Career Opportunity

Lieutenant

Shift Officer

$42,000 Annually + Benefits

Pleasant Hill Goshen Fire & Rescue

Recruitment Package

Application Period Closes 5:00 p.m. November 5, 2021

Application Materials Available at www.goshenfd.net

Lieutenant – Shift Officer

Operations & Training

Application Instructions

1. Please Review the Position Description and Minimum Qualifications.

2. Application materials, including the position description, and application forms are available for download at www.goshenfd.net or request by calling us at 541-747-3104

3. To be considered, you will need to return the completed job application, resume, copies of DPSST and associated transcripts, applicant cover letter, and supplemental questions. A resume DOES NOT replace the job application.

4. To be considered, applications **MUST BE RECEIVED BY 5:00 P.M. on FRIDAY, November 5, 2021** Application packets can be hand delivered, mailed, or e-mailed to andrew.smith@pleasanthillfire.org. Include copies of:
   - College Degree
   - DPSST Transcript (IRIS)
   - EMT-I or Paramedic certificate
   - Military Service Documents

We are not responsible for lost or misdirected application materials.

5. Military preference points will be awarded.

6. The most qualified applicants will be invited to the Assessment Center and interview process, tentatively scheduled for November 19, 2021.

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

8. If you have questions, contact Fire Chief Andrew Smith, Andrew.smith@pleasanthillfire.org OR Executive Assistant Haley Meshnik, hmeshnik@goshenfd.org. You are welcome to contact our Administrative Offices at (541) 747-3104.

9. Applicants are welcome to make an appointment and visit the Fire District.

Pleasant Hill Goshen Fire & Rescue

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

Fax (541) 746-7958
www.goshenfd.org
www.pleasanthillfire.org

October 2021

Greetings Candidates,

I am excited you are considering a career opportunity with Pleasant Hill Goshen Fire & Rescue. We are a dynamic organization comprised of highly motivated individuals striving to serve the community at our best.

The role of Shift Officer is dynamic, ever changing and poses challenge to candidates daily. You'll have constant opportunity for growth and development while being mentored into your role. Our organization responds to a variety of emergencies of varying nature. Additionally, seasonally the Fire Authority participates in conflagration deployment including under EMAC to the State of California. We are very much looking for a motivated self-starter with strong sense of leadership and pride in helping to build an organization.

Our organization has a high standard centered around our core values. We are committed to excellence reflective in our daily deployment. We're looking for a candidate that will comfortably add to the culture or the organization and help strive for growth and advancement. With our organization taking on new challenges each year, it is an incredibly exciting time to join the team.

If hired, you'll be a trusted member of a small staff, who strive for a culture of appreciation and support. As a mentor and leader in our organization, your impact will be significant.

I hope you'll take the time to review this packet, the materials and visit our Administrative Office to learn more about our team and what we offer.

Sincerely,

Andrew Smith, Fire Chief

About the Position

The Lieutenant position is an integral part of the Management Team and is responsible for leadership and overall direction of an assigned shift, comprised of volunteers. The Lieutenant position will also be assigned a program area within the organization such as maintenance and logistics.

The Intergovernmental Agreement between Pleasant Hill Goshen Fire & Rescue was created as 'One Team' in 2018. This position is employed within the Fire Authority as a non-exempt position.

This is also an Emergency Operations position, and responds to fire, medical, rescue, and other emergencies as needed; and often fills an Incident Management role. This position functions on a 48-96 hour rotation shift schedule under a 53-hour work week and will be eligible for FLSA overtime.

SHIFT PROGRAMS

Pleasant Hill Goshen Fire & Rescue maintains a 24-hour shift staffing model. Each shift is led by a dedicated career officer who is responsible for the coordination of the shift and deployment for emergency response. Shift officers are responsible for leading daily activities including house duties, training and emergency response. Each shift officer is assigned a group of volunteer personnel who comprise each shift.

Pleasant Hill Goshen Fire & Rescue is staffed 24-hours a day with primarily student firefighters from the local college and university. This creates an ongoing need for developing basic skills in firefighting, rescue, EMS, and apparatus operation. The Lieutenant manages this program and acts as a mentor to our firefighters and EMS responders.

We coordinate our own training academies that include recruit Firefighter I, Firefighter II, and Apparatus Operator academies.

Emphasis is placed on maintaining mutual aid/automatic aid training with our neighboring agencies as well as preparing many of our volunteer firefighters for careers in fire and EMS.

About the Department

Pleasant Hill and Goshen Fire Districts have been working under an Intergovernmental Agreement [IGA] since 2013. This is essentially an Operational Consolidation, where both Fire Districts share career staff and operate as 'One Team'.

