Pleasant Hill Goshen Rural Fire Protection District

Admin Offices: 85880 First Street, Eugene OR 97405
Station 502: 36024 Highway 58, Pleasant Hill OR 97455
Station 503: 36755 Jasper Lowell Rd, Pleasant Hill OR 97438

(541) 747-3104
Fax (541) 746-7958
www.pleasanthillgoshenfire.org

Lieutenant

Application Instructions

Please Review the Position Description and Minimum Qualifications.

- Application materials are available to download on our website pleasanthillgoshenfire.org or request by calling us at 541-747-3104.

- To be considered, you will need to return the following completed items:
  - Employment Application
  - Resume and cover letter
  - College Degree Transcripts
  - DPSST Transcript (IRIS)
  - EMT-I or Paramedic certificate
  - Military Service Documents

- To be considered, application packets MUST BE RECEIVED BY 4:00 P.M. on WEDNESDAY, February 21, 2024.

- **Application packets can be hand delivered, mailed, or e-mailed to a.smith@phgfire.org**

- Military preference points will be awarded.
- Volunteer preference points will be awarded for active volunteers with Pleasant Hill Goshen Fire & Rescue.

- The most qualified applicants will be invited to a technical panel interview and screening.
  - Tentatively held Friday, March 1st, 2024, at the Goshen Fire Station.

- Final candidates are subject to meeting our physical abilities test, medical physical, drug screen, extensive background, and reference checks.

If you have questions, contact Fire Chief Andrew Smith, a.smith@phgfire.org or Executive Assistant Haley Meshnik, haley@phgfire.org. You are welcome to contact our Administrative Offices at (541) 747-3104.

Applicants are welcome to make an appointment and visit the Fire District. Tours and visits are encouraged.

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EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

Lieutenant

48/96 Schedule

The purpose of this recruitment is to fill immediate openings and to establish an eligibility list for the position of Lieutenant/EMT-I.

Compensation and Benefit Package:

- Salary Range: $53,347-$63,699 + FLSA OT
- Benefits: Medical dental, vision coverage, AD&D, AFLAC Cancer policy, and access to other employee paid AFLAC policies including, short term disability.
- Oregon PERS Retirement – Currently employer paid.
- Employee access to secondary Nationwide Roth 457, retirement plan
- Excellent paid-time-off vacation package and sick leave

Minimum Qualifications to Apply:

- Minimum of 3-years of progressive structural firefighting experience as volunteer or career.
- Experience working with volunteer firefighters in either a combination career/volunteer or volunteer organization, is highly preferred.
- Must be Oregon EMT-Intermediate or Paramedic by date of hire.
- DPSST Firefighter I or equivalent
- Wildland Firefighter Type II
- Hazmat awareness and operations certification
- Possession of a valid Oregon Driver's License or ability to obtain by July 1, 2024

Any combination of education, training, and/or experience that demonstrates equivalent requirements may be considered at the sole discretion of the Fire District.

Ideal Candidate Qualities:

- The ideal candidate will have and maintain a high level of professional integrity who will set an example and path for the department, both professionally and personally.
- The Lieutenant will have a passion for training and demonstrate excellence on the emergency scene. They will possess strong mentorship skills and have a commitment to supporting our members towards their fire and EMS service goals.
- The Lieutenant will use an approachable and team-oriented working style. They will be supportive of the overall management team and organization.
- The ideal candidate will be a skilled, strategic, and analytical thinking decision maker.
- They will understand and value traditional fire roles and appreciate the dynamics around a combination fire department.
- The Lieutenant will be committed to our core values:
    - Safety and Performance
    - Customer Service
    - Professionalism

Application:
Interested applicants must submit the following:

- Pleasant Hill Goshen Fire & Rescue Employment Application
- Resume with Cover Letter
- Copies of EMT license, college transcripts, military documents if applicable, and DPSST record.
- Applications may be obtained on the district website, pleasanthillgoshenfire.org
- Applications must be received no later than 4pm on Wednesday, February 21st, 2024. Applications may be submitted electronically to Andrew Smith, Fire Chief, a.smith@phgfire.org or in person to the Administrative Office.

