



# Philomath Fire & Rescue

is accepting applications for the position of  
**Firefighter**

To serve the City of Philomath and surrounding areas

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**Salary Range:** \$4802 - \$5402 Monthly plus benefits  
Dependent on Qualifications

**Opening Date:** April 19, 2024  
**Closing Date:** May 6, 2024, 1700 hrs.  
**Testing/Interview Date:** June 7, 2024, 0900 hrs.

Philomath Fire & Rescue is accepting applications for Firefighter to fill two positions. The projected start date for this position is July 1, 2024. This position will include a normal work schedule of 48 hours on-duty, 96 hours off-duty. Shifts begin at 0800. In addition, overtime is available for call back as needed for expanding incidents, and to fill in when qualified for a shift position (AIC). This position is eligible for conflagration response if qualified as at least a FFT2. This position is represented by IAFF Local 4925.

### **DUTIES**

A Firefighter for Philomath Fire & Rescue will respond to fire, medical and hazardous materials emergencies. Duties vary from emergency response, training, building/vehicle/grounds maintenance, and fire prevention activities.

Review the included complete job description.

### **MINIMUM REQUIREMENTS**

Applicants must be 18 years of age, have a high school diploma, GED, or equivalent, and have the ability to pass a medical examination based on NFPA 1582 *Medical Requirements for Firefighters*.

Candidate shall currently be accredited NFPA Firefighter I, NFPA Driver/Operator, DPSST Hazardous Materials Operations level certification, NREMT or OHA EMT Certification, and possess a valid, insurable Oregon Driver License with a driving record that meets Philomath Fire & Rescue's standards at time of employment. Adherence to Philomath Fire & Rescue's policies including tobacco use, drugs, and alcohol is required at all times during employment.

### **PREFERRED QUALIFICATIONS**

Candidates with NFPA Firefighter II, NFPA Pumper Operator, NFPA Mobile Water Supply Operator, NFPA Aerial Apparatus Operator, FFT1/FFT2/ENGB, and/or certification as OHA AEMT or higher will be given preference for these additional qualifications. Pay incentives for medical certification include the following: 4% for AEMT, 6% for Intermediate, and 8% for Paramedic certified applicants. There is a 2% additional pay incentive for Pumper Operator.

### **BENEFITS**

Vacation: 23.5 hours/month accrued;

Sick Leave: 13 hours/month accrued;

**93%** of Health Care, Vision, and Dental insurance premiums paid (100% by year 10)

6% PERS OPSRP employee contribution paid on behalf of employee

Participation in Flexible Spending Plan (pre-tax medical expenses)  
LTD 50% 90 Day \$5,000 \$10,000  
Basic Life \$50,000  
AD&D \$50,000  
Statutory Life \$10,000

### **PROCESS**

Applications will be screened for required and desirable elements. A limited number of candidates will be invited to take a mechanical aptitude assessment, EMS skills assessment, and participate in a panel interview. Candidates must pass each section successfully to continue in the testing process. Candidates arriving late at any time in the process shall be disqualified. Test dates may be modified dependent on the number of applicants. Current District Volunteers and qualified Veterans may be given preference points.

Testing results will be evaluated and the top candidates from the testing process will be invited back to participate in a Chief's interview.

A conditional offer of employment will be made to the successful candidate dependent upon the results of a physical examination based on NFPA 1582 *Medical Requirements for Firefighters*, a physical ability/agility test, drug screening, and an in-depth background check.

The successful candidate will serve a minimum one-year probationary period.

### **HOW TO APPLY**

Application packets can be picked up at 1035 Main Street, Philomath, requested by calling (541)360-0030 between the hours of 8 am and 5 pm, Monday through Friday, or can be found on our website at [www.philomathfire.com](http://www.philomathfire.com).

**Application packets must be received by 5:00 pm on May 6, 2024.** Application packets received after that time, will not be accepted. Applications may be mailed, emailed to [admin@philomathfire.com](mailto:admin@philomathfire.com), or brought to Philomath Fire & Rescue, 1035 Main St. Philomath, OR 97370. Application packets sent via fax will not be accepted. Resumes will not be accepted in lieu of the Philomath Fire & Rescue application packet, though they may be included with the application.

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Philomath Fire & Rescue  
1035 Main Street  
P.O. Box 247  
Philomath, OR 97370  
541-360-0030  
[www.philomathfire.com](http://www.philomathfire.com)



# ORGANIZATIONAL MANUAL

## FIREFIGHTER

Non-exempt, Represented

Bargaining Unit: Philomath Professional Firefighters IAFF 4925



Section P  
PERSONNEL  
Procedure P-9

### Position Summary:

The role of the Firefighter centers on performing duties involved in the protection of life and property including the response to fire, medical and hazardous materials emergencies. Duties include emergency response, training, building/vehicle/grounds maintenance, daily assignments, and fire prevention activities. May be required to perform other duties as required or directed.

