

# Umatilla Rural Fire Protection District

Recruitment & Retention Coordinator / Training Officer / Fire Marshal

## **General Purpose**

Under general supervision, performs administrative and technical work recruiting and retaining candidates for volunteer (and possibly intern/sleeper) positions with the Umatilla Rural Fire Protection District. Work involves providing informational programs at community job fairs, service organization meetings, media outlets, and through web-based sources and serving as a point of contact for those interested in volunteer and/or other related positions. Additionally, the Recruitment and Retention Coordinator will serve as Training Officer or Deputy Training Officer performing all duties associated with those positions.

Work will also involve promoting public safety through implementation and enforcement of fire and life safety codes and standards. Provides public educational activities in fire and life safety. Investigates fires to determine origin, cause, and circumstance of fires and assists law enforcement in cases of incendiary fires.

## **Supervision Received**

Works under the general guidance and direction of the Fire Chief

## **Qualifications & Traits**

1. Ability to effectively communicate in written and oral mediums.
2. Even tempered – able to respond appropriately and professionally to varied, potentially stressful situations.
3. Ability to professionally represent the District to the public, other agencies and organizations.
4. Integrity and dedication – ability to adhere to moral and ethical principles with unwavering dedication to purpose.
5. Computer Skills – proficient in the use of common Microsoft office programs including Word, Excel, Access, and PowerPoint. Able to produce reliable and defensible reports for a variety of purposes and presentations.
6. Knowledge of or, demonstrated ability to quickly learn – Fire prevention principles, procedures, techniques, and equipment. Building codes, electrical codes, mechanical codes, NFPA Standards, and Oregon Fire Codes.

## **Minimum Requirements**

1. Valid State of Oregon driver's license or ability to obtain within one month of appointment.
2. Oregon certified Emergency Medical Responder or above or the ability to obtain within 1 year of appointment.
3. NFPA Firefighter 1

4. NFPA Instructor 1
5. Must pass a background check. Background checks will include, but are not limited to driving record evaluation, criminal records check, and reference check.
6. Must currently reside or gain residency within the Umatilla Rural Fire Protection District within 6 months of employment.

### **Desired Qualifications**

1. AS Degree in Fire Science or Fire Protection Technology (Other degree or higher education may also be considered)
2. NFPA Firefighter 2
3. NFPA Apparatus Equipped with a Fire Pump
4. NFPA Apparatus Equipped with an Aerial Device
5. NFPA Wildland Apparatus
6. NFPA Mobile Water Supply Apparatus
7. Wildland Firefighter Type 2
8. Fluent in speaking, writing, interpreting Spanish

### **Essential Duties and Responsibilities**

#### **Recruitment and Retention**

1. Works with the Fire Chief in identifying budgetary needs for recruitment and retention.
2. Serves as the point of contact for individuals interested in volunteer opportunities within the Department.
3. Prescreens volunteer candidates as directed and conducts reference and background checks.
4. Develops, implements, and maintains, the volunteer orientation program.
5. Provides tracking data to the Fire Chief to assess progress against staffing goals.
6. Provides records management systems updates to include the addition of new volunteer members and elimination of past members from the database.
7. Develops contacts with local business leaders and volunteer groups and organizations that offer reciprocal benefits for volunteerism for the recruitment of volunteers and other services or concepts.
8. Develop, implement, and maintain a personnel ID card program.

#### **Training Officer**

1. Consistently promote a professional image of URFPD at all times.
2. Attend and interact positively and effectively in URFPD meetings, and when assigned, meetings with other agencies and the public.
3. Consistently demonstrate positive, effective communication skills with the URFPD Board, Fire Chief, employees and volunteers, other public and private individuals and agencies, and the community, including constructive dissenting opinion.
4. Responsible for assisting with the strategic planning, goal setting, and objective establishment for the Training Division; also responsible for budget planning, development justifications as well as tracking and reporting for the Training Division.

