

The City of Warrenton, Oregon is seeking a qualified individual to serve as Fire Chief.

Range 31: \$6,100.95 - \$7,415.74 monthly + excellent benefits. FT Exempt Position under the direction of the City Manager.

The City of Warrenton is located on the north Oregon coast in Clatsop County and provides a wide range of services to its citizens and visitors. Current population is approximately 5,900.

The Fire Department provides service to the City of Warrenton and contract services to the Warrenton Rural Fire Protection District. The city also provides fire protection service to Fort Stevens State Park, Camp Rilea Military Training Site, the Astoria/Warrenton Regional Airport and USCG Air Station. The department has a career staff of two, including a Training Officer and Firefighter. The department currently has 25 dedicated volunteer firefighters.

Requires an Associate Degree in Fire Science, or the ability to complete within 3 years of employment; a minimum of five years of progressively responsible experience at the level of Captain or above in a volunteer or combination department; must have a minimum of five years of progressively responsible experience at the level of Captain or above in fire suppression and prevention including supervisory and administrative experience, or an equivalent combination of experience and training which demonstrates the knowledge, skills and abilities to perform the duties of the position.

The successful candidate must have experience working with volunteers, be able to communicate effectively both verbally and in writing; plan, organize, and direct the work of others to meet overall goals and objectives; establish and maintain effective working relationships with city officials, other area fire professionals and the general public. This position works closely with other department managers and is part of the Development Review Team.

The Fire Chief shall reside within the city limits of Warrenton or the boundaries of the Warrenton Rural Fire Protection District.

To apply:

Download application and full job description at www.ci.warrenton.or.us; application packet can also be obtained at City Hall, 225 S. Main Ave., Warrenton, Or 97146; (503) 861-2233. Mail application, resume, and cover letter to Dawne Shaw, City Recorder, City of Warrenton, PO Box 250, Warrenton, OR 97146 or email to dshaw@ci.warrenton.or.us.

Position open until filled. First Review Deadline Nov. 12, 2019, 5:00 p.m.

City of Warrenton

Application for Employment

An Affirmative Action, Equal Opportunity, Employer

"Making a difference through excellence of service"



CITY OF WARRENTON

Applicant Information

Full Name: _____ Date: _____

Last First M.I.

Address: _____

Street Address Apartment/Unit #

City State ZIP Code

Mailing Address: _____

Address Apartment/Unit #

City State ZIP Code

Phone: () _____ Alternate Phone: () _____

Date Available: _____ Social Security No. : _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been a City of Warrenton employee? YES NO If yes, when? _____

Are you now a City of Warrenton employee? YES NO Dept. _____

Do you have relatives employed by the City of Warrenton? YES NO If yes, indicate name, relationship, dept.

Do you possess a valid driver's license Class: YES NO State: _____ Endorsement: _____

(A valid driver's license is required only when stated on the job announcement.)

Office Skills

Typing Speed (wpm) : _____ Can you operate a computer? Yes _____ No _____

Do you speak a language other than English? YES NO If so, what language? _____

Computer Operation

Describe your computer operation skills, including programs used: _____

Equipment Operation

Describe your equipment operation skills related to the job for which you are applying: _____



Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

High School Equivalency? YES NO School: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Licenses and Certificates

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

EMPLOYMENT HISTORY: Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

Employment History

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO



Employment History continued

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

Disclaimer and Signature

IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: _____ Date: _____

**WARRENTON FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

**SECTION 100: GENERAL ADMINISTRATION
GUIDELINE 110.01: FIRE CHIEF DESCRIPTION
PAGE 1 OF 3**

**APPROVED: 11 / 01 / 1996
REVISED: 08 / 15 / 2000**

I. GENERAL STATEMENT OF DUTIES

Coordinates and administers all fire department activities including, but not limited to fire suppression, emergency medical services delivery, fire prevention, public education, fire investigations, and training. Does related work as required.

II. SUPERVISION RECEIVED

Works under the direction of the City Manager who reviews work for conformance with the adopted Policies, Standards, and Goals of the City of Warrenton and the Warrenton Fire Department.

III. SUPERVISION EXERCISED

An employee in this classification is responsible for overseeing all activities of the fire department. Supervision is provided to all fire department Officers and Firefighters.

IV. EXAMPLES OF PRINCIPLE DUTIES

(Illustrative only. Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties which are not listed.)

1. Provides complete supervision including assigning and reviewing work, evaluating performance, taking necessary disciplinary action, resolving complaints, and interviewing and making effective recommendations on appointments to the department.
2. Researches, evaluates, develops and recommends programs to improve and to meet future community fire protection needs.
3. Prepares annual departmental goals in such areas as fire prevention, inspections, emergency medical services, fire suppression, training, marine fire safety; prepares, manages, and monitors department budget.
4. Responds to and provides direction and control at major fires or other demanding emergencies.
5. Determines and approves overall training and educational requirements for all fire department personnel.
6. Develops plans for the maintenance and replacement of department facilities and equipment; prepares and reviews specifications for the purchasing of new apparatus and equipment.
7. Prepares and reviews reports and maintains records necessary to fire suppression, fire prevention, and emergency medical services.
8. Attends County and State fire conferences and meetings; obtains information and cooperation in fire prevention and fire protection work, as well as emergency medical services programs; speaks before public and professional groups on the goals, objectives, policies and programs of the fire department.
9. Coordinates fire protection activities and needs with neighboring fire departments.
10. Conducts major emergency and disaster planning.

