



Siuslaw Valley Fire and Rescue

2625 Highway 101 North
Florence, OR 97439-9702
(541) 997-3212

January 29, 2018

Dear Candidate,

Thank you for your interest in the Fire Prevention Captain position. This position will be filled through a promotion process and will follow all SVFR Civil Service Rules and policies. We are committed to providing an objective, fair, and competitive promotion process to identify the best candidate to fill this position. The person selected for this position, will become a key member of our Fire District and will play a significant role in the success and growth of the District in the future.

The promotional process for this position will include an application review, participating in a series of interviews, and a Chiefs Interview. All phases of the process will be scored on a point system. The points will then be added together to identify the candidate(s) with the highest score. If there is only one candidate, a determination will also be made based on the recommendations of evaluators if the candidate has demonstrated they can successfully do the job. SVFR reserves the right to select the best candidate for the position using information obtained throughout the entire promotion process and past performance. If we do not find a suitable candidate, SVFR reserves the right to begin the selection process again. Completed application packets must be received by the Operations Division Chief no later than February 16, 2018 at 1600.

Respectfully,

Jim Langborg
Chief / Director



FIRE PREVENTION CAPTAIN

Promotional Exam Announcement

In accordance with the Civil Service Rules adopted by Siuslaw Valley Fire and Rescue, we will be conducting a promotional examination process for the classification of Fire Prevention Captain. Applications will be accepted from January 29, 2018 to February 16, 2018. Copies of the application package and a job description are available online at www.svfr.org or at our administrative office, located at 2625 Highway 101, Florence, OR.

Applications will be accepted from candidates meeting the following criteria:

- Any SVFR career Firefighter / Engineer or Captain with a minimum of three years firefighting experience, with one year serving as full time career firefighter.
- Completion of the SVFR Company Officer Task Book.

Preference will be given to candidates with:

- An Associate's degree or above from a regionally or nationally accredited college in fire science or related field.
- Any combination of experience and education, which provides the applicant with the level of required knowledge and abilities, may be considered.
- OSFM and/or ICC prevention and inspector certifications are highly desired.
- Experience in a management role is highly desired.
- Experience in construction and reading construction plans is highly desirable.



APPLICATION INSTRUCTIONS

Your completed application package should include a cover letter, resume, and completed application. Application packages will be scored on content, professionalism, grammar, and the ability to follow instructions. When describing your experience, be specific and include information that shows you are a good fit for this position. Feel free to include applicable information about your personal life as well as your current and past professional experience. You are welcome to include copies of pertinent certifications, diplomas, and other forms of documentation that show you are a strong candidate for this job. The first review of application packages will take place February 16, 2018 at 4:00 pm. This position is open until filled.

Completed applications should be hand delivered or mailed to:

Siuslaw Valley Fire and Rescue 2625 Highway 101 N. Florence, OR 97439

SIUSLAW VALLEY FIRE AND RESCUE	SECTION NUMBER: 1.31
OPERATIONS AND PROCEDURES MANUAL	EFFECTIVE DATE: 01/17/2018
DIVISION TITLE: ADMINISTRATIVE POLICIES – JOB DESCRIPTIONS	REVISION DATE:
SECTION TITLE: FIRE PREVENTION CAPTAIN	REVIEWED DATE:

POSITION

This is a Civil Service and represented position that under the direction of the Fire Operations Chief, directs, manages, supervises, and coordinates the activities of the Fire Prevention program. Coordinates assigned activities with other District personnel and outside agencies. This is a Combat Position.

REPRESENTATIVE DUTIES

- The following duties are typical for this classification. Incumbents may not perform some or all of the listed duties and/or responsibilities set forth below to ensure the needs of the position are met and address changing business practices.
- Responsible for the timely commercial and target hazard occupancy inspections to ensure that the minimum fire and life safety requirements are being maintained on existing occupancies.
- Responsible for the maintenance of District pre-fire plans and ensures they are distributed to appropriate personnel and partner agencies.
- Responsible for maintaining accurate fire flow information at the fire administration office.
- Maintains District fire prevention related records and assists in the monthly submission of NFIRS data to the Oregon State Fire Marshal.
- Responsible for the investigation of all district fires in an effort to determine the origin and cause of the fire.
- Coordinate with Law Enforcement Personnel in the investigation of suspicious or incendiary fires, up to and including apprehension and court action.
- Responsible for the supervision and evaluation of part time and volunteer prevention and inspection personnel.
- Attends and participates in professional groups meetings; stays abreast of new trends and innovations in the field of fire prevention, suppression, training, and management.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Responds to emergencies and preforms suppression and/or prevention related duties as needed and assigned by the Incident Commander.
- Performs other duties as assigned and required.
- The person filling this position understands that they will be occasionally expected respond to emergencies and other prevention related duties outside of their normal 40-hour work week.

QUALIFICATIONS

The following generally describes the skills, knowledge, and abilities required to enter the job and/or to be learned within a short period of time to successfully perform the assigned duties.

- Knowledge of the operational characteristics, services, and activities of the fire department.
- Principals, practices, and methods of governmental administration.

