



AURORA, CANBY, MOLALLA, HUBBARD, AND WOODBURN FIRE DISTRICTS

**1776 Newberg Hwy
Woodburn, OR 97071**

Updated: March 18, 2022

Job Classification: Firefighter EMT and Firefighter Paramedic

The Aurora, Canby, Hubbard, Molalla, & Woodburn fire districts are establishing a hiring list for Firefighter EMT and Firefighter Paramedic. *(Please see information on page three (3) of this posting regarding candidate employment at fire district of choice.)*

For an overview of each fire district in the civil service testing consortium, please visit the website of each fire district

The last day to submit an application with the required documentation listed below including any veterans' preference point documentation: April 30, 2022. A candidate assessment center is tentatively scheduled for **May 10 (or) 11 (or) 12, 2022**

The Woodburn Fire District will be hosting a candidate open house on Friday, April 22nd at 10:00 am. This will be an opportunity for candidates to learn more about each fire district represented by the joint civil service consortium, ask questions about the hiring process from the joint eligibility list, and review some of the props that will be used for the assessment center testing.

The open house on April 22nd at 10:00 am will be held at the following location:

**Woodburn Fire District Main Station
1776 Newberg Hwy
Woodburn, OR 97071**

MINIMUM JOB REQUIREMENTS

- US Citizen
- High School Diploma / GED
- Valid Driver's License that's insurable by the fire districts
- Ability to Read/Speak English (*Preferred bilingual*)
- EMT Certification

Note: Each fire district in the civil service consortium may have additional minimum qualifications for hiring that are not required for application and testing. Please see page three (3) of this posting for additional hiring qualifications for the individual fire districts.

ADDITIONAL CANDIDATE SCREENING

Candidates that successfully complete the application and testing process and receive a conditional offer of employment will be subject to additional evaluation and screening prior to employment including but not limited to:

- Criminal Activity Background Check - A felony conviction will result in candidate disqualification
- Drug Use Testing– Candidates may be subject to a drug test and potential disqualification as per individual district policies.
- Acceptable employment background check, medical exam, and psychological exam
- CPAT Evaluation –Must be successfully completed within 12 months of conditional employment offer

SALARY RANGES

(Please see information on page three (3) regarding candidate employment at fire district of choice)

Fire District	Firefighter/EMT	Firefighter/Paramedic
Aurora Fire	\$65,509 – \$73,731	\$69,440 –\$78,155 (<i>Wage scale to be updated, effective July 1, 2022</i>)
Canby Fire	\$63,714 – \$90,878	\$70,722 –\$99,647 (<i>Wage scale to be updated, effective July 1, 2022</i>)
Hubbard Fire	\$47,610– \$50,510	\$47,610 - \$50,510 (<i>Updated wage scale effective July 1, 2022</i>)
Molalla Fire	\$61,378 – \$84,620	\$66,284 – \$91,396 (<i>Wage scale to be updated, effective July 1, 2022</i>)
Woodburn Fire	\$73,283 – \$94,522	\$77,680 – \$100,194 (<i>Updated wage scale effective July 1, 2022</i>)

Applications will be accepted through the National Testing Network (NTN) by completing the PHQ and FireTEAM written test within the past 12 months and including ALL required documents using the DOCUMENT SUBMISSION CHECKLIST below. Completed applications and required documents must be submitted by the application deadline listed above.

DOCUMENT SUBMISSION CHECKLIST

All applicants **must** upload the following required documents to the NTN application site in the below **specified order in a single scanned PDF document.** Additional documents that are not on the “required” or “additional” lists below or missing documents from the required documents list may result in disqualification. Documents that are out of order from the list below may result in **disqualification.**

The following documents are in addition to a completed NTN application and written tests within 12 months of the application deadline:

REQUIRED DOCUMENTS:

Page 1: High School diploma or GED

Page 2: Driver's License

Page 3: EMT; (or) EMT Advanced; (or) EMT Intermediate; (or) EMT Paramedic

Page 4: Firefighter 1 (NFPA, DPSST, IFSAC, Pro Board, [Joint District Document Substitution Form](#))

Page 5-8: NIMS 100, 200, 700, and 800 proof of completion ([Joint District Document Substitution Form](#))

