Columbia River Fire & Rescue Civil Service Commission

**Firefighter and EMT**

**The Columbia River Fire & Rescue (CRF&R) Civil Service Commission is establishing a hiring list for current and anticipated Firefighter/EMT vacancies.**

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

**The Fire Districts**

**About our Fire Districts:** The three members Fire Districts are combination career/volunteer Fire Districts located in Columbia County and provide ALS transport service for their respective communities. The county borders the Columbia River, Clatsop, Washington and Multnomah counties. There are unlimited water recreation possibilities (i.e. wind surfing, fishing, water skiing, motor boating and sailing) and close proximity to the Portland metro area. Travel time to the Pacific Ocean is one and a half hours and is two hours to Mt. Hood. Columbia County is rural and heavily wooded for good hiking, camping and hunting or just enjoying the great outdoors. Columbia County is an exceptional place to live and raise a family.

**Fire District Demographics**

* Clatskanie Fire District: 135 sq miles, population of 1800, 3 stations with career staffing operating from the Clatskanie station. Staffing consists of 12 shift employees, 6 intern firefighters, and 25 volunteers.
* Columbia River Fire & Rescue: 200 sq miles, 7 stations with career staffing operating from the Rainier, Fairgrounds and St. Helens stations. Staffing consists of 36 paid firefighting staff, 4 EMS only staff, and 40 volunteers.
* Scappoose Fire District: 100 sq miles, 4 stations with career staffing operating from the Scappoose station. Staffing consists of 12 shift employees, 3 intern firefighters, 4 EMS Only staff, and 35 volunteers.

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

**Job Descriptors**

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

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

**Excellent Salary & Benefits:** Oregon Public Employees Retirement, Medical/Dental Insurance(to a negotiated cap), Life Insurance, Disability Insurance, Uniforms, Employee Assistance Program, Deferred Compensation Program, Sick Leave, Vacation, Holidays.

**Employment Qualifications**

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

**Minimum Qualifications:**

* Be a legal resident of the United States and at least 18 years of age
* High school graduate or have obtained a GED certificate
* Oregon State licensed EMT, current student in Oregon EMT School or EMT National Registered EMT with proof of reciprocity in process
	+ Website: <https://www.oregon.gov/oha/PH/ProviderPartnerResources/EMSTraumaSystems/EMSTrainingCertification/Pages/index.aspx>
	+ **It is recommended that out of state applicants start this process as soon as possible.**
* Successful completion of all components of the selection process
* Possess a valid, insurable driver’s license and have a driving record that meets the hiring Fire District’s driving standards.
* Meet the job description requirements of the position and the Columbia River Fire & Rescue Civil Service Commission

**Desired Qualifications:**

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

**Application**

Applications for this opportunity will be accepted during regular business hours from 8:00 AM to 5:00 PM Monday through Thursday, due no later than June 30, 2022 at 1600 (Pacific Standard Time). Application forms may be obtained in person at any of the Districts’ administrative offices or downloaded from the Fire Districts’ web sites ([www.crfr.com](http://www.crfr.com), [www.srfd.us](http://www.srfd.us), and [www.clatskaniefire.org](http://www.clatskaniefire.org)).

**Applications and supplemental information must be received before 4:00PM, June 30, 2022 (PST) at the following location:**

Columbia River Fire & Rescue

270 Columbia Blvd.

St. Helens, OR 97051

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

**Selection Process**

1. Applicants must submit the following by the close date:
	1. Job Application
	2. Copy of current, government issued ID
	3. Copy of current EMT Certification
	4. Proof of Educational Requirements (as indicated in the application checklist)

**Applications and supplemental information must be received before 4:00 PM, June 30, 2022 (PST).**

1. Complete the FireTEAM written examination administered by National Testing Network (NTN) ***no later than June 23, 2022*.** Registration for this exam is through NTN. The candidate must indicate Columbia River Fire & Rescue Civil Service Commission as a point of application at the time of testing with NTN. Their website is: [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com). Testing fees are the responsibility of the applicant.
2. Submit documentation of successful CPAT testing with a testing date of September 1, 2019 or later. Candidate must provide documentation through NTN of successful completion of CPAT by **July 10, 2022**. Only documentation from NTN will be accepted as evidence of successful CPAT completion. The candidate must indicateColumbia River Fire & Rescue Civil Service Commission as a point of application at the time of testing with NTN. Testing fees are the responsibility of the applicant.
3. Candidates must receive a 70% score in each scored section of the testing process. Thescoring process shall consist of the following weighted components:
	* 1. Application (50%)
		2. Written Test (50%)
		3. Physical Test (Pass or Fail scoring)

Candidates must receive a 70% score or above in each section of the testing process.