Orientation and Academy Schedule:
Pleasant Hill Goshen Fire & Rescue is committed to a culture of "Hire the Heart, Train the Hands". The Fire District is looking for active fire service professionals, who are committed to growing in a new position, while evolving your leadership skills. Successful candidates will start in a leadership academy, expected to start April 2, 2024.
The tentative schedule follows:

- April – May 2024: Leadership Academy. (Roughly 8 weeks on a week-day schedule)
- June 2024: Field Training under direction of Captain on 48/96 shift
- July-September 2024: Summer 48/96 assignment
- October 2024: Regular station assignment

About Our District:
Pleasant Hill Goshen Rural Fire Protection District was successfully formed by a vote of the community on December 5th, 2023. The new District successfully consolidated the previous Pleasant Hill Fire District and Goshen Fire District. As a result, we are able to hire 3+ additional staff and are in the process of designing and constructing a new fire station in the community of Pleasant Hill. These added positions will increase our capacity and deployment abilities, subsequently improving the service we provide to our community.

The Fire District serves roughly 40-square miles, with a population of about 5600 permanent residents. The District provides fire protection and emergency services out of 3 stations. This service area includes Lane Community College and a variety of residential, commercial, and industrial properties. In addition, the District includes recreational areas such as Mt. Pisgah, the Willamette River, and other local attractions. Our District responded to 1243 calls for service in 2023. Above service to our community, we pride ourselves on providing local and regional support, through mutual aid and conflagration response.

The Fire District is in a period of development and is looking for growth-minded individuals, committed to excellence, who will help serve as the driving force for our growth and expansion, as well as the overall success of our personnel. Simply stated, it is an exciting time to be a part of Pleasant Hill Goshen Fire & Rescue.

Position Description

Lieutenant – 48/96 Schedule

Classification: FLSA Non-Exempt, FLSA 24-day work period

Supervision Exercised: Provides direct supervision of assigned volunteer personnel, including resident volunteers; will include emergency scene supervision and training activities.

Pay and Benefits: The current pay and benefits for this position is outlined in attachment 'A' which may be updated annually at the direction of the Board of Directors. The employee will be assigned to a 48/96-hour work schedule on a rotating basis. This position will work under an FLSA 24-day work period, with FLSA overtime for hours worked in excess of 112 per two-week pay period OR for hours worked outside routinely scheduled shifts, which follows the FLSA 7k exemption. This position may NOT volunteer for any roles within the Fire District.

General Statement of Duties: This position is responsible for supervising on duty resident volunteers and shift-based personnel assigned to their respective shift for both daily activities, emergency and non-emergency response and training activities. Serving as a leader within the organization, the Lieutenant is an active member and participant in the organization's management team. The Lieutenant will serve as the company officer, assigned to a station, responsible for the personnel assigned to their shift.

Examples of Duties to Be Performed:

1. Responsible for providing direct supervision to on duty personnel which may range from 2-3 personnel each day.
2. Coordinate an assigned shift, with assigned personnel, beginning at 0800 on assigned shift days.
3. Serves as a primary mentor for assigned volunteers to develop positive skill sets as firefighters and students.
4. Responsible for daily station duties, which include cleaning and maintenance tasks, rig checks, and routine tasks.
5. Coordinate and provide daily shift-based training under the direction of the Fire District Training Officer.

Examples of Duties to Be Preformed Continued:

6. Respond to emergency and non-emergency alarms and function as a Firefighter/Fire Officer and EMS Provider.
7. Responsible for documentation of emergency and non-emergency alarms, training activities, and other daily activities. All documentation to be complete at the end of each assigned shift.
8. Responsible to serve as a member of the Fire District Safety Committee, and as a member of the Fire District Management Team, under the direction of the Fire Chief or designee.
9. Participate and may coordinate public education efforts, including station tours, community events, and other public engagement activities.
10. Establish positive and effective working relationships with staff, volunteers, allied agencies, and the general public.
11. Performs other related duties as assigned by the Fire Chief or assigned designee.

