



CANNON BEACH RURAL FIRE PROTECTION DISTRICT Job Description

DESCRIPTION:	Division Chief – Operations/Training/Safety
DIVISION:	Administration
REPORTS TO:	Fire Chief
FSLA STATUS:	Exempt
SUPERVISION	
RESPONSIBILITY:	Operations

POSITION SUMMARY

The position of Division Chief of Training/Operations/Safety provides coordination, leadership, and direction operational staff of the Cannon Beach Rural Fire Protection District under the guidance of the Fire Chief. The Division Chief typically works a 40-hours work week, though may often require additional work hours for incident response, meeting attendance, training and performance of other duties beyond the standard 40 hour work week.

KEY DUTIES AND RESPONSIBILITIES

Training Development & Implementation

- Plan, develop, schedule, coordinate, and implement the full range of training programs for the Fire Department; prepare lesson plans and training manuals; plan and schedule training exercises; teach classes in classrooms and at training grounds testing the knowledge and performance of fire personnel.
- Oversee and coordinate the attendance of Departmental staff at training programs and seminars.
- Establish and supervise the maintenance of the training records system as required to renew and obtain certifications and to maintain a current promotional priority list.
- Participate in the development and implementation of goals, objectives, policies, and priorities for training activities; identify resource needs; recommend and implement policies and procedures.
- Participate in monitoring and evaluating employee performance; identify training needs; review training evaluation results with employee and work to correct deficiencies.
- Participate in the development and conduct of entry level and promotional examinations.
- Research and develop new training programs. Maintain the training library; manage the department's video equipment.

Fire Safety/Suppression/Emergency Response

- Respond to incidents for critique purposes or for command assistance.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire science.
- Serve on equipment committee to research and procure department equipment.
- Act as District Safety Officer
- Establish and maintain a safety committee as required by OSHA
- Maintain written documentation of tests and maintenance as required by law.
- Act as District Duty Officer on a rotation.
- Performs other duties as assigned.

Financial

- Participate in the preparation and administration of delegated budget; submit budget recommendations; monitor expenditures.

QUALIFICATIONS

- Possess and maintain a valid driver's license with an acceptable driving record and the ability to obtain a Oregon Driver's License within 30 days.
- NFPA Fire Officer II,
- NFPA Instructor II
- NFPA Apparatus equipped with a Fire Pump
- NPFA Aerial Apparatus Operator
- State of Oregon EMT-B
- Possess and maintain a NWCG Strike Team Leader/Taskforce Leader.
- Possess and maintain a CPR/AED certification.
- NIMS 100, 200, 300, 400, 700 and 800.
- Associates Degree in Fire Suppression Technology; preferred Bachelor's Degree with a minimum of thirty (30) hours of college credit from an accredited institution in educational theory/practice, management, or related field, or any equivalent combination of education and/or experience that provides the required knowledge and abilities for the position.
- Satisfactorily perform CBRFPD physical fitness requirements.
- Minimum five years progressively responsible experience in the fire service, including at least two years in training of Fire & EMS personnel providing Fire Suppression, EMS, Rescue, or Haz-Mat services.

- Minimum three years' experience supervising two or more individuals in a work environment.
- Successfully complete CBRFPD annual Physical Agility Test, annual SCBA fit test.
- Obtain continuing education and training as necessary to perform the duties of the position.
- Demonstrated ability to communicate effectively orally, in writing, and by electronic media; train, instruct, and assist in the training of other CBRFPD members.
- Demonstrated ability to establish and maintain effective working relationships with superiors, subordinates, peers and the public.
- Demonstrated ability to manage and complete numerous technical and complex collateral administrative assignments; prioritize work assigned from multiple superiors.
- Demonstrated understanding of, and ability to implement, coordinate, and operate within an ICS/NIMS system.
- This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.
- Establish and Maintain a residency within the Cannon Beach Fire District