



Baker City Fire Department

1616 Second Street
Baker City, OR 97814-0650
(541) 523-3711 Phone
(541) 523-6911 Fax

Thank you for your interest in Baker City Fire Department. We respond to approximately 1900 Fire, EMS, Rescue calls a year. A majority of those calls are handled by the full time paid Firefighters. When there is insufficient manpower to handle the emergency, additional personnel are called from paid on-call Volunteer firefighters. We would like to take a minute to explain to you our application process.

With this application is also a job description please read it carefully before applying.

After we receive your application it will be reviewed to insure all information is provided. You will be scheduled for a physical agility test. If a passing score is achieved on your physical agility test you will be scheduled for an interview.

After the interview the hiring committee will meet again to make a hiring decision. If the decision is to allow you to go forward you will be scheduled for a pre-employment drug test, detailed background & criminal history check. **Firefighters and EMS personnel, who respond to requests for aid, are afforded the widest possible access to a citizen's home and possessions and frequently to the citizen's person. For these reasons we can only accept applicants of high moral character and honesty.**

You will start your training and orientation with Baker City Fire Department as soon as possible. Personnel with prior experience may be able to receive credit for prior training depending on proof of training, training dates and Training Officer Approval.

Thank you for your interest in the Baker City Fire Department, we look forward to assisting you through the process. If you have any questions through the process do not hesitate to contact us.

Lt. Alan Blair, Volunteer Coordinator
Lt. David Blair, Training Officer

CLASS TITLE:

PART-TIME FIREFIGHTER TRAINEE

LAST UPDATE 02/2008

CHARACTERISTICS OF THE CLASS:

In order to protect life and property, performs firefighting, emergency aid, hazardous materials, and fire prevention duties; performs ambulance driving and life saving duties; drives and operates fire apparatus and equipment; performs routine maintenance and custodial work on station and equipment; actively takes part in departmental training activities.

SUPERVISION RECEIVED:

Works under the general supervision of Fire Department Officers, or other personal as assigned.

Note: It is not the intent of this description to list every task involved in this position; those listed are intended only as illustrations of the various types of work that may be performed; the omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

ESSENTIAL FUNCTION TASK STATEMENTS/DUTIES DURING AND AFTER TRAINING:

1. Performs firefighting activities including responding to fire alarms, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks; may drive engines; operate and maintain portable fire equipment and all other related fire apparatus and equipment and tools, and breathing equipment, including but not limited to portable fire equipment, power saws, smoke fans, pike poles, axes, shovels, ropes, fire hoses, and appliances, aerial and ground ladders, extrication equipment, and fire hydrants; uses forcible entry techniques; may set up apparatus for operational activities; performs salvage operations such as throwing salvage covers to protect items not yet damaged by fire, smoke, or water; sweeping water, and removing debris.
2. Respond to ambulance calls; drive ambulance and/or perform emergency, life-saving aid or first aid on injured or ill; provide other assistance as required; operate and maintain portable ambulance equipment and extrication equipment; keep ambulance records as assigned.
3. May monitor telephones/radio, answer incoming calls, ascertain nature of call, gather necessary information, may contact required personnel/police department in an emergency situation; may relay information as required; in event of emergency situation, may maintain on-going contact with responding personnel, keep them informed of incoming pertinent information.
4. May issue burn permits and enforce weed ordinance; may aid in fire inspections of buildings, hydrants, and other structures in fire prevention programs as assigned;

may maintain data and records regarding fire inspection or prevention activities; may prepare a variety of reports regarding fire inspection or prevention as required; may present programs to the community on safety, medical, and fire prevention topics.

5. Performs assigned house work at station, including but not limited to, window washing, cleaning kitchen appliances and cupboards, and cleaning walls, floors, and carpets; may perform station maintenance, including but not limited to, repair, painting, and minor alterations; may perform minor repair to departmental equipment as needed; washes, and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
6. Participates in fire drills.