NOTE: The intent of this listing of 'Examples of Duties to Be Performed' is to describe the principal functions of the job. This listing shall not be construed as a complete listing of all miscellaneous, incidental, or substantially similar duties, which may be assigned during normal operations.

Work Environment: Regular work hours are 48-hour shifts followed by 96-hours off. This position may include occasional overtime, emergency call backs, and alternative work schedules as agreed upon. Travel is primarily local or regional during the business day. Work activities may vary widely and include office/administrative work, response to alarms, attendance at meetings, presenting information to groups, conducting training sessions, and routine station activities such as cleaning.

Response to alarms may occur at any time. The employee may be exposed to wet or humid conditions, fumes, smoke, toxic or caustic chemicals, extreme cold or extreme heat, vibration, and loud noises. The individual may be exposed to blood or other potentially infectious materials during the course of duties.

The employee must successfully complete the Fire District physical agility test, have medical clearance to wear respirators - Self-Contained Breathing Apparatus, and operate within hazardous environments, with limited visibility, as would be expected in a structure fire, or other fires, motor vehicle accidents, rescues, and similar incidents.

Physical Demands: The physical demands described here are representative of those that must be met by an employee, to successfully perform the essential duties of this job.

While performing duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands and fingers to feel, handle, or operate objects, tools or controls, and to kneel, crouch, crawl, taste and smell. The employee may occasionally work from heights such as roofs or ladders.

Required Minimum Education and Experience:

1. Minimum of 3-years of active firefighting experience
2. High School Diploma or GED equivalent
3. Oregon Driver's license and must be insurable to operation Fire District vehicles.
4. NFPA Firefighter I or approved equivalent
5. Hazmat Awareness/Operations level responder training
6. Fire Officer I (Completed during Fire Officer Academy)
7. Apparatus Operator/Pumper Operator certification/training
8. ICS 100, 200, 700, and 800
9. EMT-Intermediate or Paramedic

Any combination of education, training, and/or experience that demonstrates equivalent requirements may be considered at the discretion of the Fire District.

Preferred Education and Experience:

1. Associate Degree in Fire and/or EMS field of study or a supporting field
2. Fire Officer II
3. Incident Safety Officer or Equivalent
4. NWCG Engine Boss Certification

Additional Requirements:

- Thorough knowledge of fireground operations, EMS, basic apparatus & equipment maintenance, firefighter safety, and crew-based training and mentorship.
- Good judgement regarding human resource decisions and supervisory actions.
- Must pass an extensive background and reference check, as well as medical and physical agility requirements, including drug screen.
- Pleasant Hill Goshen Fire & Rescue has adopted a policy to comply with the federal Drug Free Workplace Act of 1988, and the use of marijuana (including medical use) on or off duty, even though lawful under state law, is prohibited and grounds for termination.

There is a 12-month probationary period starting from the date of hire.

Pleasant Hill Goshen Fire & Rescue is an Equal Opportunity Employer

PLEASANT HILL GOSHEN FIRE & RESCUE
EMPLOYMENT APPLICATION

Administrative Office
85880 First Street, Eugene OR 97405
Phone: 541.747.3104 • Fax: 541.746.7958
Website: www.pleasanthillgoshenfire.org Email: a.smith@phgfire.org

APPLICATION INSTRUCTIONS:

Read the job description. Type or neatly print all answers. Sign this application. **Resumes may not be substituted in lieu of the requested information.** Any omission, misstatement, or falsification may be cause for rejection of this application. Applications must be **received** by the posted deadline for the current recruitment process; applications received after the deadline will be placed in a pool to evaluate during the next recruitment cycle.

