

JOB POSTING NOTICE



Lateral Fire Lieutenant/EMT/Paramedic
Starting Salary: \$79,092/year
2% Associate Pay Incentive
or 4% Bachelor Pay Incentive
10% Paramedic Pay Incentive
Bilingual Pay Incentive
Excellent Benefit Package
IAFF Represented
Filing Deadline: 04:00 PM, Monday, March 11, 2024

JOB OBJECTIVES

Under general supervision, performs emergency assistance and protective services to the public; performs firefighting and fire suppression duties, provides emergency medical care and advanced life support; to drive, operate and maintain firefighting, emergency medical, and fire station apparatus and equipment; to render medical emergency assistance; to participate in fire prevention, public education, disaster preparedness; to supervise subordinates, and perform directly related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.
Exercises direct supervision over subordinate staff as assigned.

ESSENTIAL JOB FUNCTIONS:

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

1. Organize the staffing and operational activities of an assigned shift within the Fire Department; ensure the readiness of personnel, apparatus and equipment for fire suppression operations; perform duties in response to fire, medical and other emergency calls; perform fire suppression and emergency medical assistance duties; operate as a company officer or incident commander as required.
2. Respond to fire and emergency alarms; operate fire apparatus; perform all phases of fire suppression work; place fire hoses, set ladders, operate fire streams, ventilate and enter burning structures to extinguish fires and rescue victims; operate pneumatic and auxiliary equipment such as generators or pumps; perform rescue, ventilation, overhaul, salvage and clean-up activities at fire scene; attend and participate in department-sponsored training and required fire/EMS drills, as directed.
3. Operate diverse equipment such as hoses, self-contained breathing apparatus, computers and tablet computers, a variety of hand tools and power equipment, saws, ladders, fire extinguishers, ventilation equipment, radios, rescue and extraction equipment, and specialized medical equipment; participates in the maintenance of apparatus and equipment; maintain fire facility, including routine housekeeping, maintenance; equipment and grounds; perform hose and hydrant test as scheduled or directed.
4. Assist in development, implementation and presentation of programs in area of fire safety, volunteer recruitment and retention, fire prevention and suppression, emergency medical services, rescue, hazardous materials and emergency vehicle operations. Maintain records related to activities and prepare necessary reports, forms, etc.
5. Maintain proficiency by attending training and meetings; reading materials, and meeting with others in areas of responsibility.
6. Ensure training and orientation to newly assigned personnel on department policies and practices. Coordinate Fire, EMS, HazMat, Wildfire Interface training through the training officer.

7. Provides outstanding customer service.
8. Performs a variety of investigative and enforcement duties.
9. Responds to questions and concerns from the public, departmental staff and other agencies; provides information as appropriate and resolves service issues and complaints; conducts training sessions with staff regarding the procedures and resources of the department.
10. Maintain fire apparatus and equipment; restore to an "in-service" condition following return from emergency incident or training exercise; conduct necessary tests to ensure availability; maintain fire facilities, equipment and grounds; assist in development, implementation and presentation of programs in areas of fire prevention and suppression, emergency medical services, rescue, hazardous materials and emergency vehicle operations.
11. Schedules activities at community events, conducts station tours, and public presentations, develops public relations with the media as well as new partnerships with local businesses, schools, civic organizations, community groups and other departments.
12. Provides support to non-combat and support volunteers.
13. Works closely with surrounding fire agencies to create an integrated team and strong partnerships working towards a long-term goal of consolidation.
14. The nature of the work performed requires that an employee in this class establish and maintain positive, cooperative and team working relationships with supervisors, co-workers, City and department personnel, and the general public on an ongoing basis.
15. Performs other directly related duties consistent with the role and function of the department.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a fire department; fire suppression, prevention, and emergency medical response.

Procedures, techniques, methods, materials, tools, and equipment used in modern fire suppression, fire prevention, and emergency medical response.

Volunteer recruitment and retention best practices and programs.

Principles, practices, methods and techniques of emergency medical services.