ADDITIONAL DOCUMENTS *(if applicable)*:

Page 9: Apparatus Operator Equipped with Pump (NFPA, DPSST, IFSAC, Pro Board, [Joint District Document Substitution Form](#))

Page 10: Two-year associate degree in fire service-related field

Page 11: Wildland Firefighter Type 1 certificate (NFPA, DPSST, IFSAC, Pro Board, NWCG, [Joint District Document Substitution Form](#))

Page 12: Proof of Veteran's Status (if applicable) DD-214

Page 13: Current Volunteers, Interns, or Students affiliated with any of the hiring districts are required to submit the [Joint District Affiliation Form](#) signed by their Fire Chief indicating time with agency in good standing.

Page 14: Valid CPAT if completed within the past 12 months

CANDIDATE TESTING PROCESS:

1. The application and testing process will produce two eligibility hiring lists that will be used for entry-level hiring by the Aurora, Canby, Hubbard, Molalla, and Woodburn Fire Districts. One list will be comprised of EMTs and the other will include paramedics. *(see information below regarding candidate employment at agency of choice).*
 - A. Candidates must decide at the time of application which position they are testing for
 - B. See information below regarding candidate employment at agency of choice.
2. NTN testing and application process must be completed by all applicants.
 - A. A passing score of 70% must be achieved to be eligible to continue in the testing process.
3. The desired number of applicants will be contacted from the NTN application lists in order of score, highest to lowest, after proper veteran and volunteer points are assigned per current civil service rules and regulations.
4. The selected applicants will be invited to attend and perform in the assessment center.
 - A. The assessment center has three components including fire skills, EMS skills and an oral interview all weighted equally at 33.33% of the final score.
5. The desired number of applicants that meet the minimum 70% final score during the assessment center will be placed on an eligibility hiring list ranked by their assessment center score.
 - A. The eligibility list will be used for entry level hiring by all of the participating fire districts

CANDIDATE EMPLOYMENT AT FIRE DISTRICT OF CHOICE

Candidates that earn a spot on a hiring eligibility list will be considered for employment when entry-level vacancies occur at any of the five (5) fire districts. When a vacancy at one of the fire districts occurs, candidates that are invited to a chief's interview will have the option to accept the interview for a position at

the district where the vacancy exists or defer the interview and remain on the eligibility list until a vacancy at their preferred district of employment occurs.

ADDITIONAL MINIMUM EMPLOYMENT QUALIFICATIONS FOR EACH FIRE DISTRICT

In addition to the minimum qualifications listed for testing eligibility, each of the fire districts may have specific additional employment qualifications that will be applied to the candidates in rank order on the eligibility lists. The additional minimum qualifications for employment for each district are listed below.

Additional minimum qualifications are not required for application, testing or placement on the eligibility lists. Candidates that acquire the additional minimum qualifications while on an eligibility list will be considered for hiring at fire districts that have the additional requirement(s). Additional minimum qualifications for each agency include:

- | | |
|-------------------------------|---|
| Aurora Fire District | NFPA Apparatus Equipped with a Fire Pump Certification |
| Canby Fire District | No additional employment requirements |
| Hubbard Fire District | NFPA Apparatus Equipped with a Fire Pump Certification |
| Molalla Fire District | NFPA Apparatus Equipped with a Fire Pump Certification |
| Woodburn Fire District | Minimum two-year degree in fire protection technology or EMS <u>and</u> NFPA Apparatus Equipped with a Fire Pump Certification. |

Candidates with questions about the testing process or chief's interview deferral option are encouraged to attend the open house (*see open house info above*) or contact one of the five participating fire districts in the civil service testing consortium.

JOB DUTY SUMMARY

The duties for this position include but are not limited to responding to emergencies, operating equipment, and performing duties to the level of training to suppress fires, effect rescue, and perform treatment to sick and injured persons. Working conditions involve confined spaces above and below grade, working from heights, climbing ladders, in extremes of heat and cold, in contact with known hazardous materials, and in areas Immediately Dangerous to Life and Health, involving heavy lifting and/or dragging while wearing protective equipment including self-contained breathing apparatus.

THE FIVE FIRE DISTRICTS ARE EQUAL OPPORTUNITY EMPLOYERS. WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY.