

# Position Announcement

## Keizer Fire District Division Chief – Training, Health and Safety

The Keizer Fire District in Keizer, Oregon, is currently recruiting qualified applicants to fill the Division Chief – Training, Health and Safety position. This position reports directly to the Fire Chief.

Located in Marion County in the mid Willamette Valley, this progressive district serves a population base of nearly 35,000 residing within its 10.5 square miles of jurisdiction. A budget of \$4.6M allows the 24 career personnel, 37 volunteers, 14 Explorers, 3 administrators and an Office Manager to offer a full range of fire suppression, prevention, rescue, and EMS services from one station. On average, there are over 4,000 annual calls for service, with the majority being ALS/BLS and other medical calls. Apparatus, equipment and facilities are modern and well maintained.

### **Minimum Position Requirements:**

- EMT Basic with state of Oregon certification within 60 days of date of hire
- Valid Oregon Driver's License within 30 days of date of residency
- NFPA Firefighter II, or equivalent
- NFPA Hazardous Materials Operations, or equivalent
- NFPA Pumper Operator, or equivalent
- NFPA Fire Officer I, or equivalent or obtainable within one (1) year of date of hire
- NFPA Instructor I with Instructor II certification within one (1) year of date of hire
- Minimum of five (5) years of fire and EMS related experience
- Must obtain DPSST Fire Ground Leader and NFPA Aerial Operator certifications within one (1) year of employment
- Must reside in Keizer within one (1) year of date of hire

### **Desirable qualifications include:**

**Experience:** The ideal candidate will possess progressively responsible fire and EMS service experience in a company officer or higher level position and a solid history of working with a career/volunteer combination department. The ideal candidate will also have experience with EMS patient care and transport with Paramedic certification preferred.

**Education:** Hold an Associate's Degree in Fire or EMS related field with Bachelors Degree preferred. Training program development and coordination experience will be measured in credits for certification level, education level, instruction levels and achievements. This officer position must possess a "Passion" for training with education, certification, and instructional credentials that demonstrate this.

**Ability:** Must be a confident communicator with the ability to coach, counsel, mentor, and instruct, in a confident, positive, and when necessary, innovative way. Must be empowering with an inclusive teamwork approach and be knowledgeable in modern Fire and EMS practices, safety requirements and best practices, Incident Command, NIMS, emergency equipment and training methods. Must have and show a demonstrated enthusiasm for Training and Safety.

**Knowledge:** Education, training and experience must add up to the demonstrated knowledge of...

- Modern training techniques in fire, EMS, rescue, fire suppression, safety, health, fitness, and prevention programs for both career and volunteer emergency response personnel.
- Training program development and evaluation practices and techniques.
- Long and short range training evaluation, assessment, planning strategies, and achieving performance results.
- Methods and techniques of supervision, training, motivation.
- Occupational hazards and safety practices.
- Emergency communications equipment utilization and procedures.
- Command and control of emergency incidents.
- Confident public speaker and instructor in a classroom and/or fire ground setting.
- Methods techniques for record keeping; proper English, spelling and grammar.
- Modern office equipment including networked computers, software applications and communication technology.

**The applicant must have demonstrated experience, skills and characteristics which include:**

- High level of motivation and enthusiasm in leading a progressive fire district's training, health and safety programs
- High level of professionalism and work ethic and a proven decision-maker and visionary
- Ability to build and maintain effective working and interpersonal relationships with the community, other public safety and political entities, subordinates, and superiors
- Ability to create and maintain effective career and volunteer personnel relationships
- Ability to provide effective leadership that builds trust and confidence
- Ability to effectively communicate orally and in writing to a diverse audience
- Ability to analyze strengths and weaknesses of personnel and programs and implement strategies to maintain the district's high level of providing services
- Ability to effectively develop and implement short- and long-range planning and goals
- Demonstrated skills with maintaining and presenting all manner of data, records and reports
- Ability to work effectively and establish relationships with the management team and other internal and external professional, service and social entities
- Knowledge of and experience with personnel laws and procedures
- Demonstrated experience and training in NIMS and Incident Command
- Demonstrated ability to develop and administer a budget
- Demonstrated computer skills and operational understanding of software programs beyond a basic level

- Demonstrated high level of interaction and involvement within the community

**Civil Service:** This is a Civil Service position with qualifying Keizer Fire District member and veterans preference points awarded (include copy of DD-214).

**Final Candidate Selection:** The successful candidate must pass a medical and psychological evaluation and a thorough background investigation.

**Salary Range:** \$73,584 - \$87,636 DOQ. Excellent benefits package: Health/life insurance, PERS retirement, matching deferred comp. and more.

To obtain a recruitment package or additional information, contact: Emergency Services Consulting, inc. at 800-757-3724 or fax 503-570-0522. **All materials available for download at [www.esci.us](http://www.esci.us).**

**Application Deadline: 4:00 PM PDT, Monday, March 15, 2010**