

JOB POSITION CHANGE

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Effective Date:

01/14/2021

Supersedes Editions:

ALL PRIOR EDITIONS

Category:

Administrative

CURRENTLY, OFPD HAS THE FOLLOWING JOB POSITIONS:

- A. 40 Hour Administrative – Non-Hazardous CERS
(Includes Administrative Assistant, Executive Assistant and Legal Counsel).
- B. 40 Hour Administrative – Hazardous CERS
(Includes: Chief, Deputy Chief, Assistant Chief and EMS Division Chief).
- C. Part-Time Inspector - Non-Hazardous CERS.
- D. 24/120 Firefighter - Hazardous CERS.
- E. Career Firefighter - Hazardous CERS.
- F. Part-Time Firefighter - Hazardous CERS.
- G. Fire Marshal - Hazardous CERS.
- H. EMS Paramedic – Hazardous CERS.
- I. EMS EMT - Hazardous CERS.

*This list may be reduced or enlarged with new and different positions at any time per OFPD Board of Trustees approval.

OFPD employees are allowed to change from one job position to another only when the following conditions have been met:

1. The employee meets all of the requirements, certifications, licensing requirements and OFPD policies of the desired position change.
2. After number one (1) above is met and if there is a job available in the desired position the employee shall appear before and interview with the OFPD hiring committee. The employee shall provide all required documentation prior to the interview. Should the OFPD hiring committee approve of the desired position change the Chief shall present the employee to the OFPD Board of Trustees.
3. If the position change is approved by the Board of Trustees, then the same shall be reflected in OFPD's BOT Official Meeting Minutes.