**WARRENTON FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

**SECTION 100: GENERAL ADMINISTRATION
GUIDELINE 110.01: FIRE CHIEF DESCRIPTION
PAGE 2 OF 3**

**APPROVED: 11 / 01 / 1996
REVISED: 08 / 15 / 2000**

11. Researches and makes recommendations on departmental activities and operations including; departmental programs, policies and operating guidelines, and facilities and equipment needs.
12. Oversees, evaluates, and maintains records of fire department inspections and inspection programs; conducts field and follow up inspections; reviews proposed building plans for fire code compliance; enforces fire codes and ordinances.
13. Responds to inquiries from the public regarding fire code requirements, fire safety and other related matters.
14. Develops and coordinates public fire education activities for schools, organizations, businesses, etc.
15. Conducts or oversees fire cause investigations and prepares reports and recommendations.
16. Oversees firefighters' training, attendance, medical exam, special classes and equipment issue records.
17. Schedules drills, training, fire inspections and pre-fire planning activities.
18. Maintains required records of emergency responses which includes equipment used and supplies consumed.
19. Works closely with the Building Official, Planning Director, and Public Works Director as Member of the City Development Review Team to ensure Fire and Life Safety for new construction.
20. Works with area repair shops regarding the maintenance and repair of department equipment and apparatus. Maintains records regarding the maintenance and repair of all department vehicles and equipment.
21. Compiles and updates employer's inventory.
22. Responsible for arranging annual fire pump testing; annual inspections and maintenance of all generators, self contained breathing apparatus, high pressure air cylinders, fire extinguishers, and ground ladders.
23. Complete all Office of State Fire Marshal's reporting requirements.
24. Supervises and assists in maintaining fire stations and facilities in a clean and orderly fashion.

DESIRABLE QUALIFICATIONS

KNOWLEDGE OF: Thorough knowledge of modern fire suppression and prevention methods, principles, practices and procedures; fire prevention laws, fire codes and ordinances; fire department administration;

and laws pertaining to fire suppression and emergency medical services delivery. Considerable knowledge of the operation and maintenance of firefighting and emergency medical equipment and apparatus; hazardous materials; fire ground management and the Incident Command System; a thorough knowledge of the principles of supervision, leadership and personnel practices. Must have some knowledge of relevant building and mechanical codes.

ABILITY TO: Command a fire or emergency scene; communicate effectively both verbally and in writing; plan, organize and direct the work of others to meet overall goals and objectives; establish and maintain effective working relationships with City Officials, other area fire professionals and the general public; analyze the effectiveness of the department and make appropriate recommendations; direct safely, effectively, and with good judgment, the operations of personnel, equipment and apparatus under emergency situations. Must be skilled in the safe and efficient operation of fire equipment and apparatus.

EXPERIENCE AND TRAINING: An Associate Degree in Fire Science, or the ability to complete within 3 years of employment; a minimum of five years of progressively responsible experience at the level of Captain or above, in a volunteer or combination department; must have a minimum of five years of progressively responsible experience at the level of Captain or above in fire suppression and prevention including supervisory and administrative experience; or an equivalent combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL QUALIFICATIONS: Must possess a valid Oregon Driver's License and have a safe driving record. The Fire Chief shall reside within the city limits of Warrenton, or the boundaries of the Warrenton Rural Fire Protection District. The following Certifications are required;

Oregon Certified EMT
NFPA Firefighter II
NFPA Fire Officer I
NWCG Strike Team / Task Force Leader
Hazardous Materials Awareness & Operations
NFPA Driver / Pumper / Operator
NFPA Instructor I

PHYSICAL DEMANDS AND WORKING CONDITIONS: The position of Fire Chief is a salaried position. Generally, the work week is Monday through Friday in an office setting, but is subject to call out at any time or on any day to respond to fire, emergency medical, or other critical situations. May be subjected to high stress situations. May be subjected to strenuous physical work which may involve lifting heavy objects, bending, twisting, working above ground or water, or on irregular surfaces, sometimes out of doors in conditions that may be wet and cold, or otherwise unpleasant. Department and City related meetings, training, or other events may occur on weekday evenings and / or weekends.

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 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 DD-214 or 215 (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: _____

This form and supporting documentation must be received City of Warrenton no later than the closing time and date of the job posting. If you have any specific questions, please contact the hiring department.

(503) 861-0823 or cityrecorder@ci.warrenton.or.us