Proper operation, use and maintenance of pump engines, fire apparatus and other firefighting equipment.

Methods and techniques of operating emergency vehicles.

Operational characteristics of fire suppression apparatus and equipment.

Operational characteristics of emergency medical services equipment.

Principles of supervision and fire scene command.

Principles of hydraulics and combustion.

Potentially hazardous facility, material and situation recognition.

Appropriate safety precautions and procedures.

Geography and street layout of City and surrounding area.

Office procedures and methods including computer equipment.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Direct fire personnel at emergency scenes.

Supervise, train and evaluate assigned personnel;

Interpret and explain City fire suppression policies and procedures;

Think and plan strategically and tactically, using creative and innovative problem solving.

Oversee and participate in firefighting and emergency medical response activities; Operate fire suppression apparatus and equipment.

Operate and maintain firefighting and emergency medical apparatus and equipment;

Perform mechanical work involved in fire equipment operations.

Interpret and apply applicable Federal, State and local policies, laws and regulations;

Coordinate and conduct fire training programs;

Prepare clear and concise administrative and technical reports;

Respond to requests and inquiries from the general public;
Operate office equipment including computer equipment;
Understand and carry out oral and written instructions;
Communicate clearly and concisely, both orally and in writing;
Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND/OR EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Completion of an Associate's degree, or equivalent of education and experience, supplemented by specialized training in firefighting, fire science, emergency medical services or a related field.

Experience:

One year experience as a career lieutenant or two years experience as a volunteer lieutenant; or above. Preference will be given to higher ranks and number of years as an officer.

License or Certificate:

Possession of an appropriate, valid driver's license issued by the State of Oregon.

Possession of an Emergency Medical Technician or higher certificate. Preference will be given to Paramedic.

Possession of NFPA Apparatus Operator/Driver/Mobile Water Supply/Wildland Apparatus Operator certifications.

Possession of NWCG Wildland Firefighter Type 2 certification. Preference will be given to Type 1

Possession of, or the ability to obtain in the first six months of employment, NWCG/DPSST Wildland Engine Boss certification.

Possession of, or the ability to obtain in the first six months of employment, NFPA Fire and Emergency Services Instructor 1 certification.

Possession of, or the ability to obtain in the first six months of employment, NFPA Hazardous Materials On Scene Incident Commander certification.

Possession of, or the ability to obtain in the first six months of employment, NFPA Fire Officer certification

All certifications must be maintained throughout employment

PHYSICAL WORKING CONDITIONS:

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

Position requires that the individual be capable of meeting the 13 essential job tasks listed in Chapter 5, NFPA 1582 "Standard on Comprehensive Occupational Medical Program for Fire Departments" 2007 Edition. This standard may be reviewed online at www.nfpa.org

Environment: Travel to emergency scenes and/or firefighting incidents; exposure to noise, dust, grease, smoke, fumes, gases, extreme heat, hazardous materials; work at heights on ladders; work with water.

Mobility: Incumbents may be required to maintain physical condition necessary for walking, standing, running, climbing, crawling, reaching, and bending for prolonged periods at heights and in unlit areas wearing heavy gear; lift, push and pull objects; drive and operate fire suppression equipment and apparatus.

Vision: Vision sufficient to distinguish objects in limited visibility; to read small print, computer screens and printed documents

APPLICATION & REQUIRED DOCUMENTS

Applications are available by downloading from the City webpage-www.corneliusor.gov/jobs. Please submit the following required documents:

Application
Proof of EMS ranking certification
Letter from department attesting to their 1 year as career Lieutenant or 2 years as Volunteer Lieutenant
Resume
Cover Letter

Submit by email to recruitment@corneliusor.gov or delivered to City Hall, 1355 N Barlow St, Cornelius, OR 97113 by 4:00pm Monday, March 11, 2024.

SCREENING PROCESS

Applications will be evaluated for applicable education, experience, training and/or certification. Candidates who score high enough will be invited to a pass/fail Physical Agility Test.

Oral Interviews

Only those candidates chosen to move forward will be notified and scheduled for oral interview(s). Candidates will be notified of the specific date and time.

