



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



**Division Chief
Training/Operations/Safety**

\$82,104 to \$99,798

Excellent Benefits

Application close October 16, 2020 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 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 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 apparatuses to support surf and cliff rescues.



Our fire department answers approximately 450 calls per year from two fire stations. Fire personnel includes a paid chief, funded recruitment/retention coordinator, administrative assistant and 14 paid-on-call volunteers (with more firefighters to be recruited). This leaves a valuable need for a Division Chief/Training Officer.

The Position

JOB SUMMARY: The Division Chief is responsible for training, safety and helping ensure a state of operational readiness of a combination fire district. This position provides and conducts a variety of management, technical support, and administrative duties in helping oversee day-to-day operations. A member of the District management team, the Division Chief oversees the development and implementation of all training programs and may represent the district in absence of the Fire Chief. Works closely and coordinates with other subordinates in the accomplishments of district goals and objectives.

Responds to emergency incidents as a commanding officer at times of the day or night; 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.

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









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 operations, EMS, and training.
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. Schedules and coordinates weekly and monthly training for volunteers that is dynamic and progressive.
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 training officer and is responsible for training new and veteran members of the department, both career and volunteer. The Division Chief collaborates with and supervises others to ensure required standards are being met and recorded in accordance with State and Federal Standards.
10. Responsible for officer development.
11. Participate in the Training Officer's Association meetings for planning and problem solving.
12. The Division Chief acts as the district's safety officer, leading regular safety meetings to identify concerns or hazards. Evaluates programs and practices to provide direction for safer practices.
13. 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 Cannon Beach Fire District to ensure reasonable response time to incidents.
Housing assistance may be negotiable.
-  Successful completion of a medical exam as determined by District to include drug screening required.












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, 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:

Minimum:

-  High school diploma.
-  Associates Degree in Fire Service, public/business administration, or related field.
-  Minimum of 10 years fire service experience in a municipal fire department (city, district, or other similar organization).
-  Two or more years' experience providing fire service leadership.
-  Must be a current certified Oregon State or National Registry EMT or acquire this certification within six (6) months of hire and maintain for the duration of employment.
-  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 Officer II
-  NFPA Instructor II

Preferred:

-  Bachelor's degree in fire related field
-  NFA Executive Fire Officer Graduate
-  Experience working with volunteer fire department
-  Experience developing and leading training programs.
-  Experience as a Chief Officer
-  Paramedic Certification
-  Strike Team/Task Force Leader








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: **\$82,104 to \$99,798**. Starting salary is dependent on experience and qualifications.

Benefits include:

-  Medical, Dental & Vision Insurance
-  Life Insurance
-  Oregon State PERS
-  Vacation Leave
-  Sick Leave
-  Paid Holidays
-  Housing may be negotiable.

To Apply

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

Hiring timeline

Tentative dates of hiring process

-  Applications open September to October.
-  Application close October 16th
-  Review applications week of October 19th
-  Applicants invited to assessment center by October 23rd
-  Assessment Center November 7th
-  Chief's Interview November 8th
-  Conditional job offer by November 13th
-  Official Job offer by December 7th
-  Position start January 4th