



Clallam County Fire District 3

323 N Fifth Ave., Sequim, Washington 98382
360-683-4242, Fax: 360-683-6834
www.ccf3.org

Jeffrey Nicholas
Michael Mingee
Bill Miano
Commissioners
Justin Grider, Fire Chief

Admin Offices: 863 Carlsborg Road Unit C
Carlsborg, WA 98324

Clallam County Fire District 3 is creating an eligibility list for the following job classifications

Job Classifications:

- **Entry Level** Firefighter/ Emergency Medical Technician (EMT)
- **Entry Level** Firefighter/Paramedic (PM)
- **Lateral** Firefighter/Emergency Medical Technician (EMT)
- **Lateral** Firefighter/ Paramedic (PM)

Entry Level – *Has a Fire academy certification and is a NREMT or NREMT-PM or Washington State certified).*

All **Entry Level** candidates must take the Fire TEAM exam through National Testing Network and have a current CPAT by 1700 hours on **March 24, 2025**, to be considered further in the hiring process.

Lateral - *Has a Fire academy certification and is a NREMT or NREMT-PM (or Washington State certified) and is currently employed or previously employed (within the last 3 years) at a fire department and has one (1) year of experience as a non-probationary member of the department.*

Firefighter/EMT Salary Information: \$6,382.11 – \$9,117.29/mo. depending on qualifications and experience.

Firefighter/PM Salary Information: \$7,293.84 – \$10,029.02/mo. depending on qualifications and experience.

Benefit Information: Medical, Dental, and Vision Insurance, Basic Life Insurance, Disability, MERP, HRA-VEBA, Educational Incentives, Deferred Compensation Plan, Washington State LEOFF II Retirement Program, Specialty Teams Differentials, Sick Leave, Holiday, and Vacation and many paid training opportunities.

Department Overview: The District serves a 142 square mile area in and around Sequim. The population of the District is approximately 40,000. The eastern boundary extends approximately three miles into Jefferson County. The western boundary extends to the Deer Park area, just east of Port Angeles, and borders Clallam County Fire District 2 on the west. The District has six stations; three of those stations are staffed, three are volunteer. The District currently has 49 career suppression staff and approximately 50 volunteers. The District responds to over 9,000 incidents per year. For more information, please see our website at www.ccf3.org.



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Job Requirements:

- Be 18 years or older at the time of interview;
- Be a citizen of the United States of America, or a registered permanent resident alien with authorization to work in the United States;
- High School Diploma or GED;
- Valid WASHINGTON State Driver's License or ability to maintain by the date of hire;
- Ability to Read/Speak English;
- Ability to pass a NFPA 1582 medical exam;
- Fire Academy Certification to the level of NPFA 1001;
- National Registry EMT Certification, or current Washington State EMT Certification, or the ability to obtain a current WA State EMT Certification within 90 days of hire;
- Meet and maintain department medical, physical, and grooming standards;
- Successfully pass a background investigation;
- Successfully pass a psychological evaluation prior to date of hire;
- For entry-level positions:
 - possess a valid CPAT (CPAT is good for 1 year, test results will be verified);
 - Pass National Testing Network Exam.

Desired Job Qualifications:

- IFSAC Firefighter I and II;
- IFSAC Hazardous Materials First Responder training at the Operational level;
- Paramedic Certification;
- College Degree(s);
- Lateral Firefighter EMT or PM experience.

Specific Disqualifiers/Behaviors - Felony, Criminal Activity Disqualifiers: Conviction of a felony in this State or an offense in another State which would be a felony if committed in this State.

Driving Disqualifiers: Eligibility based on a qualified driving abstract, subject to the discretion of the District.

Drug Use Disqualifiers: Conviction of an offense involving the unlawful use, sale, manufacture, production or possession of a controlled substance. Conviction of an offense involving the unlawful use, sale, manufacture, production or possession of prescription drugs.



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Employment Disqualifiers: Documented history of physical violence or has been convicted of a crime of Domestic Violence as defined by 18 USC 921(a)(33)(A).

Additional Disqualifiers: Evidence that the applicant has willfully provided false or misleading information during the application process, in his/her written application or Personal History Statement or has cheated during any testing in the application process.

ESSENTIAL DUTIES:

The primary duty of the position is to respond to alarms of fire and medical emergencies. The employee shall provide firefighting skills in accordance with NFPA 1001, Firefighter I and II. The employee shall provide pre-hospital care in accordance with the State of Washington EMT or PM scope of practice and the requirements. For the PM position, the candidate must pass the requirements of the Clallam County Medical Program Director. The employee in this classification shall be able to work as team member under the supervision of a Fire Captain. The employee shall participate in training, fire prevention, physical fitness, and station and apparatus maintenance activities.

