties: | | |
|  |  | | |
|  | Reasons for leaving: | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 4. | Employer: | | |
|  | Address: | | Phone: |
|  | Supervisor: | | May we contact this employer? Yes  No |
|  | Job Title: | From: | To: |
|  | Description of duties: | | |
|  |  | | |
|  | Reasons for leaving: | | |

**VERIFICATION AND SIGNATURE**

|  |
| --- |
| 1. I authorize the investigation of all matters which Hoodland Fire District #74 deems relevant to my qualifications for employment, including all statements made in this application and in any attachments or supporting documents. I authorize you to request and receive such information and I release from all liability any persons (such as former supervisors) or employers supplying it. I also release Hoodland Fire District #74 from all liability, which might result from making the investigation. 2. I certify that the facts and information in this application and in any attachments or supporting documents are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission, as well as any misleading statements or omissions, generally will result in denial of employment or immediate termination, regardless of when and how discovered. 3. I understand that I may be required to submit to pre- or post-employment physical or other professional examinations, medical inquires and/or urinalysis tests for the presence of drugs and/or alcohol. I agree to such examinations and/or testing at Hoodland Fire District #74’s expense. I authorize release of the results to Hoodland Fire District #74 for their use to evaluate my suitability for employment. I also release Hoodland Fire District #74 from all liability arising out of, or connected with, examinations and/or testing. 4. I have had an opportunity to have my questions about this statement’s content and intent answered and understand its terms. 5. I have read each of these statements. I have also reviewed all of the information provided in this application and in any supporting documents.   Yes  No  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Signature Date |
| For Office Use only – Reviewer Signatures and certification that candidate meets minimum requirements |
| Reviewer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes No  Reviewer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes No |

# HOODLAND FIRE DISTIRCT POLICY NO. 916

**ADOPTED: JUNE 10, 2014**

**I PURPOSE**

Paid Fire Fighter / Paramedic job description.

**II SCOPE**

To all members.

**III RULE**

None.

**IV POLICY**

A. Definition: The position of Firefighter/EMT-Paramedic is a classified position. They participate in suppression drills, train in firefighting skills and medical rescue techniques and take part in fire prevention activities. All employees of this class are expected to hold EMT-Paramedic qualifications to respond to emergency medical calls, and complete in timely order all paperwork generated on EMS and fire calls. A major amount of time is spent in the maintenance of equipment and apparatus as well as in the routine care of buildings and grounds.

B. GENERAL STATEMENT OF DUTIES: A Firefighter operates under the direction and supervision of District Officers in completing daily assignments, station and equipment maintenance, special projects, training, and other non-emergency work as well as participates in emergency medical and fire suppression activities. Firefighters are required, as an essential function of the position, to perform under hazardous conditions involving smoke, heat, and cramped surroundings requiring strenuous physical exertion and above average mobility. Firefighters are frequently outdoors regardless of the weather, in high places requiring the ability to lift and move over 50 pounds. Firefighters are also required to respond to the public welfare, dealing with individuals or groups under extreme stress frequently involving trauma, suffering and personal tragedy. This position is to be performed in accordance with well-defined procedures and regulations with and at times without supervision at both the fire station and at emergency scenes.

# HOODLAND FIRE DISTIRCT POLICY NO. 916

**ADOPTED: JUNE 10, 2014**

C. ESSENTIAL JOB FUNCTIONS:

1. Responds to alarms operating as a company; lays and connects hose lines; directs streams of water; raises and climbs ladders; uses specialized equipment in the suppression of fire, rescue, forcible entry, ventilation, property conservation, overhaul, and clean-up. Lays and connects hose lines to hydrants or engines, directs the nozzle in a fog or water stream. Ventilates buildings and places salvage covers over furniture; operates a variety of power tools and equipment, provides emergency power and lighting, and removes excess water and debris.
2. Performs a variety of rescue duties; will be required to drive and engineer all district apparatus; attends to the public under stressful situations; administers a variety of medical aid within certification limits to the sick and injured; performs advanced life support duties to the highest level of certification based upon existing district policy; extricates accident victims; may be required to search buildings and retrieve victims from the area or in other like hazardous situations; secures the scene and directs traffic as necessary.
3. Performs or assists in checking, testing, and maintenance of all fire and rescue apparatus, equipment and facilities including effecting the readiness for pre/post emergency equipment; is responsible for daily and weekly equipment and station checks following outlined and implied District Standard Policy and Procedure. Performs general maintenance work in cleaning, storing and reloading hose, cleans and maintains apparatus; equipment and fire hydrants; and in maintenance of station grounds.
4. Assumes responsibility of driver / pumper operator, as delegated; maintains assigned fire apparatus and equipment in a state of readiness.
5. Performs or assists with house chores including but not limited to floor maintenance, trash removal, kitchen upkeep, landscaping requirements, and general housekeeping and basic building preservation for all three stations.
6. Participates in pre-fire surveys and familiarization tours in preparation for fire suppression tactics.
7. Participates in continuing training and instruction programs by individual study or technical matters and attendance at scheduled training sessions including presence/participation at on-shift weekly drills. Attends specialized training conferences, schools, seminars, and other training functions to keep abreast of new developments in fire suppression tactics and EMS training as the Fire District may direct or authorize.