Skills Evaluation

Candidates who pass the screening process will move on to a skills evaluation. Candidates will be tested on several officer level skills.

The candidate chosen for the position will have an expected start date of June 2024, possibly sooner, dependent on passing criminal and driving background check, NFPA 1582 pre-hire physical and drug screen, and records review.

Application for Employment

City of Cornelius provides equal employment opportunity to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran’s status, or any other status protected by applicable federal, Oregon, or local law. Our Equal Employment Opportunity policy applies to all aspects of the employment relationship including, but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment. To claim veterans’ preference in hiring, complete the Veteran’s Preference Form and submit it with the required documentation at the time you submit this application.

THIS APPLICATION WILL BE CONSIDERED FOR THIS SPECIFIC JOB. IT WILL NOT BE RETAINED FOR FUTURE POSITIONS. IF YOU DESIRE TO BE CONSIDERED FOR A POSITION AT A FUTURE TIME, YOU MUST FILE A NEW APPLICATION. IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE PRINT OR TYPE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.

Position				
Position Applying For		Available Start Date	Today's Date	
Personal Information				
Name				
Address		City	State	Zip
Phone Number	Mobile Number	Email Address		
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (Proof of identity will be required upon employment)				
Education	List any colleges, military, trade, business or other schools attended.			
Do you have a high school diploma or GED Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>				
School Name	Location	Diploma/Degree	Major/Minor	Did you Graduate?
Certificates & Licenses		List any professional license, registration, or certificate required or preferred for the position.		
Type	Issuing Agency	Date Issued	Date Expires	

References

Name	Title	Company	Phone

Employment History

This information in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. List ONLY the job(s) (paid, military or volunteer) where you obtained the experience that qualifies you for the job. Clearly describe all of your duties, starting with your most recent job. Resumes will be accepted only if required on the job announcement and will not be accepted in place of a completed application. If you need additional space, attach a separate sheet.

Employer (1)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving		Full or Part time-Hours worked Weekly:	
Duties			
Employer (2)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving		Full or Part time-Hours worked Weekly:	
Duties			

Employer (3)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving		Full or Part time-Hours worked Weekly:	
Duties			

Employer (4)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving		Full or Part time-Hours worked Weekly:	
Duties			

Certification & Signature

I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered in the course of any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.
- I authorize the employing agency to verify the employment and education information provided in this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening and criminal history background check, if applicable.

Signature: _____ Date: _____

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4). This completed form and required supporting documentation must be submitted with your application in order for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) – I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And am receiving a nonservice – connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15, Copy 4, and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____ **Date:** _____

Position Applied For: _____

This form and supporting documentation must be received by the Human Resources Department no later than the closing time and date of the job posting. If you have any specific questions please contact Human Resources.

City of Cornelius*1355 N Barlow Street*Cornelius, OR 97113
(503) 357-9112 or recruitment@corneliusor.gov

CITY OF CORNELIUS
APPLICANT AUTHORIZATION FOR REFERENCE CHECKS

I hereby authorize my past employers to release information to the City of Cornelius regarding my employment. This release of information covers my employment record in general, including information on the following questions:

1. Dates of employment
2. Position(s) held
3. The quality and quantity of my work
4. My attendance habits (excluding workers' compensation, pregnancy, disability FMLA and other protected absences)
5. My relationship with co-workers, supervisors and managers
6. My attitude toward work (cooperative? positive? etc.)
7. Reason for leaving and eligibility for rehire (would the employer rehire if they had to do it all over again?)
8. Strong and weak points
9. Willingness to comply with policies and standards
10. Whether I have had outbursts of temper, threatened, provoked fights with or assaulted others, engaging in hostile or violent behavior
11. Other relevant information regarding my performance, skills, ability, suitability for employment sought, etc.

I agree that all former employers who provide such information are indemnified and released from liability arising from such disclosures. I also understand that if I do not sign this Authorization, my application will be rejected.

Print Name

Signature

Date