



## Volunteer Firefighter

**Open Until Filled – First Round Review March 2, 2026  
(Limit of 10 positions to be filled)**

Status/Hours: **Volunteer with minimum 24 hour per month commitment**  
Department: **Fire Department**  
Wages: **\$ 10.00 stipend per call or drill**  
Benefits: **As required by State Law**

### Help Us Help Others – Become a Volunteer Firefighter

The Cornelius Fire Department is seeking dedicated individuals who want to make a real difference. As a volunteer firefighter, you'll be there when it matters most—providing aid during emergencies, protecting lives and property, and supporting the community in times of need.

No experience is necessary. We provide all the training and equipment you need, along with opportunities to build valuable skills, gain real-world experience, and even prepare for a career in the fire service.

#### QUALIFICATIONS:

- 18 years of age
- High School Diploma or GED

#### SPECIAL REQUIREMENTS:

- Possession of a valid State issued Driver's license.
- Pass a criminal records check
- Pass a driving records check
- Pass a NFPA Firefighters Physical (department provided)

**Selection Process:** Applications will be screened and those moving on in the process will be invited to an interview panel. Following an offer of employment, a background check, safe driving record, medical evaluation and drug screen will be required.

**Please review the position description for the full scope of duties and responsibilities and the required knowledge, skills and abilities.**

**How to Apply:** Download the application packet from our website [www.corneliusor.gov/jobs](http://www.corneliusor.gov/jobs) and submit a completed City of Cornelius application to [recruitment@corneliusor.gov](mailto:recruitment@corneliusor.gov) or deliver to City Hall, 1355 N Barlow Street, Cornelius, OR 97113.

## **VOLUNTEER FIREFIGHTER**

### **JOB OBJECTIVES**

To perform duties in responding to fire, medical and other emergency calls for service; to perform fire suppression duties; to maintain firefighting, emergency medical, and fire station apparatus and equipment; to render medical emergency assistance; to participate in fire prevention, public education, disaster preparedness, and training activities; and to perform a variety of duties relative to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned officer.

No supervision is exercised.

### **ESSENTIAL JOB FUNCTIONS**

The following tasks are typical for positions in this classification. Any single position may not perform all these tasks and/or may perform similar related tasks not listed here:

1. Perform duties in response to fire, medical and other emergency calls; perform fire suppression and emergency medical assistance duties.
2. Ensures readiness of apparatus and equipment for fire suppression and emergency medical calls.
3. Respond to fire and emergency calls; perform all phases of fire suppression work; place fire hoses, set ladders, operate fire streams, ventilate and enter burning structures to extinguish fires and rescue victims; operate pneumatic and auxiliary equipment such as generators or pumps; perform rescue, ventilation, overhaul, salvage and clean-up activities at fire scene.
4. Respond to emergency and non-emergency medical calls; determine and perform appropriate emergency medical interventions within guidelines of certification; communicate with medical staff via two-way radio; write medical response reports as needed.
5. Perform station maintenance; clean and maintain station living quarters in an orderly condition; perform minor repairs inside and outside of facilities.
6. Operate, inspect, and maintain emergency response equipment and vehicles; perform minor repairs on equipment and vehicles or report deficiencies to proper staff.
7. Participate in drills and training exercises including those related to equipment operation, driving skills, fire mechanics, hydraulics, and safety principles, firefighting, emergency medical service, technical rescue, physical fitness, and other related areas.
8. Facilitate and participate in disaster preparedness, fire/safety education, and fire prevention activities including school education programs, group activities, fire drills, and station tours.
9. Completes, if appropriate, all required response reports and recordkeeping.
10. Manage any assigned areas of responsibility.
11. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations, services, and activities of a fire department including fire suppression, prevention, and emergency medical response.
- Procedures, techniques, methods, materials, tools, and equipment used in modern fire suppression, fire prevention, and emergency medical response.
- Understanding and operation of communication equipment including cellular phones, computers, mobile data terminals, radios, and pagers.
- Principles, practices, methods, and techniques of emergency medical services.
- Operational characteristics of fire suppression apparatus and equipment.
- Operational characteristics of emergency medical services equipment.
- Principles of hydraulics and combustion.
- Potentially hazardous facility, material, and situation recognition.
- Appropriate safety precautions and procedures.
- Geography and street layout of Cornelius, Cornelius Rural Fire District, and surrounding area.
- Pertinent Federal, State and local laws, codes and regulations.

### **Ability to:**

- Self-start and manage projects and time with little direct supervision.
- Perform a variety of fire suppression, fire prevention, emergency medical response and technical rescue activities.
- Read, understand, and apply technical firefighting materials and concepts.
- Select and properly administer first aid and medical treatment appropriate to the emergency.
- Perform basic mechanical work on fire department apparatus and vehicles.
- Observe and follow safe firefighting work practices.
- Respond to requests and inquiries from the general public.
- Operate office equipment including computer equipment.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain a positive and safe work environment.
- Establish and maintain effective relationships with those contacted in the course of work.

## **Education and Experience**

High School Diploma or GED.