### Supervision Received:

The Firefighter will always follow the chain of command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Firefighter shall report directly to the Deputy Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

### Essential Job Duties:

A Firefighter must:

- Perform rescue duties while in adverse environments include searching for fire victims while walking or crawling, dragging or carrying victims to safety, and extinguishment of the fire. Additional tasks include care of medical patients requiring interactions with individuals, their environment, and family members.
- Effectively work with others and collaboratively function as a team member.
- Maintain apparatus in a constant state of readiness.
- Perform, or recommend performance of, maintenance and repairs on District apparatus and equipment as well as document issues and maintain maintenance and repair logs.
- Compile reports relating to medical calls, fire calls, recommended or ongoing maintenance of equipment, vehicles, or buildings requiring the use of various computer systems and software and the ability to access and navigate the internet.
- Perform weekly grounds maintenance including lawn mowing, weeding, and brush maintenance at all properties.
- Perform basic building care and maintenance.

The Firefighter is responsible for the efficient, accurate, and rapid completion of all tasks assigned to them by an Officer or staff, as the situation dictates.

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## Contact with Others:

A Firefighter will be expected to:

1. Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
2. At all times reflect a professional image of Philomath Fire & Rescue.

## Knowledge, Skills, and Abilities:

This position requires the following knowledge, skills, and abilities to:

- Perform vehicle maintenance including minor electrical or mechanical repair.
- Perform fire suppression, hazardous materials mitigation and emergency medical techniques used by emergency response personnel which are very physically demanding and may be performed over a prolonged period, requiring quick recovery.
- Possess effective listening, oral, and written communication skills.
- Self-motivate and work alone using good judgment.
- Develop solutions to problems and to seek advice as appropriate.
- Enter a building under adverse fire conditions while wearing Firefighter turnout gear and SCBA. Conditions might include toxic smoke, gases, and extreme heat, with little or no visibility.
- Perform emergency medical care not to exceed their scope of practice or training.
- Work in high, open places, confined spaces, and other adverse environments.
- Operate a power saw or other electric or hydraulic equipment in awkward positions, such as overhead, on a sloping surface, or from a ladder.
- Use a variety of tools to remove walls and ceilings, requiring pulling and pushing motions with arms extending overhead for long periods of time, or to force entry into a building or vehicle.
- Perform firefighting and rescue duties while exposed to extreme cold, heat and/or wet environmental elements.
- Maintain composure and make sound decisions in stressful situations.
- Hear and orally respond to verbal orders, calls for assistance, and radio communications, as well as the ability to hear, identify, and appropriately respond to various sounds in an environment of substantial background noises, such as sounds produced by structural collapses, backdrafts, breaking glass, fire, other fire fighters, sirens, traffic, and victims.
- Shout orders, warnings, and responses as the environment dictates.
- Read, learn, and remember new, updated, detailed, and complex information, such as hazardous materials information, medical information, or changes in policy or procedures.
- Apply training, tactics, guidelines and policies in a logical manner.
- Communicate with a diverse range of people to gather information on their medical history or circumstances surrounding an incident and deal with verbal and physical confrontations.

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## **Required Certifications:**

- NFPA Firefighter I
- NFPA Driver/Operator
- Certified by DPSST at the Hazardous Materials Operations Level
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- EMT Certification or higher
- Pass a department background check
- Pass a NFPA 1582 Physical
- AHA BLS CPR Certification
- Minimum 18 years of age
- High school Diploma/GED or equivalent
- Pass a department background check

## **Preferred Certifications:**

- NFPA Firefighter II
- NFPA Pumper Operator
- NFPA Mobile Water Supply Apparatus Operator
- NFPA Aerial Operator
- Certification as an OHA AEMT or higher

Maintenance of all required certifications, accreditations, and licenses are to be considered a condition of employment.

## **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires the operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required for this position include the ability to adjust focus and read street and road signs while driving.

# ORGANIZATIONAL MANUAL

## **Mental/Cognitive Demands:**

Work involves multiple tasks that change frequently and require sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

## **Work Environment:**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual. Work is expected to be performed in the allotted hours, overtime hours will be infrequent and only with the prior approval of the Fire Chief. Evening, weekend, and holiday hours required.

Occasionally, this position may require you to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

## **Selection Guidelines:**

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change.