

BOARD OF DIRECTORS

D. Craig Anderson
Mike Everitt
Ed Humber
Claude Kennedy
Chuck Roberts



FIRE CHIEF
Jordan Donat

OFFICE MANAGER
Kara Howden

July 1, 2022

Thank you for your interest in learning more about the Turner Fire District.

We are a small, combination (volunteer & career) group of professionals interested in expanding our work force. We run approximately 1200-1500 calls annually of which approximately 80-85% are EMS in nature. We operate two ambulances equipped at the ALS level. We offer comprehensive and progressive protocols, great equipment, including a LifePak 15 multi-platform defibrillator with 12 lead EKG and capnography. We also have an excellent fleet of apparatus. Most importantly, we offer the opportunity to be part of the Turner Fire District team.

If you are looking for a vacation station, this is not it. We are actively involved in our community and expect our personnel to be equally involved. If you are looking for an organization that treats volunteers poorly, this is not it. TFD expects harmonious treatment by all our personnel internally as well as with our community.

Enclosed please find current job description for the full-time Single Role Paramedic position with our fire district.

We anticipate an immediate opening for one full-time Single Role Paramedic position. This position will typically work a 48/96 shift rotation with occasional overtime related to sick and vacation coverage.

Pay Considerations

- \$47,829.60 annual salary plus \$1,202.76 built-in overtime

Benefit Considerations

- Workers Compensation insurance coverage paid by the district while in service.
- PERS 6% paid by the district.
- Group Life and AD&D insurance coverage provided by district.
- Short term and Long-term disability coverage provided by district.
- 457(b) Deferred Comp – employee contributions with district match
- Flexible Spending Account – employee-paid elections only
- HRA VEBA – employer-paid contributions
- Medical/Vision/Rx insurance – employer 93%, employee 7% paid premiums
- Dental insurance – employer 100% paid premiums
- 401a Retirement account – 1% employer / 1% min employee contributions

Application Process:

Interested candidates should provide a completed TFD application, three professional and three personal references, a current resume, copies of current Paramedic license and required certifications, and a cover letter explaining why you believe you would be a good fit for the organization. Students awaiting NREMT and/or State licensing are encouraged to apply. Please include a complete description of certification timeframe in the cover letter. Individuals will be selected for an interview and assessment process based upon their complete application packet. Application packets will be accepted through July 22nd, 2022. ****Extended through August 5th, 2022.**

Tour:

A Chief Officer is available to meet with applicants who are interested in learning more about the Turner Fire District. Contact the Business office at (503) 743-2190 to set up an appointment. This is not a requirement of the application process.

Interview & Assessment Process:

If you are selected to participate in the process, you will be notified by phone by a member of the district staff. Please be sure to include a reliable phone number and /or message phone that includes voicemail to ensure the district can contact you easily. The process will include a panel interview and EMS skills assessment. Successful candidates will be invited to a Chief's interview. The process will be held at the Turner Fire Station, located at 7605 Third Street in Turner, Oregon, on an appointment basis only.

Thank you for your interest in working with the volunteers and staff at the Turner Fire District. I look forward to the prospect of meeting you in the coming weeks.

Sincerely,



Jordan Donat
Fire Chief

Enclosure(s): Application, Job Description Paramedic, TFD Mission, Values and Principles, Reference forms.



TURNER FIRE DISTRICT

7605 3rd Street SE
Turner, OR 97392
Phone: (503) 743-2190
FAX: (503) 743-3604
www.turnerfire.com

Job Announcement

Position: Single Role Paramedic (non-entry) full time position

Opening Date: July 1st, 2022

Closing Date: July 22nd, 2022, by 5:00 pm ****Extended to August 5th, 2022, by 5:00 pm**

Base Annual Salary: \$47,829.60

Built-in Annual Overtime: \$1,202.76

Position information: This position will normally work a 48/96 shift rotation. Scheduled hours may vary, and change based on the needs of the district. We are looking for a highly energized individual with the educational and technical skill sets to provide quality Paramedic support to our district programs. The highly skilled candidate must be detail-oriented, understand the importance of accuracy in all levels of work, maintain a positive approach to new challenges, be self-motivated and not afraid to ask questions, and enjoy working as part of a successful team. TFD is proud to be a small, combination district and we hire professionals with a documented history of enjoying efforts with volunteers. This position may be assigned other duties as described in the Job Description.

Required certifications: Current OHA EMS Paramedic license (or explanation of pending certification), Current valid Oregon Driver's license with excellent record.

Application packets are available at the fire station or can be downloaded from the website at www.turnerfire.com under the LINKS page or via <http://www.turnerfire.com/default.asp?pg=links>.

