

Firefighter/Paramedic Applicant:

The Keizer Fire District is establishing a Civil Service entrance register for the position of Firefighter/Paramedic.

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: \$77,035.00 - \$95,910.00 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, or out of State license with ability to obtain a valid Oregon Driver’s license within 90 days
- High School Diploma or GED
- State of Oregon Licensed Paramedic
- NFPA Firefighter 1
- NFPA Driver, EVOC, or equivalent.

Within twelve months of employment must obtain NFPA Instructor 1.

Paramedic program students will be allowed to apply upon submission of verifiable proof that they are enrolled in a program.

Application: Applicants must return all of the following materials.

- Completed and signed District Employment Application.
- Completed Supplemental Position Questionnaire.
- Copies of all applicable qualification licenses, certificates and other documents as indicated.

Your completed and signed application packet and documents must be received by 5pm Friday July 28th, 2023 at the Keizer Fire District’s business office, 661 Chemawa Road N.E. Keizer, OR 97303 or post marked by Friday, July 28th, 2023. Applications will NOT be accepted or considered if received or postmarked after this date.

You may also scan and email your documents to bbutler@keizerfire.com.

The application process is an “open” process and applications will be accepted on an on-going basis with interviews occurring as needed.

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.

Those applicants meeting minimum qualifications will have their scores from the supplemental questionnaire and any applicable current Keizer Fire District volunteer or military service preference points scored. 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 and 50 question written test, tentatively scheduled for August 4th, 2023.

Fire Chief interviews, 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 is an open list until at least December 31st, 2023. 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

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 the form "Keizer Fire Veterans Preference", found with the other documents at www.keizerfire.com.

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

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| Application / Supplemental Questionnaire | 25% |
| 50 Question Written 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.