OTHER IDENTIFIED TASK STATEMENTS/DUTIES:

7. Perform grounds maintenance duties, including snow removal, mowing, trimming, and sprinkling.

The following knowledge, skills and abilities must be possessed or individual must be able to explain and demonstrate that s/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE:

Some Knowledge Of:

Ambulance, life saving, emergency medical, first aid and resuscitation principles, procedures, equipment;

Modern fire suppression and prevention, hazardous materials, and inspection principles, procedures, techniques, equipment;

Business English, grammar, spelling, punctuation and composition;

SKILLS:

Operate all equipment, tools, and breathing equipment;

Operate all ambulance and all related equipment and tools pursuant to certification level;

Operate motor vehicle (Current Oregon Driver's License with good driving record for insurance purposes);

ABILITIES:

Ability To:

Apply standard firefighting, emergency medical aid, hazardous materials, and fire prevention techniques;

Perform strenuous or peak physical effort during emergency, training or station

maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold, or smoke;
Understand and follow, give and receive oral and written instructions;
Work harmoniously with public, contractors, co-workers subordinates and city administrators;
Learn to perform recurring tasks with little or no supervision;
Learn to make decisions independently in accordance with departmental policies and procedures;
Learn to exercise sound judgment in evaluating situations and making decisions;
Learn applicable laws, ordinances, departmental standard operating policies, procedures, regulations; Where to find location, and size of existing fire hydrants, addressees; interior design of major buildings;
Handle verbal abuse and abusive language;
Learn to act effectively in emergency and stressful situations;
Learn to operate communication equipment including telephone and two-way radio system;
Demonstrate well developed personal qualities of persuasion, patience, perseverance, thoroughness, firmness, flexibility, understanding, and independent decision making;
Learn pertinent city ordinances and resolutions, including those regarding weeds and burn permits;
Learn departmental record and filing systems;
Present information to public in understandable and concise manner;
Effectively communicate orally and in writing;
Derive pertinent information from public, co-workers and records;
Perform essential functions of this position with or without accommodation.

ENVIRONMENTAL CONDITIONS:

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

Work performed primarily in office, vehicle, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts, requiring exposure to prolonged heat, cold, snow, ice, rain, dark, airborne particles, motorized traffic conditions; work is often performed in emergency and stressful situations; occasionally performed in dark, cramped quarters; exposure to communicable diseases; exposure to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils; occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals, risk of electrical shock, vibration, abusive language and verbal abuse; noise level is usually quiet in office settings and loud at an emergency scene.

OTHER REQUIREMENTS:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically capable of moving about on fire or emergency scenes and able to remove snow and ice from station approaches and sidewalks; frequently required to sit, talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms; occasionally required to sit, climb or balance, stoop, kneel, crouch, crawl, pull, push, throw, run, bend; and taste or smell; frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus; be on call and answer calls when able; shall not reside more than three miles from the city limits or at such distance that cannot be driven from residence to the city limits within ten minutes at legal speed.

MINIMUM QUALIFICATIONS:

Must be 18 years of age or older and have an Oregon State driver's license. Possess a high school diploma, equivalent, or be enrolled in school. Ability to successfully pass an in-depth back ground check

IN ADDITION:

- 1) No employee shall impose a direct threat to him/herself or others.
- 2) This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF BAKER CITY

We consider applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

EMPLOYMENT APPLICATION
 FOR: _____ DEPARTMENT

(PRINT OR USE TYPEWRITER) (IF ADDITIONAL SPACE IS NEEDED, USE BOTTOM HALF OF PAGE 3)

POSITION APPLYING FOR: _____ DATE: _____

NAME: _____
LAST FIRST MIDDLE

MAILING ADDRESS: _____

CITY STATE ZIP TELEPHONE #: _____

Are you legally eligible for employment in the United States: Yes No

REMARKS: _____

EDUCATION RECORD (If now in school, please include present term.)
 Name and Location of High School: _____

If not a high school graduate, do you have a Certificate of Equivalency (GED)? YES NO

	SCHOOL	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate	Degree or Diploma
E D U C A T I O N	Graduate					
	College					
	Business/Trade/ Technical					
	High School					
	Elementary					

LIST ANY SPECIAL TRAINING, LICENSES, CERTIFICATES, MACHINE SKILLS, OFFICE EQUIPMENT, LANGUAGE OR OTHER SPECIAL SKILLS YOU MAY HAVE THAT ARE PERTINENT TO THE POSITION TO WHICH YOU ARE APPLYING.

