



**Cannon Beach
Rural Fire Protection District
Seeking ...**



**Division Chief
Fire Prevention/Life Safety
(Fire Marshal)**
\$85,444 to \$103,858
(Starting salary depends on qualifications)
Excellent Benefits

Application close June 30, 2023, by 5 pm Pacific Standard Time.

Application materials may be obtained at 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 District & Location

Cannon Beach is a famous, picturesque small-town village by the sea. It’s been recognized as the “best overall beach in Oregon”, one of America’s best art towns, and one of the world’s most beautiful places. Named after a naval cannon that washed up after a shipwreck in the 1840’s, Cannon Beach has a ton of character. Haystack Rock is a massive, towering rock formation off the coast, with adjacent stone “needles”, vibrant tidepools, and flocks of seabirds adorning the landmark. Nearby Ecola State Park is perched dramatically on the edge of a headland and offers panoramic coastal views, easy walking paths to scenic picnic areas, and extensive hiking trails. Known as one of the Northwest’s top art towns, Cannon Beach is replete with art galleries, specialty shops, cafes, and fine dining restaurants. Visitors can watch glass blowers at work in their studio or attend year-round live theater performances. This creative edge can be seen in everything from the sensibility of the town’s residents to the annual sandcastle building competition that spotlights stunning works of art adorning the sandy beach. 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 ¼ 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.



Cannon Beach Fire District responded to 624 calls in 2022 out of 2 fire stations. Fire personnel includes a paid Fire Chief, Deputy Chief of training/operations, daytime Captain/Fire Inspector, 3 Firefighters working 48/96 shifts, Executive Assistant and 14 paid-on-call volunteers.

The Position

JOB SUMMARY: The Division Chief is responsible for managing the Fire Prevention Division. The position will be responsible for overseeing inspections, new construction reviews, hydrant maintenance, pre-incident planning, and working with the City of Cannon Beach CERT team. This position provides and conducts a variety of management, technical support, and administrative duties in helping oversee day-to-day operations. As a member of the district management team, the Division Chief oversees the development and implementation of all fire prevention programs and may represent the district in the absence of the Fire Chief. Works closely and coordinates with other subordinates in the accomplishments of district goals and objectives. The Division Chief will represent the district in affiliations such as fire investigation team and Oregon State Fire Marshal's Office.

Responds to emergency incidents as a commanding officer at all times of the day or night when duty officer or for other major incidents; coordinates with the other duty officers for 24-hour on-call coverage. Helps determine appropriate action and response to incidents and may direct operations to ensure the safe, efficient, and effective deployment of personnel, equipment, and resources. Ability to command complex fire and rescue incidents that could include multi-story motel fire, high angle rope rescue, and surf rescues.

SUPERVISORY RELATIONSHIPS: The Division Chief reports to the Fire Chief. This position supervises district personnel under chain of command including Captains and Lieutenants.

ESSENTIAL JOB FUNCTIONS:









1. Recommends and/or performs the full range of management duties (with appropriate executive review) including, coaching, performance evaluations, selection, transferring, promoting, and disciplining.
2. Ensures the success of the volunteer firefighter and part-time firefighter recruitment and retention process.
3. Provides leadership, coaching, and mentoring to all district members.
4. Assists in the preparation and supervision of program budgets that may include fire prevention and fire safety.
5. Monitors internal operation and procedures to ensure compliance with Federal Law, State Law, employee labor agreements, rules, regulations, policies, and procedures.
6. Confers and collaborates with other agencies and community partners as necessary to accomplish the District's mission.
7. Engages in planning activities to maintain the district's strategic plan, standard of coverage and other plans as needed.
8. Establishes and conforms to emergency scene management procedures consistent with accepted incident command requirements and policies. Responds to emergencies and directs emergency activities as required. Ensures safe and effective command of incident operations.
9. The Division Chief acts as the district's Fire Marshal and is responsible for all aspects of the Fire Prevention Program.
10. Participate in the duty officer rotation.