1. Interviews and any further testing will be scheduled post-Civil Service approval of the availability list and as openings are filled. Updated information can be found at: [www.clatskaniefire.org](http://www.clatskaniefire.org), [www.crfr.com](http://www.crfr.com) or [www.srfd.us](http://www.srfd.us).
2. Once a conditional job offer is made, the following tests and checks will be conducted:
	1. Physical Exam
	2. Drug Test
	3. Criminal Background including credit reporting
	4. Reference Checks

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

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

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

Checklist for Submission of a Complete

Firefighter/EMT Application

* Complete Application (with signature)
* Copy of EMT certification/license
* Current Resume
* Cover Letter
* Copy of Valid Driver’s License
* Copy of Educational Certificate(s)
	+ Attach your highest achieved education certificate
* If you are requesting Veterans Preference Points, the form must be completed, signed and attached. Your DD-214 is required for Veteran’s Points
* Application Deadline of 4:00PM, June 30, 2022. The complete application packet must be received at Columbia River Fire & Rescue Administrative Office (270 Columbia Boulevard, St. Helens, OR 97051).
	+ **No faxed or emailed applications will be accepted**
* NTN Written Test
	+ Complete testing by June 23, 2022
	+ Location: National Testing Network website ([www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com))
* Candidate Physical Agility Test (CPAT)
	+ Schedule CPAT if current test is prior to September 30, 2019
* Submit documentation of successful CPAT testing, taken no earlier than January 1, 2022. Candidate must provide documentation through NTN of successful completion of CPAT by July 10, 2022.
* Oral Interview – TBA post-Civil Service approval of the availability list

**NOTE: Do not turn this form in with your application**

**Columbia River Fire & Rescue Civil Service Commission**

**Entry Level Firefighter/EMT Examination Process Packet**

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

and Scappoose Rural Fire District

   

**Completed application and information sheet must be returned to:**

Columbia River Fire & Rescue Administrative Office

270 Columbia Blvd.

St. Helens, OR 97051

By June 30, 2022 by 4:00 PM (Pacific Time)

**Written Exam and Candidate Physical Agility Testing**

**is being administered by National Testing Network (NTN)**

[**http://www.nationaltestingnetwork.com/**](http://www.nationaltestingnetwork.com/)

**Application Evaluation Information Sheet**

If this form is not completed and returned with the completed application and applicable copies, the candidate will not move forward in the application process. All copies and documentation must be current and attached with this sheet, along with the completed application and resume.

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

Applicant Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
|  | Yes | No |
| Are you a Clatskanie, CRFR, or Scappoose volunteer? |  |  |
| Do you have a current, valid driver’s license? |  |  |
| Do you have a high school diploma, GED, AA, or BS? |  |  |
| Are you a State of Oregon EMT or Advanced EMT?Year Issued: \_\_\_\_\_\_ Expiration Date:\_\_\_\_\_\_\_ |  |  |
| Are you a Veteran? (if so, please attach your DD-214) |  |  |

Notice is given that Clatskanie Rural Fire District, Columbia River Fire & Rescue,

 and Scappoose Rural Fire District are recruiting candidates for Firefighter/EMT.

Columbia River Fire & Rescue Civil Service Commission is establishing eligibility lists for appointment to the position of Firefighter/EMT. These positions are for entry level Firefighter/ EMT. **Please see minimum qualifications for details.** The list will be established pursuant to Oregon Revised Statutes Chapter 242.702 through 242.824 and adopted Civil Service Rules.

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

**Minimum Qualifications:**

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

**Columbia River Fire & Rescue Civil Service Commission**

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

 and Scappoose Rural Fire District

**Application for Employment – Entry Level Firefighter/EMT**

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

APPLICANTS MUST INCLUDE COPIES OF RESUME, EDUCATION CERTIFICATES, AND VALID DRIVERS LICENSE FOR APPLICATIONS SCORING AND HIRING LIST CONSIDERATION

### GENERAL INFORMATION

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| LAST NAME FIRST NAME MIDDLE INITIAL |
| ADDRESS CITY STATE ZIP CODE |
| HOME PHONE ALT PHONE EMAIL ADDRESS |
| DRIVERS’S LICENSE # STATE EMERGENCY MEDICALTECHNICIAN CERTIFICATION # & LEVEL |
| ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE USA?  YES  NO  |

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

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

Date service started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date service ended:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a current or former employee with one of the following districts?

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

Date service started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date service ended:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| NAME/LOCATION YEARS ATTENDED GRADUATED MAJOR |
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**EMPLOYMENT**

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

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

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

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

### PROFESSIONAL/COMMUNITY INVOLVEMENT

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

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

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

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**PERSONAL/PROFESSIONAL REFERENCES** (Not Relatives)

List at least 2 professional references and 1 personal reference

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

###### STATEMENT OF TRUTHFULNESS OF APPLICANTS FACTS

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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###### AUTHORIZATION TO RELEASE INFORMATION

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**MILITARY SERVICE ONLY**

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Selective Service #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_