5. Assist the Fire Chief in identifying budgetary needs as it relates to training for proposed annual budgets for consideration by the URFPD Board.
6. Work with the Fire Chief to ensure that training expenditures stay within the annual budget approved by the URFPD Board.
7. Monitor, evaluate, and make recommendations regarding equipment, apparatus, SOGs, and operations.
8. Work in a safe manner, maintain a professional appearance, and positively represent URFPD at all times.
9. Demonstrate a comprehensive knowledge of URFPD's policies, procedures, and SOGs, and consistently and appropriately enforce URFPD's policies, procedures, and SOGs.
10. Under the direction of the Fire Chief, directs the training activities of the department.
11. Shall develop, administer, and maintain training standards, procedures, and training manuals for the district.
12. Directs the training of career and volunteer members of the department; makes recommendations to the Fire Chief regarding training of all members.
13. Evaluates all training policies and procedures and delivery of, including but not limited to: Fire suppression structural/wildland, EMS, Hazmat, and all-risk training; makes recommendations to the Fire Chief for improving training delivery.
14. Ensures consistent training delivery to all personnel.
15. Responsible for the development, review and maintenance of the comprehensive records as it relates to training and certification tracking of all department personnel; working in conjunction with the Chief or designee to maintain updated training records for all department personnel.
16. Represent the District and act as liaison with other jurisdictional agencies for training.
17. Perform other duties and/or tasks as may be assigned by the Fire Chief from time to time.

### Fire Marshal

1. With the assistance of mentorship, develop a new comprehensive program that provides information, conducts inspections, initiates fire investigations, and provides a defensive record of such activities. These activities should include:
  - a. Scheduling of inspections of existing structures, new construction, and remodel sites for compliance with fire codes.
  - b. Communicates and works to resolution, fire code violations with the responsible party.
  - c. Responds to and investigates fires of undetermined causes as part of a team or lead.
  - d. Works with outside agencies on fire investigations including city and county law enforcement officers, arson detectives, Deputy State Fire Marshals, and Federal law enforcement agencies.
  - e. Provides public education in fire prevention, including giving talks, demonstrations, and presentations before community groups, and other organizations or institutions.
  - f. Responds to complaints regarding fire and life safety code violations and fire hazards.

- g. Prepares a variety of reports on fire investigation, inspection, and prevention as required.
- h. Conducts or organizes training for personnel in code enforcement and other assigned subject areas.
- i. Maintains positive working relationships with Umatilla Rural Fire Protection District members as well as with those in other agencies.
- j. Assists in developing plans for emergency preparedness.
- k. Will likely be called out after normal scheduled hours for emergency and other operations.

### **Other Duties**

1. Will likely respond to medical aid and fire calls; may direct activities at fires and other emergencies unless/until relieved by higher authority.
2. May operate any District apparatus as needed or required to achieve the mission.
3. May serve as the District Duty Officer and put into the Duty Officer rotation after appropriate training is completed.
4. Seek out grant opportunities for the District and initiate and/or assist in grant writing.
5. Other duties as assigned by the Fire Chief.

### **Tools & Equipment**

Vehicle, radio, pager, cell phone, personal computer, GPS, calculator, telephone, tape recorder, photo and video equipment, detection and monitoring equipment, fire hydrant testing equipment, hand tools, power tools, personal protective equipment, and medical equipment.

### **Physical Demands**

The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the member is frequently required to stand, sit, walk, talk or hear, use hands to finger, handle or operate objects, tools, or controls, and reach with hands and arms. The member is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The member must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

### **Special Requirements**

1. Must meet insurability requirements of the District's insurance carrier.
2. Must be able to read, write, and speak the English language.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While

performing the duties of this job, the employee works primarily in office, vehicle, and outdoor settings in all weather conditions, including temperature extremes, during day and night. Work is occasionally performed in emergency and stressful situations. Individual is exposed to noise and hazards associated with emergency medical responses and treatment of injured or ill patients and fighting fires including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings, moderate during daily work routines, and loud at emergency scenes.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Umatilla Rural Fire Protection District maintains an alcohol, drug, and tobacco-free work environment.