



## Firefighter/EMT/Paramedic

Apply by: 5:00 pm. Monday, July 15, 2024

Status/Hours: **Full-Time**  
Department: **Fire Department**  
Wages: **\$ 6,471 per month, IAFF Represented**  
Benefits: **Excellent Benefits**  
**2% Associate Pay Incentive or 4% Bachelor Pay Incentive**  
**10% Paramedic Pay Incentive**  
**Bilingual Pay Incentive**

The City of Cornelius is recruiting for three (3) full-time Firefighters who, under general supervision, will perform emergent and non-emergent services to the public including, but not limited to, fire suppression, fire prevention, emergency medical services, code enforcement, and HazMat response. They will also perform routine maintenance and checks of tools, equipment, apparatus, vehicles, and physical facilities, maintain training and certifications as required, and perform directly related duties as required. Bi-lingual applicants are strongly encouraged to apply.

### MINIMUM QUALIFICATIONS:

- Any combination of training and experience, which would provide the required knowledge, skills and abilities, to perform the essential functions in the *Position Description* may be qualifying. A typical way to obtain the required qualifications would be:
- High School diploma or GED equivalent.
- Certified as an Oregon State Emergency Medical Technician in good standing.

### PREFERRED QUALIFICATIONS:

- Certified as an Oregon State Paramedic in good standing.
- Certified NFPA Firefighter 1 DPSST/IFSAC/Proboard.
- Certified NFPA Hazardous Materials Awareness and Operations Responder DPSST/IFSAC/Proboard.
- Certified NFPA Fire Apparatus Operator Equipped with a Fire Pump (Pumper/Operator) DPSST/IFSAC/Proboard.
- Education: Associate degree from an accredited college or university with major course work in fire science, fire protection technology, or related field.
- Experience: Any combination of training and experience, which would provide the required knowledge, skills, and abilities, to perform the essential functions in the Position Description may be qualifying. A typical way to obtain the required qualifications would be a year of fire suppression experience.

**REQUIRED WITHIN SIX MONTHS OF HIRE:**

- NFPA Firefighter 1 DPSST/IFSAC.
- NFPA Hazardous Materials Awareness and Operations Responder DPSST/IFSAC.
- NFPA Fire Apparatus Operator Equipped with Fire Pump DPSST/IFSAC.
- NFPA Mobile Water Supply and Wildland Fire Apparatus DPSST/IFSAC.
- NWCG Wildland Firefighter Type 2 DPSST/IFSAC.

**OTHER DESIRED CERTIFICATIONS:**

- NFPA Fire Instructor 1 DPSST/IFSAC/Proboard.
- NFPA Firefighter 2 DPSST/IFSAC/Proboard.
- NWCG Wildland Firefighter Type 2 DPSST/IFSAC/Proboard.

**LICENSING/SPECIAL REQUIREMENTS:**

- A valid driver's license and proof of an acceptable driving record are required.

**Please review the position description for the full scope of duties and responsibilities and the required knowledge, skills and abilities.**

**How to Apply:** Submit a completed City of Cornelius application, résumé, and cover letter to [recruitment@corneliusor.gov](mailto:recruitment@corneliusor.gov) or deliver to City Hall, 1355 N Barlow Street, Cornelius, OR 97113 by 5:00 pm Monday, July 15, 2024.

# City of Cornelius Classification Description

**Job Title:** Firefighter  
**Department:** Fire  
**Reports To:** Shift Lieutenant and/or Captain

**Class:**  
**FLSA Status:** Non-Exempt  
**Representation:** IAFF  
**Date:** June 2024

*This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

## Position Summary:

Perform emergent and non-emergent services to the public including, but not limited to, fire suppression, fire prevention, emergency medical services, code enforcement, and HazMat response. Perform routine maintenance and checks of tools, equipment, apparatus, vehicles, and physical facilities. Maintain training and certifications as required.

## Key Distinguishing Characteristics:

This position is distinguished from the higher-level Lieutenant position by its responsibility to perform operational activities. Normal duties involve the use of various procedures. Work situations require the use of judgment to comply with instructions, prescribed routines, and methods; and making decisions within standard practice and procedure.

## Supervision Exercised:

Supervision of others is not a typical function assigned to this position. May provide training, orientation, or direction to assigned personnel, and may assign work to temporary workers.

## Examples of Duties - Essential Functions:

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

- Respond to emergent and non-emergent calls for service with appropriate apparatus/equipment in a safe and efficient manner. Perform fire suppression and/or emergency medical activities as needed.
- Maintain proficiency by attending and participating in trainings and drills; reading materials; and meeting with others in areas. Coordinate training through the training officer. Provide training and orientation to newly assigned personnel on department policies and practices, as assigned. Conduct training sessions with City staff regarding the procedures and resources of the department.
- Operate, inspect, and participate in the maintenance of equipment, tools, vehicles, apparatus, and other items as assigned, scheduled, and/or needed. Perform hose and hydrant testing as scheduled or directed.
- Complete station duties as assigned including performing routine housekeeping, cooking, general maintenance, and painting; and maintaining equipment and grounds.