# HOODLAND FIRE DISTIRCT POLICY NO. 916

**ADOPTED: JUNE 10, 2014**

1. Compiles, writes, and submits required reports concerning fire suppression and emergency medical incidents for submission to District Officers as needed or when required which may include but are not limited to Firehouse-Alarm Reports, Grant Writing, Patient Care Forms, Non-Fire and Fire, Haz Mat and Maintenance Forms.
2. Responds to the general public regarding fire suppression and emergency medical incidents following district policies and procedures handling inquiries in a courteous and respectful manner reflecting a positive attitude.
3. Participates in and/or may be asked to prepare/direct critiques of emergency medical, hazardous materials and fire suppression incidents.
4. Responsible to maintain a high degree of competency and skill in fire protection and perform duties in a manner, which reflects positively on the Fire District.
5. Ability to get along with others.
6. Regular and predictable attendance.
7. The intent of the listing of "typical" tasks is to describe the essential functions of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental, or substantially similar duties which may be assigned during normal operations.

# D. MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES

1. Must be 18 years of age
2. Minimum three (3) years documented structural firefighting experience (paid, volunteer, military, or a combination thereof).
3. Must maintain certification at the Oregon Emergency Medical Technician level of EMT Paramedic, NFPA Operations Level Responder (HazMat) and NFPA Firefighter 1.

1. Maintain the ability to physically accomplish the requirements of the district and to respond without notice to emergency incidents; to have above average mobility in confined, claustrophobic, hazardous areas frequently including high places, requiring the ability to lift and move over 50 pounds, regardless of weather and often outdoors with intermittent sitting, standing, or stooping for long periods of time without interruption in a noisy environment.

# HOODLAND FIRE DISTIRCT POLICY NO. 916

**ADOPTED: JUNE 10, 2014**

1. Ability to maintain composure, think clearly and interpret orders and directions under emergency conditions as well as in daily operations. Ability to understand and follow oral and written instructions. Ability to comprehend and apply a variety of fire suppression and prevention materials and information.

# 

1. Ability to routinely deal with the general public, public employees and officials, volunteers, and staff in a courteous manner.
2. Ability to perform a variety of mechanical operations.
3. As a requisite to continued appointment in this fire district, a newly appointed fire fighter shall be an at will employee and is required to successfully complete a probationary period of one year before qualifying for classified employment.

E. PROBATIONARY PERIOD:

Probationary period will be for a period of one (1) year. The time will start from the first day on the job.

F. EDUCATION/CERTIFICATES:

1. High school diploma or equivalent.
2. Oregon Driver’s License (current).
3. Current NFPA Operations Level Responder certification (Haz Mat)
4. Current NFPA Fire Apparatus Driver/Operator or district equivalent.
5. Current Oregon EMT Paramedic License in good standing.

Physical Ability Testing

**

HOODLAND FIRE DISTRICT #74 PHYSICAL ABILITY TEST

As we all know firefighting involves extremely strenuous and skilled physical work not to mention handling emergency and life-threatening situations. Therefore, demanding physical standards are necessary because of the high level of physical fitness required by the profession. Agility and endurance are necessary to perform these duties. This test is designed to determine the existing member’s as well as the new applicant’s physical strength, agility, and capability to perform job related tasks.

The test is the entrance test for the new applicant and for the existing member it will be held on an annual basis and will consists of six components, which simulate actual tasks performed on the job. Members/applicants must complete the tasks as described and shall proceed directly from one task to the next. No rest periods will be allowed during the test. All seven (7) components are to be completed in six (6) minutes or less. Evaluators may be located at each test station or may follow the member/applicant from station to station to insure conformance to the standards. The test will be graded on a pass/fail basis. The member/applicant must pass each individual component of the test to proceed on to the next exercise.

Although a time limit is set for these exercises, no points will be awarded, or advantage gained by completing them in less than the time allotted. The time was set to allow completion of the exercise at a safe pace. Please pace yourself and do not try to race through the exercises. A member/applicant shall be disqualified if he/she fails to follow instruction or performs the task in an unsafe manner.

**PHYSICAL CHARACTERISTICS:**

**Cardiovascular Capability/Aerobic Capacity**: The test will measure an above average degree of aerobic capacity and will connect various firefighting simulations in a circuit and may generate pulse rates in excess of 150 beats per minute.

**Strength and Endurance**: The test will also measure an above average degree of strength and endurance. Many of the activities encountered by a firefighter require pulling, lifting, and climbing, oftentimes with equipment weighing as much as 165 pounds.

**PREPARING FOR THE TEST:**

Members/applicants shall restrict caffeine intake the day that they are scheduled for the test and not eat within two hours of the test. Do not engage in strenuous activity the day of the test. Spend a few minutes warming up and stretching before you start the test.

The test dates/drill will be scheduled and made public in advance so members may prepare by having practice drills or sessions.

Members/applicants are encouraged to dress appropriately. There will not be an opportunity to change clothes or shoes during the testing process. Members will be expected to have closed toed shoes.