GENERAL INFORMATION

POSITION APPLIED FOR: Lieutenant (Full Time Career)

Name (Last, First, MI):

Home Address:

City: State: Zip Code: Message Phone:

Telephone: Email:

Do you have a legal right to work in the U.S.? ☐ Yes ☐ No

All new hires will be required to submit verification of the legal right to work in the United States within three (3) business days beginning with their first day of work. In accordance with the Immigration Reform and Control Act of 1986, we are legally prohibited from employing anyone who cannot provide such verification. The District is not able to accommodate an HB-1 Visa.

DRIVER'S LICENSE INFORMATION

Do you have a valid Driver's License?	Driver's License Number:	State:	CDL?	Classification:
☐ Yes ☐ No			☐ Yes ☐ No	
List any CDL endorsements:				

Do you have a High School Diploma or a G.E.D.? ☐ Yes ☐ No

EDUCATION INFORMATION

Name of High School / College / University:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	

Professional Registrations, Licenses, and/or Certifications *that relate to this position*.

Type of Professional Registration, License, and/or Certification:	License Number and State (if applicable):	Date Received:	Expiration Date (if applicable):

List any specialized training and/or trade schools:

_____

_____

_____

_____

Are you a Veteran or qualified spouse of a Veteran? Yes No (Please attach DD214)

Branch of Service: _____ **Date of Discharge:** _____

Begin with your present or most recent employer. List all jobs, paid or volunteer, over the last five years. Include any experience prior to five years ago that relates to the position.

PLEASE NOTE: RESUMES MAY **NOT** BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

Position Title:	**Employment Dates (Mo/Yr) From:**	**To:**
Employer:	Phone #	
Address:	City: State:	Zip:
Direct Supervisor:		
Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:		
May we contact your present or most current employer? ☐ Yes ☐ No		
Total Time Worked: Years: Months:	Reason for wanting to leave:	

Position Title:	**Employment Dates (Mo/Yr)**	**From:**	**To:**
Employer:	Phone #		
Address:	City:	State:	Zip:
Direct Supervisor:			
Hours Per Week:	Number of Employees Supervised:		
Primary Job Duties:			
May we contact your present or most current employer? ☐ Yes ☐ No			
Total Time Worked: Years: Months:	Reason for wanting to leave:		

Position Title:	**Employment Dates (Mo/Yr)**	**From:**	**To:**
Employer:	Phone #		
Address:	City:	State:	Zip:
Direct Supervisor:			
Hours Per Week:	Number of Employees Supervised:		
Primary Job Duties:			
May we contact your present or most current employer? ☐ Yes ☐ No			
Total Time Worked: Years: Months:	Reason for leaving:		

Professional References

Name	Address	Telephone	Years known

To assist with verifying previous work experience and/or education, please list other names you have used.

PLEASE READ THE FOLLOWING STATEMENTS AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.

Eligible Employees and/or Volunteers WILL

- Be 18 years at the time of conditional offer of employment
- Possess a valid state driver's license and acceptable driving record by time of conditional offer of employment.
- Successfully pass an in-depth background investigation
- Successfully complete a medical and drug screening test
- Successfully complete physical agility test
- All employees must complete a one-year probationary period

Certification of Understanding:

- I also authorize the Pleasant Hill Goshen Fire & Rescue to make all necessary and appropriate investigations allowable by law to verify the information concerning my employment.
- I understand that in consideration for my employment: I agree to comply with all federal, state and local laws, as well as District policies, procedures, rules/regulations, and guidelines, which may be changed from time to time.
- I understand that despite its legality in Oregon the Pleasant Hill Goshen Fire & Rescue maintains a policy in adherence with Federal Guidelines for Marijuana use. I agree to comply with this policy and submit to a drug screen from time to time should one be requested.
- By signing this application, I certify that all statements made on this form are true and complete to the best of my knowledge. I understand that, any omission, misstatement, or falsification may be cause for rejection of this application and/or discharge from Pleasant Hill Goshen Fire & Rescue.

Printed Name and

Signature & Date _____

PLEASANT HILL GOSHEN FIRE & RESCUE IS AN EQUAL OPPORTUNITY EMPLOYER