

Applicant:

The Keizer Fire District is establishing a Civil Service entrance register for the position of Firefighter/Paramedic with plans to fill at least one vacant position and potentially others during the life of the list.

**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 in its rejection!**

Salary Range & Benefits: \$68,484.00 – 85,264.00 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, and NFPA Driver, or equivalent. Candidate must also have a minimum of one (1) year firefighter and pre-hospital patient care experience. Within twelve months of employment must obtain NFPA Instructor 1 and NFPA Haz-Mat Operations. Paramedic program students will be allowed to apply upon submission of verifiable proof of their program completion date being no later than December 31<sup>st</sup>, 2021.

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 and signed 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, April 30<sup>th</sup> at 5:00 p.m. Applications will NOT be accepted or considered if received or 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.

Applicants must complete the ERGO Metrics/National Testing Network FireTEAM exam prior to 5pm on April 30<sup>th</sup>, 2021. Your FireTEAM exam scores are good for up to 12-months. See below for additional details about this test.

Those passing will have their scores from the supplemental questionnaire and FireTEAM exam combined, plus any applicable current Keizer Fire District volunteer or military service preference points. The weighted scores from these two phases will be combined and up to the top 30 candidates will be invited to a three person interview panel, tentatively scheduled for May 20<sup>th</sup> and 21<sup>st</sup>, 2021.

Fire Chief 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. Candidates are responsible for maintaining a current address and email address 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.

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 Friday, April 30<sup>th</sup> 2021. 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: Veterans who meet minimum qualifications for a position may be eligible for employment preference. Candidates who think they may qualify must include a copy of their DD-214 or DD-215 with application materials.

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

Application / Supplemental Questionnaire	25%
FireTEAM video-based Exam	25%
Oral Interview Panel	50%

Veterans and Keizer Fire District volunteer preference points are added as raw scores to the application process prior to candidate ranking.

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 Division Chief Brian Butler at (503) 390-9111 or by email to [bbutler@keizerfire.com](mailto:bbutler@keizerfire.com).