MILITARY - Did you service in the U.S. Armed Forces: Yes No **If Yes, in what Branch?** _____

Describe any training received relevant to the position for which you are applying: _____

REFERENCES - List the names of three persons other than former employers and relatives having **knowledge of your character, experience, or ability.**

Name	Address	Business	Telephone No.
1.			
2.			
3.			

EMPLOYMENT HISTORY - Beginning with your present or most recent job, describe your work experience during the past TEN years. In addition, list any other prior experience related to the duties of the position for which you are applying. Also include all non-paid or volunteer work.

FILL IN THE FOLLOWING IN DETAIL

Present or Last Employer:

1	Employing firm	Address and Telephone Number	FROM: _____ Month Year TO: _____ Month Year
	Your Job Title:	Supervisor's Name / Title:	Full Time: Yes / No
	Specific Duties:		Part Time: Yes (Hours per week: _____)
			Starting Salary: \$ _____
			Last Salary: \$ _____
	Reason for Leaving:		

2	Employing firm	Address and Telephone Number	FROM: _____ Month Year TO: _____ Month Year
	Your Job Title:	Supervisor's Name / Title:	Full Time: Yes / No
	Specific Duties:		Part Time: Yes (Hours per week:____)
			Starting Salary: \$ _____
			Last Salary: \$ _____
	Reason for Leaving:		

3	Employing firm	Address and Telephone Number	FROM: _____ Month Year TO: _____ Month Year
	Your Job Title:	Supervisor's Name / Title:	Full Time: Yes / No
	Specific Duties:		Part Time: Yes (Hours per week:____)
			Starting Salary: \$ _____
			Last Salary: \$ _____
	Reason for Leaving:		

4	Employing firm	Address and Telephone Number	FROM: _____ Month Year TO: _____ Month Year
	Your Job Title:	Supervisor's Name / Title:	Full Time: Yes / No
	Specific Duties:		Part Time: Yes (Hours per week:____)
			Starting Salary: \$ _____
			Last Salary: \$ _____
	Reason for Leaving:		

We may contact the employers listed above unless you indicate those you do not want us to contact.	Do Not Contact
	Employer Number(s): _____ Reason: _____

--	--

State any additional information you feel may be helpful to us in considering your application.

NOTE TO APPLICANTS: Do not answer this question unless you have been informed about the requirements of the job for which you are applying

PRE-EMPLOYMENT DRUG TESTING

<p>Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Pre-employment testing will be required of any qualified applicant as a consideration of employment. Those applicants considered as final candidates for employment with Baker City will be required to under go testing and will not be considered for employment if the results are positive. Refusal to submit to a drug test will be deemed voluntary withdrawal of candidate's application for employment.

APPLICANT'S STATEMENT:

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby consent and authorize the release of any and all information regarding past employment and activities, including but not limited to, evaluations or assessment of my performance, attendance records, and educational/training records.

I hereby release all parties and persons from all liability and/or claims now or in the future arising from the furnishing of any information, including good faith expressions of opinion, to the City of Baker City as requested. I further agree not to sue the City of Baker City or any and all other persons employed by or connected with my previous employers or organizations as a result of the furnishing of any information, including good faith expressions of opinion to the City of Baker City.

I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Baker City, Oregon.

Signature of Applicant

Date

**VOLUNTARY SURVEY
AFFIRMATIVE ACTION – NON DISCRIMINATION**

Periodically we may be required to file reports on the sex, ethnicity, disability, veteran and other protected status of employees.

This data is collected to enable us to comply with Affirmative Action responsibilities and other legal requirements.

YOUR PARTICIPATION IN THIS SURVEY IS STRICTLY VOLUNTARY.

Name		Social Security Number	
Check one		Check one	
Male <input type="checkbox"/>	Female <input type="checkbox"/>	White <input type="checkbox"/>	Hispanic <input type="checkbox"/>
		American Indian/ Alaskan Native <input type="checkbox"/>	
		Asian/ Pacific Islander <input type="checkbox"/>	Other <input type="checkbox"/>