- Modern methods and techniques of fire department administration.
- Principles of business letter writing and basic report preparation.
- Knowledge of the principles and practices of fire prevention.
- Knowledge of the principles and practices of fire cause investigation.
- Principles and practices of program development and administration.
- Knowledge of office procedures, methods, and equipment including computers and applicable Software applications, such as word processing, spreadsheets, and databases.
- Knowledge of the principles and practices of customer service.
- The ability to deliver a high level of customer service while conducting their daily duties.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Supervise, direct, and coordinate the work of subordinate staff and volunteers.
- Participate in the development and administration of goals, objectives and procedures.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Ability to interpret and apply federal, state, and local policies, laws and regulations.
- Operate office equipment, including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationship with those contacted in the course of their work.
- Knowledge of building construction and fire protection systems.
- Completion of the SVFR Company Officer Task Book.
- OR State or NREMT EMT-Basic certification.

Education and Experience

An Associate's degree or above from a regionally or nationally accredited college in fire science or related field is highly desired. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered. A minimum of three years firefighting experience with one year serving as full time career firefighter. Experience in a management role is highly desired. OSFM and ICC prevention and inspector certifications are highly desired.

Requirements

Candidate must sign a contract with the fire district agreeing to be a non-tobacco user.

Candidate must have a current Oregon Driver's License.

Successful candidate shall reside within the district boundaries of Siuslaw Valley Fire and Rescue within six months of employment.

**2018 Fire Prevention Captain
Promotional Selection Process**

Application Period Opens	January 29 th
Application Period Closes	February 16 th
Application Review	February 16 th
Interview Panels	February 22 nd
Chiefs Interview	February 23 rd
Possible first day of work	March 1 st

SIUSLAW VALLEY FIRE AND RESCUE

JOB APPLICATION



1. Title of position you are applying for																																			
2. First Name		Middle Initial	Last Name																																
3. Street Address (City, State, Zip)																																			
4. Mailing Address (City, State, Zip) If different																																			
5. Home Phone																																			
6. Message/Cell Phone		Can you receive and send text messages Yes [] No []																																	
7. Email Address																																			
8. Oregon Driver's License- Do you have a valid Oregon Driver's License? [] Yes [] No If no, is your license Revoked [] Suspended [] Restricted []																																			
No.		Expires: (possible military exemption may apply)																																	
9. Employment Eligibility Verification (failure to complete this section will disqualify you from further consideration)																																			
A. Are you a citizen of the United States?		[] Yes [] No																																	
B. Are you an alien lawfully admitted for permanent residence?		[] Yes [] No																																	
C. Are you an alien authorized by the Immigration or Naturalization Service to work in the United States?		[] Yes [] No																																	
Are you a Veteran? [] Yes [] No		If Yes: Dates you served? From To	Can you claim Veteran's preference?																																
<p>10. Education and Training: Please read the minimum qualifications and education/experience section on the job announcement before continuing. Copies of transcripts, certifications, licenses, degrees, etc., must be submitted with the application as appropriate, based on the minimum qualifications of the job announcement. Official transcripts may be required upon request. <u>Foreign transcripts</u> must be reviewed by a credentialing service (NACES) and an official letter submitted as part of the application packet.</p> <p>High School Graduate? [] Yes [] No If no, indicate highest grade completed: _____ Equivalency Test or GED [] Yes [] No</p> <p>Name and Location of High School: _____</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Name and Location of College, University, Business, Trade, or Service Schools</th> <th style="width: 15%;">Degree Major</th> <th style="width: 15%;">Credits Earned</th> <th style="width: 30%;">Degree Type</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">License/Registration/Certification</th> <th style="width: 15%;">Number</th> <th style="width: 15%;">Issue Date</th> <th style="width: 30%;">Expiration Date</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>				Name and Location of College, University, Business, Trade, or Service Schools	Degree Major	Credits Earned	Degree Type	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	License/Registration/Certification	Number	Issue Date	Expiration Date	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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Experience: Begin with your MOST RECENT experience, including military service and volunteer service. Give details on the experiences that you believe meets the minimum requirements for this position. List all experience in the last ten (10) years. Show actual time (number of hours per week) spent in each experience. A resume WILL NOT be accepted in lieu of completing the Siuslaw Valley Fire and Rescue application.

The following section must be completed even if attaching a resume.

Period of Employment		May we contact present employer? [Yes []No	
From	To	Name of Company:	Phone No:
__/__/__	__/__/__		
Total:		Address:	City/St/Zip:
___ Yr(s)	___ Mo(s)	Immediate Supervisor:	
Hours per week	Reason for Leaving:		
Salary \$	per		
Your Job Title:			
Your Duties:			
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Total:		Address:	City/St/Zip
___ Yr(s) ___ Mo(s)		Immediate Supervisor:	
Hours per week	Reason for Leaving:		
Salary \$ _____ per			

Your Job Title:

Your Duties:

Siuslaw Valley Fire/Rescue is an equal opportunity employer. All applicants and employees are assured of fair and equal treatment. SVFR will recruit, employ, and provide compensation, promotion, and other conditions of employment without regard to race, national origin, religion, disability, pregnancy, age, military status, sex, or any other protected status SVFR affirms that employment decisions shall be made on the basis of bona fide occupational qualifications. SVFR will continually review its employment practices and procedures to assure equality of employment opportunity. In implementing this policy, SVFR will comply with statements of national and state policy concerning equal opportunity employment.

In submitting this application, I authorize investigation of all statements contained in it, and it is understood and agreed that any misrepresentation by me in this application or in any accompanying materials may result in cancellation of the application and/or termination from employment.

I certify that I have read this entire application and that the information provided above is true and correct.

Signature: _____ **Date:** _____

Personnel use only: Application accepted [] Yes [] No Qualified [] Not Qualified []

[] Incomplete/Unsigned [] Experience [] Education [] License/Certificate [] Under 18 years of

[] Late submission [] Illegible [] Other

12/5/2016 jb