



# Philomath Fire & Rescue

is accepting applications for the position of  
**Resident Volunteer**

To serve the City of Philomath and surrounding areas

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**Salary Range:** Unpaid  
Tuition Reimbursement Program Available

**Opening Date:** March 6, 2020 – Open until filled

Philomath Fire & Rescue is accepting applications for the position of Resident Volunteer to fill one opening at Station 201 and multiple positions at our outlying stations. The projected start date for this position will be at the earliest possible date of availability after successful completion of recruitment process. The work-week for this position is a 24-hour shift on a 9-day rotation and will include nights, weekends, and holidays.

## **DUTIES**

A Resident Volunteer for Philomath Fire & Rescue will respond to fire, medical and hazardous materials emergencies. Duties vary from emergency response, training, building/vehicle/grounds maintenance, and fire prevention activities. This program is intended to increase the understanding of the responsibilities and duties of Firefighters. Resident Volunteers are to be available at the Main Station (201) when paid staff is not available as a point of contact, for emergency response, and to perform specific station duties. The benefits provided for Resident Volunteers include lodging, utilities, tuition reimbursement, and uniforms/station wear. These benefits are offered at the discretion of the District to offset any financial hardship or inconvenience from involvement in the Resident Volunteer Program.

Visit the Philomath Fire & Rescue website for complete job description, [www.philomathfire.com](http://www.philomathfire.com).

## **REQUIREMENTS**

Applicants must be 18 years of age, have a high school diploma, GED, or equivalent, and have the ability to pass a medical examination based on NFPA 1582 *Medical Requirements for Firefighters*.

Resident Volunteers shall reside at the fire station as their only place of residence. Maintaining a second place of residence does not meet the intent of the resident program and staying at the station only during duty shifts is unacceptable. The Resident Volunteer Program is not conducive to those who require absences for extended periods of time (regular absences over consecutive days or weeks).

Resident Volunteers shall be full time students of higher education or be employed full time or some combination of part-time work and part-time school attendance as long as they equal full-time endeavors.

Resident Volunteers must possess a valid, insurable Oregon Driver License with a driving record that meets Philomath Fire & Rescue's standards at time of enrollment into the program.

Resident Volunteers shall complete District training as follows:

- NFPA Driver (within 60 days)
- EMR or EMT Basic (first available class)

- NFPA Firefighter I (within one year, as classes permit)

Resident Volunteers are encouraged to continue their training as follows:

- NFPA Pumper Operator
- EMT Advanced

### **TUITION ASSISTANCE**

Resident Volunteers are eligible for tuition reimbursement up to \$2600 per term, providing they are in good-standing in the department. Tuition reimbursement is based on 12 credit-hours at a state university, credit conversions will be considered for alternative academic schedules (i.e. semesters). Part-time students will be awarded prorated tuition reimbursement based on credit hours taken (i.e. 9 quarter credit hours of school =  $\frac{3}{4}$  school attendance =  $\frac{3}{4}$  tuition reimbursement). Prorated tuition reimbursement applies only to Resident Volunteers who are part-time students in addition to having part-time work. To receive reimbursement, a Resident Volunteer must provide receipts for tuition expenses at the end of each term, along with a current transcript indicating a grade of a C or better in each class.

### **PROCESS**

Applications will be screened for required qualifications. A limited number of candidates will be invited for a panel interview. Current District Volunteers and qualified Veterans may be given preference points.

A conditional offer of participation in the program will be made to the successful candidates dependent upon the results of a physical examination based on NFPA 1582 *Medical Requirements for Firefighters*, drug screening and an in-depth background check.

The successful candidate will serve a minimum one-year probationary period.

### **HOW TO APPLY**

Application packets can be picked up at 1035 Main Street, Philomath, requested by calling (541)360-0030 between the hours of 8 am and 5 pm, Monday through Friday, or can be found on our website at [www.philomathfire.com](http://www.philomathfire.com).

**Application packets must be received by 5:00 pm on Wednesday, March 31, 2020.** Application packets received after that time, will not be accepted. Applications may be mailed, emailed to [lillee.rodriquez@philomathfire.com](mailto:lillee.rodriquez@philomathfire.com), or brought to Philomath Fire & Rescue, 1035 Main St. Philomath, OR 97370. Application packets sent via fax will not be accepted. Resumes will not be accepted in lieu of the Philomath Fire & Rescue application packet, though they may be included with the application.

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## Philomath Fire & Rescue

1035 Main Street

P.O. Box 247

Philomath, OR 97370

541-360-0030

[www.philomathfire.com](http://www.philomathfire.com)