All candidates must attend and complete the Cornelius Fire Department entry level Firefighter academy. Successful completion of another Portland Metro area academy that provides for the same requirements and benchmarks as the Cornelius academy may satisfy this requirement. The Fire Chief will determine if this exception applies.

Cornelius Fire Department  
Volunteer Firefighter

Annually must meet established training hours to maintain certification as an NFPA FF1, EMS certification, RT-130 wildland training, OSHA mandated training and department Physical Abilities Test.

### **License or Certificate**

- Possession of a valid state driver's license.
- Possession of NFPA Firefighter 1 certification within 18 months
- Possession of an Emergency Medical Responder certification or higher within 2 years.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical demands herein 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 these essential job functions.

Position requires that the individual be capable of meeting the 14 essential job tasks listed in Chapter 5, NFPA 1582 "Standard on Comprehensive Occupational Medical Program for Fire Departments" 2022 Edition.

**Environment:** Travel to emergency scenes and/or firefighting incidents; exposure to noise, dust, grease, smoke, fumes, gases, extreme heat, hazardous materials; work at heights on ladders; work with water.

**Mobility:** Incumbents may be required to maintain physical condition necessary for walking, standing, running, climbing, crawling, reaching, and bending for prolonged periods at heights and in unlit areas wearing heavy gear; lift, push and pull objects; drive and operate fire suppression equipment and apparatus.

**Vision:** Vision sufficient to distinguish objects in limited visibility; to read small print, computer screens and printed documents

# Application for Employment

City of Cornelius provides equal employment opportunity to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran’s status, or any other status protected by applicable federal, Oregon, or local law. Our Equal Employment Opportunity policy applies to all aspects of the employment relationship including, but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment. To claim veterans’ preference in hiring, complete the Veteran’s Preference Form and submit it with the required documentation at the time you submit this application.

**THIS APPLICATION WILL BE CONSIDERED FOR THIS SPECIFIC JOB. IT WILL NOT BE RETAINED FOR FUTURE POSITIONS. IF YOU DESIRE TO BE CONSIDERED FOR A POSITION AT A FUTURE TIME, YOU MUST FILE A NEW APPLICATION. IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE PRINT OR TYPE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.**

Position				
Position Applying For		Available Start Date	Today's Date	
Personal Information				
Name				
Address		City	State	Zip
Phone Number	Mobile Number	Email Address		
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> (Proof of identity will be required upon employment)				
Education	List any colleges, military, trade, business or other schools attended.			
Do you have a high school diploma or GED Certificate? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>				
School Name	Location	Diploma/Degree	Major/Minor	Did you Graduate?
Certificates & Licenses		List any professional license, registration, or certificate required or preferred for the position.		
Type	Issuing Agency	Date Issued	Date Expires	

## References

Name	Title	Company	Phone

## Employment History

This information in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. List ONLY the job(s) (paid, military or volunteer) where you obtained the experience that qualifies you for the job. Clearly describe all of your duties, starting with your most recent job. Resumes will be accepted only if required on the job announcement and will not be accepted in place of a completed application. If you need additional space, attach a separate sheet.

Employer (1)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving		Full or Part time-Hours worked Weekly:	
Duties			
Employer (2)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving		Full or Part time-Hours worked Weekly:	
Duties			

<b>Employer (3)</b>	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	
Reason for leaving		Full or Part time-Hours worked Weekly:	
Duties			

<b>Employer (4)</b>	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	
Reason for leaving		Full or Part time-Hours worked Weekly:	
Duties			

## Certification & Signature

I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered in the course of any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.
- I authorize the employing agency to verify the employment and education information provided in this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening and criminal history background check, if applicable.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 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 in order 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 am 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 DD214 or 15, 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 by the Human Resources Department no later than the closing time and date of the job posting. If you have any specific questions please contact Human Resources.*

City of Cornelius\*1355 N Barlow Street\*Cornelius, OR 97113  
(503) 357-9112 or [recruitment@corneliusor.gov](mailto:recruitment@corneliusor.gov)

CITY OF CORNELIUS  
APPLICANT AUTHORIZATION FOR REFERENCE CHECKS

I hereby authorize my past employers to release information to the City of Cornelius regarding my employment. This release of information covers my employment record in general, including information on the following questions:

1. Dates of employment
2. Position(s) held
3. The quality and quantity of my work
4. My attendance habits (excluding workers' compensation, pregnancy, disability FMLA and other protected absences)
5. My relationship with co-workers, supervisors and managers
6. My attitude toward work (cooperative? positive? etc.)
7. Reason for leaving and eligibility for rehire (would the employer rehire if they had to do it all over again?)
8. Strong and weak points
9. Willingness to comply with policies and standards
10. Whether I have had outbursts of temper, threatened, provoked fights with or assaulted others, engaging in hostile or violent behavior
11. Other relevant information regarding my performance, skills, ability, suitability for employment sought, etc.

I agree that all former employers who provide such information are indemnified and released from liability arising from such disclosures. I also understand that if I do not sign this Authorization, my application will be rejected.

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Print Name

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Signature

Date