- Assist in development, implementation, and presentation of programs in area of fire prevention and suppression, emergency medical services, rescue, hazardous materials, and emergency vehicle operations.
- Complete and maintain records related to activities and prepare necessary reports.
- 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.
- Receive, investigate, and respond to complaints from the public and staff regarding debris, unsanitary conditions, abandoned or inoperative vehicles, overgrown vegetation and other zoning and municipal code violations; issue citations and testify in court or public hearings, as needed; complete and maintain related documentation and reports.
- Provide customer service by responding to questions and concerns from the public, city staff and other agencies; provide information as appropriate; and resolve service issues and complaints.
- Contribute to a positive work environment; maintain effective and cooperative working relationships with those encountered in the performance of duties including employees, elected officials, other organizations, and the public.
- Follow all safety rules and procedures for work areas.
- Maintain regular, predictable attendance and punctuality.
- Perform other directly related duties consistent with the role and function of the classification.

### **Minimum Qualifications:**

- State issued Driver's License and proof of acceptable driving record
- High School diploma or GED equivalent
- 18 years of age
- Certified as National Registry or Oregon State Emergency Medical Technician in good standing

### **Preferred Qualifications:**

- Certified as National Registry or Oregon State Paramedic in good standing
- Certified NFPA Firefighter 1 DPSST/IFSAC/Proboard
- Certified NFPA Hazardous Materials Awareness and Operations Responder DPSST/IFSAC/Proboard
- Certified NFPA Fire Apparatus Operator Equipped with a Fire Pump (Pumper/operator) DPSST/IFSAC/Proboard
- Education: Associate degree from an accredited college or university with major course work in fire science, fire protection technology, or related field.
- Experience: Any combination of training and experience, which would provide the required knowledge, skills, and abilities, to perform the essential functions in the Position Description may be qualifying. A typical way to obtain the required qualifications would be a year of fire suppression experience.

### **Required within Six Months of Hire:**

- NFPA Firefighter 1 DPSST/IFSAC
- NFPA Hazardous Materials Awareness and Operations Responder DPSST/IFSAC
- NFPA Fire Apparatus Operator Equipped with Fire Pump DPSST/IFSAC
- NFPA Mobile Water Supply and Wildland Fire Apparatus DPSST/IFSAC

- NWCG Wildland Firefighter Type 2 DPSST/IFSAC

## **Other Desired Qualifications:**

- NFPA Fire Instructor 1 DPSST/IFSAC
- NFPA Firefighter 2 DPSST/IFSAC
- NWCG Wildland Firefighter Type 1 DPSST/IFSAC

## **Knowledge, Skills and Abilities Required:**

### **Knowledge of:**

- Operations, services, and activities of a municipal fire department.
- Principles, practices, methods and techniques of fire suppression, fire prevention, and emergency medical services.
- Proper operation, use, and maintenance of pump engines, fire apparatus, and other firefighting equipment.
- Principles of hydraulics and combustion.
- Proper practices and applications for documenting training records and recording fire/EMS incidents.
- Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.
- The local area, including appropriate routes for response.
- Pertinent Federal, State and local laws, codes and regulations.

### **Skill in:**

- Verbal and written communications, interpersonal relations, policy and politics, and customer service.
- Operating, using, and maintaining pump engines, fire apparatus, and other firefighting equipment.
- Learning and application of relevant laws, ordinances, rules, regulations, principles, and techniques.
- 24-hour emergency response.
- Use of personal computers, computer hardware and software applications, including necessary software applications.
- Accurately maintaining files, keeping records, and documenting incidents/issues.

### **Ability to:**

- Analyze and assess incidents, make appropriate decisions for response and patient care, and carry out appropriate approaches to scenes involving suppression, rescue, and/or vehicle extrication.
- Properly identify and appropriately approach the provision of care to those with intellectual disability.
- Diffuse tense or stressful interactions, with tact.
- Work cooperatively as a member of a team in accomplishing assigned tasks and responding to incidents.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **Working Conditions**

### **Work Environment:**

The duties for this job require working in all weather conditions including wet, hot, and cold. The employee may be exposed to extreme heat and humidity, hazardous and biohazardous materials, high noise levels, heights, and confined spaces. Employee may interact in difficult interpersonal situations with staff, public,

and external representatives. Where required for compliance with city policy and/or OSHA standards, employee will be provided with and utilize proper protective equipment.

**Physical Demand/Manual Dexterity:**

The duties for this job require sitting, standing, walking on all types of terrain and slippery surfaces, reaching twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties; mobility and manual dexterity to lift, carry, and push tools, equipment, and supplies weighing 90 pounds or more is required. In addition, employees in this position will wear protective equipment of approximately 50 pounds while performing fire suppression tasks. The nature of the work requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy traffic conditions. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and peripheral vision.

*The physical demands and work environment described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Management is receptive to receiving requests from employees for accommodations related to disability, will engage in the interactive process with employees who make such requests and, where accommodation is needed and reasonable, is committed to providing accommodation, unless doing so would impose an undue hardship on the operation of the City.*

June 2024

# 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? <b>Yes</b> <input type="checkbox"/> <b>No</b> <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? <b>Yes</b> <input type="checkbox"/> <b>No</b> <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			



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

<b>Employer (4)</b>	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? <b>Yes</b> <input type="checkbox"/> <b>No</b> <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](mailto: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.

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Print Name

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Signature

Date