We operate out of 3 fire stations - Station 501: located in Goshen serves as the Administrative Headquarters. This station houses an on duty dedicated crew of 4-6 daily. Station 502: located in Pleasant Hill, is an all-volunteer station. Station 503: in Jasper, houses three resident volunteers who respond as needed as additional coverage.

We maintain a roster of 40-50 active volunteer firefighters, EMT's, and officers.

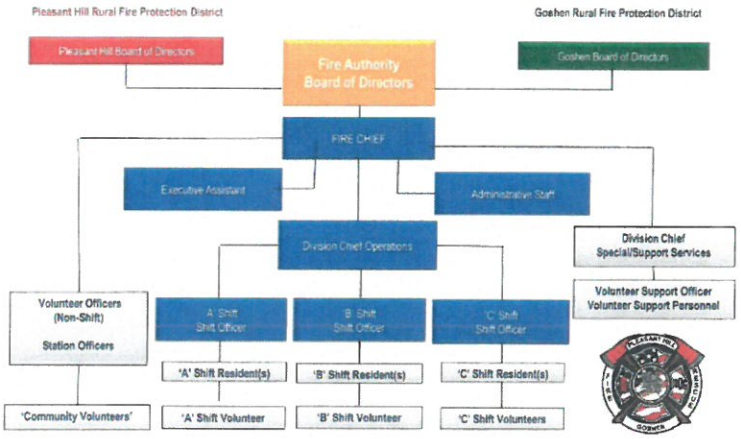
The combined Fire Districts cover 38 square miles and serve a resident population of about 12,000. Lane Community College increases the daytime population by over 25,000. Our operating budget is about $1.5M

In 2020, the combined Fire Districts responded to about 1,110 alarms.

Our apparatus fleet consists of 5 structural engines, 3 water tenders, two type 6 brush trucks, 3 EMS response vehicles, and other support and staff vehicles.

We maintain active automatic aid agreements with Eugene/Springfield, Dexter, Lowell, and South Lane County Fire & Rescue Departments, as well as participate in the countywide mutual aid system.

Pleasant Hill Goshen Fire & Rescue
Administrative Organizational Chart



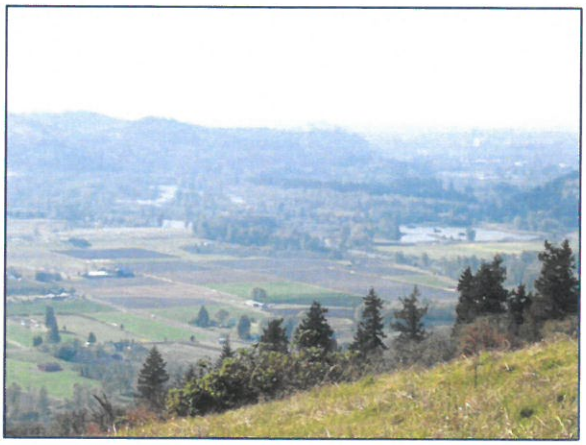
About the Community

Goshen and Pleasant Hill are adjacent to Eugene and Springfield, Oregon and sit along the Willamette River.

Goshen is located at the junction of Interstate 5 and Highway 58. It is home to industrial businesses and a major Bonneville Power substation. The Fire District also includes a railroad thoroughfare and Lane Community College.

Pleasant Hill is located east of Goshen along Highway 58, and the Fire District includes the community of Jasper. Pleasant Hill has pockets of industrial activity, small commercial area, a grade school and high school, and farm land/ interface areas.

We are located minutes from Eugene and the University of Oregon, and has many outdoor activities such as cycling, rafting, fishing, and numerous arts, crafts and music venues. Mount Pisgah and the Buford Recreational Area spans both the Goshen and Pleasant Hill Fire Districts.



The Ideal Candidate

The successful candidate will have a sound record of operational, management, and supervisory skills.

He/She will have and maintain a high level of professional integrity who sets an example and path for the department both professionally and personally.

The Lieutenant will have a passion for training and excellence on the emergency scene; will possess strong mentorship skills, and has a commitment in furthering our members toward 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, and an informed decision maker.

He/She will understand and value the traditional fire roles and appreciates the dynamics around a combination fire department.

The Lieutenant will be committed to our core values:

- Safety and Performance
- Customer Service
- Professionalism

Required Education, Certifications, and Experience

- Oregon EMT-I or Paramedic [or current National Registry certification with ability to obtain Oregon certification within 6-months of hire].
- The following certifications as a minimum - NFPA, Oregon or IFSAC:
    - Firefighter 1
    - HazMat Operations
    - Fire Instructor 1
    - Fire Officer 1
- ICS 100, 200, 300, 400, 700, 800
- Have and maintain an Oregon driver's license [or ability to obtain within 30-days of hire] for the duration of employment, and be insurable by the Fire District insurance carrier.
- Minimum 3-years progressive structural firefighting experience.
- Experience working with volunteer firefighters in either a combination career/volunteer or volunteer organization, is highly preferred.

