



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through **INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT**

**POSITION: Firefighter/Paramedic**  
Fire Department

*Duties include but are not limited to:*

Preventing, combating and extinguishing fires, and saving and protecting human life and property.  
Job Description attached.

**Monthly Salary Grade:** Grade 13 (As of July 1, 2007)

Step 1: \$3,924  
Step 2: \$4,120  
Step 3: \$4,326  
Step 4: \$4,542  
Step 5: \$4,769

Entry salary may be up to Step 3 depending upon qualifications and experience. This is a full time position represented by the City of Redmond Firefighters Association, IAFF Local 3650. Excellent City benefit package when eligible including PERS, vacation and sick-leave

**MINIMUM QUALIFICATIONS:**

High school diploma or GED; Possess State of Oregon EMT/Paramedic Certification by August 29, 2007, or gain paramedic certification reciprocity, and maintain ODHS-EMS EMT-Paramedic certification. Must have Firefighter I certification. Possession of or obtain a State of Oregon driver's license.

**PROBATIONARY PERIOD**

During the first year of employment, candidates will serve as probationary, at-will employees. The probationary period will include the completion of task books and related on-going training, and monthly evaluations.

**HOW TO APPLY:**

***Request application packet from:***  
Oregon Employment Dept, Redmond Office  
2158 SE College Loop, Suite B  
Redmond, OR 97756  
Phone: (541) 548-8196 x324  
Fax: (541)548-6379  
E-mail: Charlene.V.Miller@state.or.us

**CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST** (indicating why you want to be considered for this position) must be received by the above Employment Office **no later than 5:00 PM, Monday, September 17, 2007.** Faxes are acceptable if received by the deadline and are complete.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Brandon Linville) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

**Normally, only those applicants who are selected to move forward in the testing process will be notified. If you have not been contacted by the City of Redmond within 15 working days following the closing date of the position, or following the completion of a test component, it is likely you have not been selected to move forward.**

Equal Opportunity / Affirmative Action Employer  
Drug Free Workplace

**This announcement is not an implied contract and may be modified or revoked without notice.**



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## **CITY OF REDMOND**

## **POSITION DESCRIPTION**

**POSITION TITLE:** Firefighter / Paramedic  
**DEPARTMENT:** Fire  
**FLSA STATUS:** Non-Exempt  
**SALARY GRADE:** Grade 13  
**EMPLOYEE GROUP:** Association / Represented

### **PURPOSE OF POSITION:**

To perform firefighting, emergency medical services and fire prevention duties including preventing, combating and extinguishing fires, and saving and protecting human life and property.

To play an essential role in the process of fulfilling Redmond Fire & Rescue's Vision and Mission by maintaining a professional level of training, education, skills and attitude.

### **ESSENTIAL JOB FUNCTIONS:**

Respond to emergencies with assigned company to extinguish and control fires; lay and connect hose lines, hold nozzles and direct water streams; utilize chemical extinguishers, bars, hooks, lines and other equipment; raise ladders; ventilate fire to release heat and smoke; overhaul fire scene to prevent rekindling; perform rescue work and render emergency medical aid; perform salvage and property conservation work.

Respond to medical emergency scenes and provide patient care functions, including, but not limited to: the extrication of patients, performing triage, gathering patient information, performing patient exams, formulating treatment plans, rendering treatment consistent with patient care protocols, directing medical activities at multiple patient scenes or mass casualty incidents, and coordinating medical transportation of the sick and injured.

Perform medically related tasks such as: replenishing medical supplies, and ensuring operational readiness of self and equipment.

Participate in the preparation and completion of pre-fire planning surveys of commercial and residential buildings and complexes, and gather information necessary for the preparation of pre-fire plans.

Perform preventative maintenance and inspections of fire apparatus, fire hydrants, fire hose and other fire department equipment.

Drive fire and medical apparatus and other fire department vehicles; operate fire pumps and aerial devices.

Participate in all required training sessions, including, but not limited to, live fire drills, performance evaluation drills, on-going skills maintenance practice and training, etc.

Write accurate and complete reports and enter related data into computerized databases.

Provide assistance, training and instruction to paid and volunteer firefighters, students, interns and the public on subjects relating to firefighting and emergency medical services including CPR, first aid, advanced life support techniques and other fire and life safety subjects.

Serve the municipal airport as an Aircraft Rescue Firefighter.

Respond to emergencies involving hazardous materials.

Maintains fire department equipment and grounds including routine housekeeping and maintenance duties, and grounds maintenance

Provides fire station tours and information to visitors; assists public by answering questions and addressing concerns.

May serve on committees.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Performs related work as required.

## **JOB QUALIFICATION REQUIREMENTS**

### **Mandatory Requirements:**

High school diploma or GED; Possess and maintain State of Oregon EMT/Paramedic Certification.

Must have Firefighter I certification. The ideal candidate will have a strong EMS background; have and maintain a high level of physical fitness and the desire to assist RF&R achieve our mission.

### **Special Requirements/Licenses:**

Possession of, or required to obtain a valid Oregon drivers' license within 30 days of hire. Must have a safe driving record. Must be insurable under City's insurance provider.

### **Desirable Requirements:**

Associates degree in Fire Science or Emergency Medical Services; NFPA Pumper Operator, NFPA Instructor I, DPSST Wild land Interface Firefighter certification

### **SUPERVISION RECEIVED:**

Work under the direct supervision of an officer who assigns work details and reviews work for conformance to policy; receive indirect medical program supervision from the EMS Division chief and the Physician Advisor.

### **SUPERVISORY RESPONSIBILITIES:**

Supervision is not a normal responsibility, but the incumbent may be assigned duties that require providing some supervision. Examples are: medical triage, treatment, and transportation of multiple patients; directing lesser-certified personnel at the scene of a medical emergency when tasks are directly related to patient care.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. Strenuous physical exertion is usually necessary.

The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 200 pounds (while wearing protective clothing and SCBA). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **TOOLS AND EQUIPMENT USED:**

Fire apparatus, fire hydrants, fire hose, fire pumps, aerial devices, computer, including word processing, data base and Internet; calculator, telephone, two-way radio, pagers, copy machine and fax machine. This position requires use of City vehicles and technical emergency response equipment.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work is performed in office, vehicle and outdoor settings in all weather conditions, including temperature extremes, during day and night hours. Work is often performed at emergencies, under stressful conditions. The employee is exposed to hazards associated with fighting fires and rendering emergency medical assistance during emergencies involving smoke, noxious odors and hazardous material

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts, is placed in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and may work with toxic or caustic chemicals. May be placed in an environment where there is a risk of electrical shock, and may experience vibration. The employee may also be placed in high heat environments. Will also work in a station office environment.

The noise level in the office environment is quiet and usually moderate in the field environment. Except during certain firefighting or rescue activities when noise levels may be high.

Employees in this position are required to work in areas or around equipment which may meet or exceed the OSHA Hearing Conservation sound level. Employees in this position will participate in the City of Redmond Hearing Conservation Program.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

*Tim Moor*  
Fire Chief

*May 17, 2007*  
Date

*Sharon Harris*  
Human Resources Director

**ADOPTED: April 24, 1990**

**REVISED: May 20, 1994, July 1, 2003; May 17, 2007**