Completed applications may be submitted electronically to our Office Manager at karah@turnerfire.com or they may be hand-delivered or by mail to:

Turner Fire District
Attn: Office Manager
7605 3rd Street SE
Turner, OR 97392

Turner Fire District
Job Description and Responsibilities
Paramedic

Approved by Fire Chief: John D. Remy, Jr.
Effective Date: 4-5-13

Supervision and Work Schedule:

- This position receives supervision from the Fire Chief or his designee. During emergency response, supervision will be provided via the TFD chain of command.
- This position will respond as a Paramedic on the ambulance.
- The Paramedic may routinely be scheduled as the lead advanced life support (ALS) provider in a two-person ambulance staffing model.
- Work schedule will vary, and will typically include shift work Monday-Friday and weekend shifts are possible.
- Shifts will typically be 8, 12, or 24 hour lengths.
- The specific duties of this position will be described below. (Note that changes to this outline will be made without notice at the discretion of the Fire Chief.)

Responsibilities:

Essential Functions

1. This position responds to all requests for assistance as required during assigned shift.
2. Provides EMS level of care commensurate with Oregon EMS certification.
3. Performs patient assessment, care and documentation in compliance with district standards and protocols of the current TFD Medical Director.
4. Assist in all aspects of the TFD EMS program including compliance, records management, and training, ordering supplies, cleaning, facility and equipment maintenance.
5. Attends meetings and trainings as needed or assigned.
6. Accepts all assignments, related to any aspect of the TFD, as assigned.
7. All aspects of this position are subject to the policies and standards of the Turner Fire District.

Marginal Functions

1. Assists in recruitment of volunteers, training, prevention and public safety related activities.
2. Uses a computer and basic word processing skills for data entry, maintenance of training records and use of the internet.
3. Any and all other assignments by the Fire Chief or his designee.

Qualifications and Conditions of Employment:

- Current Oregon Certification as a Paramedic

- Current Oregon driver's license
- Hiring subject to complete criminal and driving records background check
- Hiring subject to a pre-employment physical and pre-employment drug screen.
- This position is subject to regular and random drug screenings as described in Turner Fire District employee policies & procedures manual.

Essential Physical and Mental Functions of Position:

- Ability to perform emergency medical duties while exposed to extreme hot or cold and or wet environmental elements.
- Ability to operate power extrication equipment to assist in patient removals from motor vehicles.
- Ability to lift and carry patients over rough or uneven terrain for considerable distances.
- Ability to bend, strain, stretch, contort, push, pull, twist, carry, walk with weight, or lift to remove a victim from a motor vehicle and or scene and place the victim on a stretcher.
- Ability to drive an ambulance during both the day and night, using depth perception and peripheral vision in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain , ice and snow.
- Ability to respond to an alarm and pager, wake, and go from a sound sleep to a full activity and exertion in a matter of minutes.
- Ability to perform emergency medical functions, such as administering oxygen, performing CPR, defibrillation and doing medical procedures which require fine motor coordination.
- Ability to provide emergency medical response, remain calm, and be exposed to various blood and air borne pathogens.
- Ability to hear and orally respond to verbal orders, calls for assistance, and radio communications, as well as the ability to hear, identify and appropriately respond to various sounds in an environment of substantial background noises, such as sounds produced by structural collapse, backdraft, breaking glass, other apparatus sirens, traffic and victims. Ability to shout orders, warnings and responses when necessary.
- Ability to maintain composure and confront stressful situations, and withstand the effects of repeated exposure to traumatic situations.
- Ability to read, learn and remember new and updated detailed complex information, such as hazardous materials information, medical information, or changes in policy or procedures. Ability to apply information in a logical manner.
- Ability to identify hazardous materials codes by color.
- Ability to communicate with a diverse range of people and deal with verbal and physical confrontations.
- Ability to interview people and to gather information on their medical history or circumstances surrounding an incident.
- Ability to prepare incident reports, patient care reports, and other reports either by hand or computer using proper, detailed descriptions and appropriate spelling and grammar.

Our Mission

**“With cooperation,
teamwork
and the Public’s trust,
the Turner Fire District
will dutifully serve
our community
by protecting the citizens,
the property,
and the environment
through fire suppression,
fire prevention
and emergency medical service.”**

--1999 TFD Volunteers

Our Vision

**Turner Fire District
will become
an organization
continually pursuing
excellence,
ensuring public health
and safety
through choices based on
our stated values
and principles.**



Turner Fire District Values & Principles

Safety

We value positive attitudes within an organization free from physical, emotional and mental threat—one where individuals, led by the example of others, are inspired to grow, explore, and experiment.

Integrity

We value individual and organizational actions based on values, principles and goals.

Loyalty

We value loyalty to our history, our mission, our community, and our co-workers, reflected in speech and action.

