



## Cannon Beach Rural Fire Protection District

# Seeking ...



### Captain / Head Lifeguard Ocean Lifeguard & EMS Project Manager

**\$77,500**  
Excellent Benefits

Applications close April 19, 2024 by 5 pm PST

Application materials can be obtained at [www.cbfire.com](http://www.cbfire.com)



## Our Mission, Vision & Motto

**Our Mission** is to protect life, property, and the environment for those who are living in and visiting the communities we proudly serve. **Our Vision** is to be the premiere fire and rescue agency on the Oregon Coast by setting the standard of excellence in training, prevention, protection, and service for all people and communities who call upon us in a time of need. **Our Motto** is “Desire to serve, courage to act.”.

We accomplish this with the following **our Core Values**:

- Caring
- Citizenship
- Cooperation
- Industriousness
- Integrity
- Respect
- Responsibility

## Our Fire Department & Location

Cannon Beach is the premier coastal vacation destination on the Oregon Coast, whose economy is primarily dependent on tourism. It is recognized both state and nationally for its beach and beauty attracting more than 750,000 visitors annually. Cannon Beach Fire District covers an area  $\frac{1}{4}$  mile wide by 24 miles long. It includes beaches, forests, highways, state parks, and cliffs. Due to the varied and sometimes rough terrain, the district requires multidisciplinary skills from its firefighters and varied apparatus to support surf and cliff rescues.

Our fire department answers over 600 calls per year from two fire stations. Fire personnel include a Fire Chief; Deputy Chief of Training, Safety, and Operations; Division Chief of Fire and Life Safety; daytime Captain; 6 full-time Firefighters; Executive Assistant; and 17 paid-on-call Volunteer Firefighters (with more firefighters to be recruited).

## The Position

**JOB SUMMARY:** The newly hired Captain/Head Lifeguard will be placed on a 2-2-3 shift schedule after completing initial training. The Captain/ Head Lifeguard will be responsible for managing the Ocean Lifeguard program, overseeing the EMS program, coordinating daily operations, and emergency response. The Captain/ Head Lifeguard will be responsible for interacting with administrative staff, full-time staff, seasonal staff, as well as student and community volunteers during routine and emergency call response.

**SUPERVISORY RELATIONSHIPS:** The Captain/ Head Lifeguard will be the daily supervisor for the shift firefighters as well as Seasonal Ocean Lifeguards. The Captain/ Head Lifeguard will report directly to the Deputy Chief of Operations.

### ESSENTIAL JOB FUNCTIONS:

- Takes charge of emergency responses in the absence of higher authority.
- Takes charge of departmental programs as assigned by the Fire Chief.
- Responds to fire, rescue, and EMS emergencies.
- Manages all aspects of the Ocean Lifeguard program.
- Organizes training for Ocean Lifeguards.
- Schedule and ensure daily staffing of seasonal Ocean Lifeguards.
- Ensures that all lifeguard equipment is properly maintained.
- Makes recommendations to the Deputy Chief for replacement of lifeguard equipment.
- Works with the EMS coordinator to ensure adequate EMS supplies are maintained.
- Organizes departmental EMS training.
- Maintains self-discipline and sets the example on calls, patrolling the beach, and when in quarters.
- Renders Emergency Medical Services.
- Responds to natural disasters that threaten the Fire District.
- Assists in department training programs.
- Responds and participates in Duty Officer Rotation.
- Ensures that Fire District equipment is properly maintained.
- Prepares reports and maintains records.
- Operates Fire District emergency vehicles to include jet skis.
- Supervises subordinates at emergencies and at the station(s).
- Manages daily staffing of the station.

### OTHER PERIODIC JOB FUNCTIONS:

- Participates in ongoing education, training, and developmental activities to maintain and improve professional knowledge and skills as a Captain.
- Perform routine station and apparatus maintenance.
- Other job functions as requested by the supervisor.
- Assist with covering 48/96 shift vacancies as needed.

## **PERFORMANCE REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES:**

- Demonstrate leadership skills to lead and mentor Firefighters and Ocean Lifeguards.
- Knowledge of modern fire suppression and prevention, hazmat response, emergency medical service principles, procedures, techniques, and equipment.
- Ability to effectively work with the public in a courteous and professional manner and promote a positive image of the Fire District.
- Effective communication skills (verbal, written and presentations skills).
- Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to establish and maintain positive working relationships with other employees, supervisors, volunteers, and the public.
- Proficient with Microsoft Suite products (Word, Excel, Outlook), familiarity with database computer systems and some mechanical skills or abilities.
- Successful completion of a medical exam as determined by District to include drug screening required.
- Ability to work effectively with volunteers.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made upon request to enable individuals with disabilities to perform the essential functions.

- Successfully complete the Cannon Beach Lifeguard Swim test and be comfortable with ocean swimming, jet ski operations, as well as be able to perform rescue maneuvers.
- While performing the duties of this job, the employee is frequently required to walk, stand, use hands to finger coordination, handle or operate objects, tools, or controls; and to reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, taste, and smell.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- The employee must be capable of donning and wearing a self-contained breathing apparatus without experiencing disorientation or fear of closed spaces.

## **EDUCATION, EXPERIENCE AND TRAINING REQUIREMENTS:**

- High school diploma.
- Must be a current certified Oregon State or National Registry EMT or acquire this certification by hire and maintain for the duration of employment.
- Pass Cannon Beach Lifeguard swim test and maintain ability to pass annually.
- Must be twenty-one (21) years of age or older at time of hire.
- Must have an acceptable driving record and possess a valid driver's license.
- Must have no felony convictions or disqualifying criminal histories.
- Must be able to meet the physical requirements of the job.
- NFPA Fire Apparatus Equipped with Fire Pump within 12 months of hire.
- NFPA Fire Apparatus Equipped with Aerial Device within 12 months of hire.
- NWCG Wildland Firefighter Type II.
- NFPA Firefighter II
- Rope Rescue Technician within 12 months of hire.
- OR-EMT-Advanced within 24 months of hire.
- NFPA Fire Officer I
- NFPA Fire Officer II within 12 months of hire.
- NFPA Instructor I
- NFPA Instructor II within 12 months of hire.

**\*\*\*Experience in leu of certifications will be considered\*\*\***

## **PROBATIONARY REQUIREMENTS:**

The probationary period for this position is one (1) year. During the probationary period, the employee must have satisfactory performance evaluations and achieve all required certifications. Reside within 30 minutes of the main fire station within 6 months of hiring and must be within a 15-minute response when responsible for duty officer coverage. Current residency inside that area will be given preference and that distance to the station shall be maintained unless otherwise approved by the Fire Chief.

## Compensation & Benefits

Salary: **\$77,500 plus overtime**. Salary scale has five steps of 5% with a 1%-3% COLA in July based on the CPI-W for December.

Benefits include:

- Medical, Dental & Vision Insurance
- Life Insurance
- Oregon State PERS
- Vacation Leave
- Sick Leave

## Hiring timeline

Tentative dates of the hiring process

- Applications close April 19, 2024
- Review of applications week of April 22<sup>nd</sup>
- Applicants invited to assessment center by April 26<sup>th</sup>
- Assessment center scheduled for May 18<sup>th</sup>
- Top assessment center scores to complete the Lifeguard swim test and physical ability test May 19<sup>th</sup>
- Top applicants invited to Chief's interview.
- Position begins July 1

## To Apply

Qualified candidates should apply at [www.cbfire.com](http://www.cbfire.com) and provide letter of interest, resume, application, and supplemental questions.