PHYSICAL EFFORT:

Employees in this position must be able to work in a hazardous environment for long periods of time. Applicant must have the ability to maintain a respiratory physical clearance for self-contained breathing apparatus use. Ability to safely lift, carry, manipulate and operate firefighting equipment such as hose, ladders, monitors, and various power equipment, some weighing as much as 150 lbs. The ability to meet these physical standards shall be determined by regular performance evaluations.

EQUAL OPPORTUNITY EMPLOYER:

Clallam County Fire District 3 is an equal opportunity employer, and we promote employment opportunity without regard to race, color, national origin, ancestry, religious creed, age, marital status, disability, medical condition, pregnancy or pregnancy-related conditions.

REASONABLE ACCOMMODATION:

Applicants with a legal disability who require special accommodation must advise the District at time of application. The Fire District reserves the right to verify disability.

MEDICAL EXAM AND DRUG TESTING:

All new employees must successfully complete a medical examination and drug test by a District approved physician and laboratory prior to offer of employment.



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BACKGROUND CHECK:

All candidates must successfully complete a criminal and financial background check prior to an offer of employment.

PROBATIONARY PERIOD:

Employees in this classification will serve a probationary period for 12 months.

Hiring Process:

Applications will be available by visiting our website at www.ccf3.org. **Walk-ins are not allowed.**

- All application material shall be submitted via e-mail to the administrative office of Clallam County Fire District 3 by **17:00 hours, March 24, 2025**, e-mail to testing@ccfd3.org. Supporting documentation to prove that the applicant meets the above listed qualifications **shall** be provided with the completed application to be considered further in the hiring process. See the checklist to ensure all supporting documentation is submitted. Applicants will be screened for relevant education, training, experience, and licensure as listed in the job announcement.

Application Checklist

For all Applicants	
<input type="checkbox"/> Cover Letter	<input type="checkbox"/> Copies of <u>all</u> Fire related certifications you currently hold
<input type="checkbox"/> Complete Employment Application	<input type="checkbox"/> Copies of <u>all</u> EMS related certifications you currently hold
<input type="checkbox"/> Resume	<input type="checkbox"/> Abstract Driving Record, for the last 3 years, see page 6 of the application
<input type="checkbox"/> Copy of Driver's License	
Paramedics	
<input type="checkbox"/> ACLS Certification	<input type="checkbox"/> PALS Certification
For Entry-Level Only	
<input type="checkbox"/> Copy of current CPAT (must not be over 1 year old)	<input type="checkbox"/> For Entry-Level Only - Ensure that you have taken the National Testing Network Test and your have chosen to submit your test results to Clallam County Fire District 3.
<input type="checkbox"/> All above documents shall be submitted to testing@ccfd3.org by March 24, 2025, at 1700.	



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WHAT TO EXPECT NEXT?

- **March 24, 2025** - Job Posting closes.
- **March 25, 2025** - All complete application packets will be reviewed. Applicants will be screened for relevant education, training, experience, and licensure as listed in the job announcement.
- **March 26, 2025** - Invitations will be e-mailed out for applicants who will be invited to participate in In-person Oral Board Panels and Hands-On Skills Testing (more information will be provided with invitation).
- **April 8th – April 10th, 2025** - In-person Oral Board Panels and Hands-On Skills Testing will be conducted; these will be held at 255 Carlsborg Road in our training classrooms in the southeast corner of the property.
- **April 21st – April 25th, 2025** - The top candidates from the Oral Board Panels will be invited for an in-person Chief's interview.
- The most qualified candidates from the previous stages will be added to a hiring list that will be valid for one (1) year after the list is created.
- If the District chooses to hire, and you receive and accept a conditional offer of employment, you will need to pass additional assessments: a two-part background check (in-person and electronic criminal and credit), psychological exam, and a medical exam.

Please be sure to carefully review the checklist and application instructions before submission. Incorrect, missing, or otherwise incomplete applications will be cause for disqualification. Clallam County Fire District 3 is not responsible for late, misdirected or incomplete applications. Contact the Human Resources department before the application deadline with any questions regarding the application, required documents, or testing at testing@ccfd3.org or 360.582.2054.

Please ensure your email is checked regularly (to include your spam folder) as this will be the primary means of communication.