Non-Traditional Thinking

We value a creative approach to problem solving.

Image

We value a professional image that earns the public's support, trust and confidence.

Financial Integrity

We value financial integrity directed at achieving organizational goals and the responsible stewardship of Turner Fire District resources.

Honesty

We value determination to speak truth at all times, to openly admit mistakes and to freely acknowledge the strengths of others.

Respect

We value respect for persons of all levels of experience, rank, social status, gender, religion, cultural background and/or affiliation.

Attitude

We value a positive approach to people and problems—a willingness to share knowledge and to encourage others.

Communication

We value ethical, open, effective and efficient communication between all persons.

Pro-Activity

We value the investment of resources in anticipating and preparing for situations before they occur.

Vision

We value a determination to view ourselves and the organization in terms of our potential—what we can be.

Relationships

We value supportive relationships that are open, honest and embracing of all current and potential members of the Turner Fire District. We value a willingness to foster healthy relationships with allied agencies and associations.

Accountability

We value an open and pleasant approach to letting others view our work, to accept credit and criticism, and to holding each other accountable for our actions regardless of rank, status or position.

Fitness

We value an individual's determination to remain physically, mentally and emotionally ready for effective response to calls for assistance.

Education

We value both the individual's and the organization's responsibility to pursue and support continuing education.

Hard Work

We value maximizing time and resources in the direct pursuit of organizational goals.



TURNER FIRE DISTRICT

Employment Application

Turner Fire District provides equal employment opportunity to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. No application will be rejected because of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

To claim veterans' preference in hiring, complete the Veteran's Preference Form and submit it with the required documentation at the time you submit this application.

**IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE COMPLETE LEGIBLY.
YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.**

Position		
Position Applying For	Available Start Date	Today's date

Personal Information			
Name			
Address	City	State	Zip
Phone Number	Mobile Number	Email Address	
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (Proof of identity will be required upon employment)			

Education List any colleges, military, trade, business or other schools attended.				
Do you have a high school diploma or GED Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>				
School Name	Location	Diploma/Degree	Major/Minor	Did you Graduate?

Certificates & Licenses List professional license, registration, or certificate required or preferred for position.			
Type	Issuing Agency	Date Issued	Date Expires



TURNER FIRE DISTRICT

Employment History			
<p>This information in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. Clearly describe all your duties, starting with your most recent job. Resumes will be accepted only if required on the job announcement and will not be accepted in place of a completed application. If you need additional space, attach a separate sheet.</p>			
Employer (1)	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties:			
Employer (2)	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties:			
Employer (3)	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties:			
Employer (4)	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties:			



TURNER FIRE DISTRICT

References

Name: _____	Title: _____
Company: _____	Relationship to you: _____
Phone: _____	Email: _____
Name: _____	Title: _____
Company: _____	Relationship to you: _____
Phone: _____	Email: _____
Name: _____	Title: _____
Company: _____	Relationship to you: _____
Phone: _____	Email: _____

Certification & Signature

I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered during any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.
- I authorize the employing agency to verify the employment and education information provided in this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening and criminal history background check, if applicable.
- I am able to perform the essential duties of this position as advertised, with or without reasonable accommodation
 - Yes
 - No Explanation: _____

Signature: _____ **Date:** _____



TURNER FIRE DISTRICT

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. **If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4).** This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) – I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And am receiving a nonservice – connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15, Copy 4, and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs;
or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____

Date: _____

Position Applied For: _____



TURNER FIRE DISTRICT

7605 3rd Street SE
Turner, Oregon 97392
(503) 743-2190

Reference Form

- Personal Reference
 Professional or Educational Reference
(Choose one)

Office Use Only

Reference Received by: _____

Date Received: _____

Reference Reviewed by: _____

Start Date: _____

Name _____

(Fill in your name above and provide this form for personal, educational or employer reference; makes copies as needed.)

The above named person is applying for a career or volunteer service position with the Turner Fire District and would like you to provide a reference. Your comments on the following questions would be greatly appreciated by the applicant and by Turner Fire District. Please feel use another sheet of paper if needed.

1. How long and how well have you known the applicant? What is your relationship to him/ her?

2. Please comment on the qualities which you feel would qualify (or disqualify) the applicant for a successful career in fire suppression and / or emergency medical service.

3. Please comment on the applicant's maturity and sincerity of interest in a career in fire suppression and /or emergency medical service.

Please return completed form to:

Turner Fire District
7605 3RD ST. SE
Turner, Oregon 97392
(503) 743-2190
(503) 743-3604 Fax
rebeccas@turnerfire.com

Reference's Signature: _____

Date: _____

Address: _____

Phone: _____

Email: _____



TURNER FIRE DISTRICT

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