



## KEIZER FIRE DISTRICT

Applicant:

The Keizer Fire District is establishing a Civil Service entrance register for the position of Firefighter/Paramedic with plans to fill one vacant position by March 1, 2016 and potentially others during the life of the list. Some of these positions may be SAFER Grant funded.

**Please read the information contained within this application packet carefully and follow ALL instructions fully. Your submitted application and questionnaire responses will be evaluated and scored. Failure to provide all requested information or submission of an incomplete application could result rejection!**

Salary Range & Benefits: \$52,552.00 - \$67,071.00 annually with current benefits that include: sick time, vacation, holiday pay (based on work assignment), health, vision, dental, disability and life insurance, PERS retirement, medical savings plan, tax deferred medical and child care reimbursement plan, and various deferred compensation plans and education incentives. These positions are represented by the IAFF, Local 3881.

Minimum Position Qualifications: Valid and insurable Oregon Class "C" driver's license, State of Oregon Licensed Paramedic, NFPA Firefighter 1, NFPA Driver, and NFPA Hazardous Materials Operations level certifications. Within twelve months of employment must obtain NFPA Instructor 1 and reside within a 60-minute commuting distance from the District's main fire station. Paramedic program students will be allowed to apply upon submission of verifiable proof of their program completion date being no later than June 30, 2016.

Application: Applicants must return all of the following materials. 1) Completed and signed District Employment Application. 2) Completed Supplemental Position Questionnaire. 3) Copies of all applicable qualification licenses, certificates and other documents as indicated. **Your completed application packet and documents must be received at the Keizer Fire District's business office, 661 Chemawa Road N.E. Keizer, OR 97303 or post marked by Friday, December 11, 2015 at 5:00 p.m. Applications will NOT be accepted or considered if received/postmarked after this date.**

Process: Applications received that meet the minimum position qualifications will be evaluated and scored. Individuals who fail to follow all directions and/or do not include copies of all listed materials indicated will not be allowed to continue in the process.

Qualifying applicants will be invited to take a written examination at our fire station tentatively scheduled for Monday, December 28, 2015 at 1:30 pm. Applicants must also complete the ERGO Metrics/National Testing Network FireTEAM emergency response video testing prior to 5pm on December 28, 2015. Your FireTEAM exam scores are good for up to 12-months. See below for additional details about this test.



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[www.keizerfire.com](http://www.keizerfire.com)

Those passing will have their scores from the supplemental questionnaire, written exam and FireTEAM exam combined and up to the top 20 candidates will then be scheduled to participate in an oral interview panel tentatively planned for January 13 & 14, 2016. The weighted scores from these three phases will be combined as noted in the scoring section below and a final ranking of applicants certified by the District's Civil Service Chief Examiner.

Further interviews, references checks, criminal background, driving record and personal history will be conducted of top candidates as positions become available. Following an offer of employment, the prospective candidate must also complete and pass both a medical examination as specified in NFPA 1582 and a psychological evaluation certifying they are capable of performing all duties and essential functions of the position.

The District's Civil Service Commission entrance register for the position of Firefighter/Paramedic will be maintained for a period of not less than twelve months and not more than twenty four months, or until declared exhausted by the Commission. Candidates are responsible for maintaining a current address and telephone number with the District for the length of time the list is in effect. Failure to do so and/or respond to any eligibility surveys will result in the removal of their name from the entrance register.

Written Examination: The written examination contains approximately 150 questions designed to assess the applicant's general firefighting and Advanced Life Support emergency medical care and treatment knowledge.

Examination questions are taken directly from recognized Fire Service and EMS texts. Recommended study materials include:

IFSTA Essentials, 2013 – 6<sup>th</sup> Edition, and  
Emergency Care and Transportation of Sick and Injured for EMT's (AASO) – 10<sup>th</sup> Edition  
In addition, general studies in the following areas are recommended:

- Fire Fighting Principles
- Fire Fighting Tactics and Strategies
- Ventilation Principles
- Salvage and Overhaul Principles
- Ladder and Hose Principles
- Forcible Entry and Rescue Principles
- Hazardous Materials Emergencies
- Incident Command and Scene Management
- Fire Prevention, Inspection and Investigation Principles
- Public Education Principles
- Mathematical Concepts and Calculations
- Basic Life Support Pre-Hospital Patient Care

National Testing Network FireTEAM video-based tests: This is an "invitation only test". Candidates applying for this position and meeting the minimum position qualifications should consider themselves an "invited candidate" and update their profile to include the Keizer Fire District.

To learn more or to register for an upcoming exam, go to: [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com)  
Your score must be submitted by National Testing Network to the District by no later than 5pm on Monday, December 28, 2015. To accommodate this, they are offering several test dates at various locations throughout the Willamette Valley before the deadline. Your test scores are valid for up to 12-months. The test focuses on teamwork and human relations skills, mechanical aptitude, reading, and mathematics specifically designed for firefighters. Practice tests are available for a fee on-line at: [www.fireteamtest.com](http://www.fireteamtest.com)

Veterans: In order to be awarded Veterans Preference Points the candidate must include a copy of their DD-214.

Scoring: The scoring for each phase of the process is weighted in the following manner:

Application / Supplemental Questionnaire	25%
Written Examination	25%
FireTEAM video-based Exam	20%
Oral Interview / Skills Evaluation	30%

Veterans and Keizer Fire District volunteer preference points are added as raw scores to the application process prior to candidate selection for the oral interview phase.

Accommodation: Any applicant requiring reasonable accommodation under the ADA must notify the Fire District at least 72 hours prior to the written examination date.

The Keizer Fire District would like to thank you for your interest in seeking employment opportunities with us.

The Keizer Fire District's motto is: **"Committed to Excellence – Dedicated to Service"**  
If you are interested in becoming a proud member of our TEAM, please return your completed application packet today! Questions should be directed to Deputy Chief Randy Jackson at (503) 390-9111 or by email to [rjackson@keizerfire.com](mailto:rjackson@keizerfire.com).