### **TEST STATIONS AND REQUIREMENTS**

Members/applicants shall wear turnout coat, helmet, gloves and SCBA.

The order of events shall be:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| #1 | Shoulder Load Carry |  | #2 | Ladder Climb (2) |
| #3 | Hose Hoist (2) |  | #4 | Tire Drag |
| #5 | Ladder Walk |  | #6 | Smoke Ejector Hang |
| #7 | Shoulder Load Carry |  |  |  |

**#1 SHOULDER LOAD CARRY:**

The member/applicant will pick up the taped hose bundle consisting of 50’ of 2 ½” hose with attached fog nozzle (weighing up to 77 lbs.) and place it upon their shoulder. He/she will then proceed to the top floor of the tower. On the top floor he/she will turn around and return to the bottom floor of the training tower. (Dropping the bundle, letting it slide off the shoulder, skipping a stair tread or stopping during the task are grounds for failure.) The member/applicant will set the bundle down outside of the training tower where designated.

**Purpose:** To evaluate the member’s/applicant’s endurance and back and leg strength.

**Related Job Tasks:** Carrying loads up and down stairs is a common task on the fire ground.

**#2 LADDER CLIMB:**

A 24’ ladder will be secured in a climbing position. The member/applicant will climb it two round trips up and down and up and down. The fifth rung below its tip will be marked. Both of the member’s/applicant’s feet must touch this rung before climbing down to the ground. This climb must be repeated a second time for the task to be completed. Members/applicants must climb the ladder without skipping any rungs, without stopping and by using only the rungs while climbing and descending the ladder. The time begins on a signal from the evaluator and ends when both of the member’s/applicant’s feet touch the ground after the second climb up and down the ladder. The member/applicant immediately moves to next task area.

**Purpose:** To evaluate the member’s/applicant’s physical coordination, reaction to heights, leg strength and endurance.

**Related Job Tasks:** Firefighters must be able to climb ladders and to work at heights effectively.

**#3 HOSE HOIST:**

The member/applicant shall pull up a rolled dry section of 2 ½” hose attached to a rope using a pulley, 18 to 20 feet. A hand-over-hand method shall be used to raise and lower the hose bundle. The hose bundle will be raised to the top floor where the knot touches the rail; the member will then lower it back to the ground. The rope may not slip or slide through the hands. Allowing the rope to slip or slide or dropping the hose bundle will disqualify the member/applicant. This task will be completed twice and ends when the hose bundle returns to the ground after being hoisted the second time. The member/applicant immediately moves to next task area.

**Purpose:** To evaluate the members/applicant’s hand, arm and shoulder strength and endurance.

**Related Job Tasks:** Hoisting tools and hose bundles are required at fire scenes. Similar strength and endurance are also needed to perform rescue practices in steep angle and water rescue operations.

**#4 TIRE DRAG:**

The member/applicant places a 2½” play pipe nozzle over their shoulder, then grabs the nozzle with both hands, and drags the attached 12’ of 2½” hose and tire (weighing 170 lbs.) a total distance of 75’. Start on the signal from the evaluator, the task ends when the tire touches the finish line. The member/applicant immediately moves to next task area.

**Purpose:** To test the members/applicant’s stamina and upper and lower body strength.

**Related Job Tasks:** Extending 150’ of uncharged 2½’ fire hose is customarily a one-person evolution. Firefighters often have to drag hoses long distances.

**#5 LADDER WALK:**

The member/applicant is required to walk on the rungs of a 14’ roof ladder. The ladder is flat and supported 4” off the ground by blocks. The member/applicant must carry a chain saw in one hand without losing balance or falling off of the ladder. A foot must touch each rung of the ladder. This exercise consists of walking across the ladder to the last rung, stepping off the ladder, turn around, and return rung-by-rung to the starting rung. Dropping the saw or slipping off the ladder is a disqualification. The member/applicant immediately moves to next task area.

**Purpose:** To test the member’s/applicant’s balance during a period of exertion.

**Related Job Tasks:** When cutting ventilation holes in the roof, firefighters place a ladder against the roof and walk the rungs carrying various types of equipment.

**#6 SMOKE EJECTOR HANG:**

An old-style electric smoke ejector will be placed on the ground with its two hooks ready for use. Directly above the ejector is an open door with the bottom of the door jack at head height. On a signal from the evaluator the member/applicant will lift the smoke ejector by grabbing its two hooks and then hook them onto the door jack. Then remove the smoke ejector from the door jack by grabbing each of its hooks and lowering it to the ground. Members/applicants are to maintain control of the smoke ejector by not dropping it. Start on the signal from the evaluator, task ends when the smoke ejector is returned to the ground. Lifting the fan must be done with the hooks; to do otherwise is a failure. The member/applicant immediately moves to next task area.

**Purpose:** To test the member’s/applicant’s upper and lower body strength and coordination.

**Related Job Tasks:** Lifting fans, small generators, vehicle extrication tools are common emergency ground jobs.

**#7 SHOULDER LOAD CARRY:**

Step #1 shall be repeated following the same rules as before. The time of your physical agility will stop when you hit the concrete pad at the bottom of the tower.