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

Preferred Education, Certifications, and Experience

- Associates Degree in Fire Science or related field
- NFPA Fire Officer 2
- Incident Safety Officer
- Full-Time Fire Service Experience

Additional Eligibility Requirements

- Thorough knowledge of Fireground operations, EMS, community relations, apparatus & equipment maintenance, firefighter safety, and crew-based training and mentorship.
- Ability and knowledge to maintain various fire service equipment, facilities, and apparatus, which may include minor repairs and service.
- 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.
- Must reside within 20-minutes of either the Administrative Headquarters Station (501). Any residence outside this boundary is subject to Fire Chief approval.
- Must refrain from the use of all tobacco products, on or off duty during the tenure of employment. The use of marijuana, on or off duty, is prohibited and is grounds for termination.

Compensation & Benefits

- Current Salary range is $42,000 annually with dedicated development steps. Candidates are hired at step '1'.
- Oregon PERS retirement with 6% employee portion paid by the employer
- Medical, Dental and Vision Insurance paid at 95% for employee and 90% for spouse.

- Accidental Death & Dismemberment Policy.
- Paid Vacation and Sick Leave.
- Increased vacation time to offset holidays.

Selection & Testing Process

- After initial application are reviewed, the top candidates will be invited to continue in the process.
- The testing process is anticipated to include an Assessment Center tentatively planned for November 19, 2021.
- Physical Abilities Testing, Medical Physical, and Drug Screen.
- Extensive background and reference checks.

Anticipated Start Date: on or before December 15, 2021

To Apply

- Review the complete job description available at www.goshenfd.net
- Download and complete our Fire District Employment Application [NOTE: a resumé does NOT replace the Fire District Employment Application.]
- Download and complete the Supplemental Questions.
- Submit your application package, including:
  - Cover Letter
  - Fire District Employment Application
  - Resumé
  - Supplemental Questions & Responses

All Application Materials Must be Received by 5:00 p.m. on Friday

November 5, 2021.

Materials may be submitted via e-mail, mail, delivery service, or hand-delivered.
Materials received after the deadline will NOT be considered.

Pleasant Hill Goshen Fire & Rescue
Administrative Office
85880 1st Street
Eugene, OR 97405

E-mail: andrew.smith@pleasanthillfire.org

Applicants are encouraged to call for any additional information **[541-747-3104]** and are welcome to make an appointment to visit the fire district.

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.goshenfd.org Email: andrew.smith@pleasanthillfire.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 volunteer 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 – Shift Officer (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:		

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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.

_____

Have you ever been terminated, discharged, or resigned in lieu of termination due to misconduct or unsatisfactory service?

☐ Yes ☐ No If yes, please name the employer, explain the circumstances, and date (Mo/Yr).

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.
- Have no criminal conviction that would prevent certification from the Oregon Department of Public Safety Standards and Training (DPSST). Mandatory Conviction information can be found at http://www.oregon.gov/dpsst/PS/docs/PSDisquals.2014.pdf
- Successfully pass oral interview process
- Successfully pass an in-depth background investigation
- Successfully complete a medical and drug screening test
- Successfully complete District orientation training
- Successfully complete District approved academy or lateral testing
- Successfully complete physical agility test

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 _____

Lieutenant Shift Officer

Supplemental Questions

Please include your responses with your application packet. Your responses will be evaluated as part of the initial selection process. Your responses should not exceed a total of four typed pages.

1. Please give an overview of your current or most recent Fire Service position. Describe the scope of your responsibilities that have prepared you to be a Lieutenant Shift Officer candidate for our organization. Please include an overview of your current organization (population served, number of employees/volunteers, number of stations, call volume, etc.)

2. Please explain how this position fits your career goals and why you feel you are a good fit for this position.

3. Please give an overview of your training, education, and experience in providing Fire & EMS services. Include any experience that has prepared you for leading a shift as the sole company officer.

4. Please give an overview of your experience in supervising firefighters in non-emergency settings such as daily shift activities, training, etc.

5. Please describe any experience you have in mentoring firefighters to either prepare for a career in the fire/EMS service and/or to prepare for promotion.

6. Please describe the most significant positive impacts you have made in your current position as it relates to introducing new programs, mentoring, etc.

7. Please share any additional information about yourself that would be helpful in our initial selection process.