

CENTRAL CASCADES FIRE & EMS

JOB ANNOUNCEMENT



Firefighter Recruitment & Retention Coordinator

Introduction

Central Cascades Fire & EMS is an all-hazard agency located in the beautiful Oregon Cascade Mountains at Crescent Lake, Oregon. We are a resort community which includes Odell Lake and Crescent Lake Resorts as well as Willamette Pass Ski Resort.

Position Summary

This position is responsible for planning, coordination, and implementation of a Comprehensive recruitment and retention program, assists with special and volunteer projects and serves as the district's Resident Student Volunteer (RSV) Coordinator. The position is also responsible for carrying out the duties of a firefighter/ EMT, working in strict compliance with all rules and regulations that govern Central Cascades Fire & EMS (CCFEMS). This position responds to a variety of emergent and non-emergent incidents including calls for structural and wildland fire suppression, rescue, BLS and ALS emergency medical services, mass casualty incidents, and manmade and natural disasters. Operates CCFEMS vehicles, specialized equipment, and tools; assists in routine maintenance, cleaning, and inspection of CCFEMS vehicles, equipment, facilities, and tools; and is responsible for project work, as assigned.

Principle Duties & Responsibilities

1. Organizes, coordinates and manages the recruitment of Fire, EMS and Resident volunteers for the district.
2. Works with social, civic and local organizations to develop partnerships, where appropriate, to develop and/or utilize volunteers.
3. Develops and implements training programs for all volunteers in cooperation with district staff.
4. Acts as a liaison between the district and volunteers to improve communication and coordination to ensure future success of volunteer programs.
5. Reviews and updates training records on all volunteers and facilitates new certifications of volunteers.
6. Reports to the Fire Chief and Board of Directors on volunteer activities and areas of improvement as needed.
7. Represents the district and themselves professionally and ethically when dealing with other agencies, fire departments, organizations, and the public.
8. Provides coordination for new recruits to ensure requirements are met, will provide monthly updates to Fire Chief or designee on recruit status. Position will also assist with the mentoring processes with each program.
9. Greets the public, receives incoming telephone calls, and provides information within their scope of knowledge, or refers to the appropriate division and/or individual, provides forms and documents to the public upon appropriate request.
10. Deals effectively with people while promoting community and department interactions.
11. Attends district Board of Directors and other meetings, as directed by the Fire Chief.
12. Performs other related duties as assigned.

Minimum Qualifications

1. Be 18 years of age.
2. Must possess and maintain certifications as: NFPA Firefighter 1 (must obtain Firefighter II within three years of hire); Wildland Firefighter, Oregon EMT or higher must be obtained within 6 months of hire and be maintained for the duration of employment, Current CPR card, OSHA equivalent HazMat Emergency Responder Awareness and Operations, NFPA Driver/Operator, NIMS 100, 200, 700.
3. Must possess a valid Oregon Driver License and be insurable through the district's insurance provider.

Preferred Qualifications

1. EMT-A, EMT-I or EMT-Paramedic Certification
2. NFPA Firefighter 2
3. NFPA Instructor 1
4. NFPA Apparatus Equipped with Fire Pump
5. Wildland Firefighter Type 1

Benefits and Pay

1. Medical/Dental/Vision 90%/10%
2. Public Employees Retirement System (Oregon PERS)
3. Vacation Eligibility
4. Holidays
5. Wages Start at \$4000.00/ Month

Knowledge, Skill and Abilities

1. Skill and ability to communicate effectively with other employees and the public using tact, courtesy, and good judgement.
2. Skill and ability to establish effective working relationships with members of the district, public and other stakeholders.
3. Ability to understand and execute oral and written instruction, policies and procedures.
4. Skill and ability to respond to and resolve questions and concerns from the public as appropriate.
5. Ability to make decisions in accordance with established policies and requirements.
6. Skill and ability to generate reports and correspondence.

7. Skill and ability to work with a high degree of accuracy, attention to detail and meet deadlines.
8. Ability to learn new skills and new processes as required.
9. Ability to perform physical activities that are essential functions of the position of a Firefighter/EMT.
10. Ability to effectively communicate orally and in writing with people of all ages and socioeconomic groups and easily relate to prospective new volunteers.
11. Ability to prepare reports, assignments, instructional guides, and other written directives and documents.
12. Ability to manage time, projects, and deadlines independent of direct supervision.
13. Practical familiarity of general computer operations; have basic proficiencies with Microsoft Office Suite products: Word, Excel, PowerPoint, Publisher, and database software applications.
14. Ability to be imaginative, independent, and articulate.
15. Ability to operate as an emergency responder as assigned by the fire chief.
16. Maintain the ability to physically accomplish the requirements of the district. To have above average mobility in claustrophobic and hazardous areas, the ability to lift and move over 50 pounds, intermittent sitting, standing, kneeling or stooping for long periods of time, able to be exposed to and function in noisy environments,
17. Ability to maintain composure, think clearly and interpret orders and/or directions under emergency conditions as well as in daily operations. Ability to understand and follow oral suppression / prevention materials and information.
18. Ability to routinely deal with the general public, public employees, officials, volunteers and staff in a courteous manner.
19. Ability to perform a variety of mechanical operations.
20. Ability to work a flexible and variable schedule.

Work Environment

Job requires the use of office equipment including, but not limited to, computers with Microsoft Office, fire-based reporting and staffing programs, and internet; tablets, telephones, cell phones, two-way radios, pagers, copy machines, and fax machines. Position requires responding to alarms, which occur at any time. The work environment includes indoor, outdoor, residential commercial, and industrial settings, near moving machinery and traffic. All types of weather conditions may be encountered, including temperature extremes, wet, dry, hot and below freezing weather, during day and night in stressful emergency situations. Exposure to noxious odors, toxic fumes, irritants, particulates, biological and non-biological hazards, heated gases; risk of electrical shock, and vibration; with potential exposure to bodily fluids; airborne, blood borne and other communicable diseases. Noise levels from quiet office setting to extreme levels at an emergency scene. Unauthorized full or partial absence during any scheduled shift, arriving late, or leaving early, for whatever reason, may result in disciplinary action up to and including termination of employment.