OTHER PERIODIC JOB FUNCTIONS:

1. Participates in ongoing education, training, and development activities to maintain and improve professional knowledge and skills as a Fire Officer.
2. Represents the District on a local, regional, state, and national level as directed or approved by the Fire Chief.
3. Fills in and performs Fire Chief's duties during their absence as requested.
4. Other job functions as requested by the Fire Chief.






PERFORMANCE REQUIREMENTS, KNOWLEDGE, SKILLS AND ABILITIES:

-  Demonstrate leadership skills to lead and mentor firefighters / officers.
-  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.
-  Strong communication skills (verbal, written and presentations skills).
-  Ability to train and supervise subordinate personnel, ability to exercise sound judgment in evaluating situations and in making decisions, ability to establish and maintain positive working relationships with other employees, supervisors, and the public.
-  Proficient with Microsoft Suite products (Word, Excel, Outlook), familiarity with database computer systems and some mechanical skills or abilities.
-  Must reside within 10 minutes of the main Cannon Beach Fire District station to ensure reasonable response time to incidents.
-  Successful completion of a NFPA medical exam as determined by District to include drug screening required and district's physical ability test.















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 accommodations may be made upon request to enable individuals with disabilities to perform the essential functions.


















-  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, 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:

Minimum:

-  High school diploma.
-  Associate of Science Degree in Fire Science or related field
-  8 years of progressively responsible work experience in the fire service including three-years at an officer level
-  Emergency Medical Technician
-  NFA Fire Officer I
-  NFA Instructor I
-  NFA Fire Inspector I
-  NFA Fire & Life Safety Specialist
-  ICC Fire Code Inspector II
-  NFA Fire Investigator
-  NIMS/ICS 100, 200, 700 & 800
-  Possession of or ability to obtain a valid Driver's License and safe driving record.
-  Any equivalent combination of experience, training and education which demonstrates the knowledge, skills, and abilities to perform the above-described duties.
-  Establish and maintain a residency within 10-minute commute of the Cannon Beach Fire District main station.

Preferred:

-  Bachelor's Degree in Fire Science, Fire Science Administration, Public Administration, or related field
-  NFA Executive Fire Officer Graduate
-  ICC Fire Plans Examiner*
-  NFA Fire Officer II*
-  NFA Fire Instructor II*
-  NFA Fire Inspector II*
-  NIMS/ICS 300 & 400*
-  NFA Pumper Operator*
-  NFA Aerial Operator*
-  NFA Hazmat On-Scene Incident Commander*
-  DPSST Public Safety educator*
-  Oregon Fire & Life Safety Fire Marshal level*
-  Pre-Fire Plan Experience
-  EMT Advanced, EMT Intermediate, or Paramedic
-  Experience working with combination career and volunteer departments.
-  Strike Team/Task Force Leader
-  Ability to pass Rescue Watercraft swimmer qualifications.

(*) Must have within 1 year.








PROBATIONARY REQUIREMENTS:

The probationary period for this position is one (1) year. During the probationary period, the employee must have satisfactory performance evaluations.

Compensation & Benefits

Salary Range: **\$85,444 to 103,858**. Starting salary is dependent on experience and qualifications.

Benefits include:









-  100% district paid family medical, dental & Vision Insurance
-  Life Insurance
-  Oregon State PERS, district paid employee contribution.
-  Vacation Leave
-  Sick Leave
-  Paid Holidays
-  \$1500 per month housing stipend to live within 10 minutes of main station or District provided housing.

To Apply

Qualified candidates should apply at www.cbfire.com and provide resume, application, and cover letter.

Hiring timeline

Tentative dates of hiring process

-  Application close June 30, 2023
-  Review applications week of July 3rd
-  Applicants invited to assessment center by July 14th.
-  Assessment Center July 29th
-  Chief's Interview July 30th
-  Conditional job offer by August 11th
-  Official Job offer by August 25th
-  Position starts October 2nd