



Glide Rural Fire Protection District

P.O. Box 446
18910 North Umpqua Hwy.
Glide, Oregon 97443
Phone 541-496-0224 Fax 541-496-0762
glidefire@glidefire.org

Job Opening: **Training Officer**
Location: Glide, Oregon
Work Hours: 15 hours per week
Beginning Wage: \$20 per hour. Wage increases dependent on performance reviews at 3 and 6 months after hire, and annually thereafter.
Earliest Start Date: May 14, 2018
Probationary Period: 12 months

Primary Duties: **Plan, coordinate, implement, and track all Fire and EMS training of Fire District personnel**

Supervision Received: Works under the general guidance and direction of the Fire Chief

Minimum Qualifications:

- High School Diploma, GED, or equivalent.
- Ability to read, write, and speak the English language.
- Age 21 or older at time of hire.
- Possess, or be able to obtain by time of hire, a valid Oregon State Driver's License without suspension or revocation in any state.
- Safe driving record on file with the DMV.
- Current CPR card for BLS Provider.
- No felony convictions or disqualifying criminal history.
- Ability to meet the strenuous physical demands of a Firefighter/EMT.
- Ability to meet the requirements of the District's Policies, Standard Operating Procedures, and Standard Operating Guidelines, including those pertaining to substance abuse.

Required Special Qualifications:

- CPR/First Aid BLS Instructor with American Heart Association, or ability to obtain.
- Oregon Licensure as an EMT with 5 or more years' experience in a full-time paid position.
- NFPA Firefighter One certification with 5 or more years' experience in a full-time paid position.
- NFPA Instructor One certification with some teaching experience.
- NFPA Fire Apparatus Driver/Operator certification.
- NFPA Pumper Operator certification.
- NFPA Haz. Mat. Operations certification.
- Ability to work Monday 12:30pm-9pm a majority of the time, and another weekday for 7 hours typically during normal business hours.

Additional Desired Qualifications:

- Experience with volunteer or combination departments.
- Oregon EMT Advanced, Intermediate, or Paramedic with field experience.
- Associates Degree.
- NFPA Firefighter Two.
- Oregon DPSST Drivers Training or DOT/EVOC training certification

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Knowledge, Skills, & Abilities:

- Have a working knowledge of modern fire suppression, prevention, and emergency medical service principles, procedures, techniques and their application.
- Have a working knowledge of combustion engines, hydraulic systems, air systems, vehicles electrical systems, two and four stroke engines.
- Be an enthusiastic and engaging instructor.
- Value the role of the volunteer fire service in providing emergency services to our rural communities.
- Knowledge or experience working with volunteer firefighters or EMS personnel.
- Ability to act effectively and provide leadership in emergency and stressful situations.
- Ability to initiate and follow verbal and written instructions.
- Ability to establish effective working relationships with Glide Fire employees and volunteers, other agencies, and the general public.

Tools and Equipment - The applicant should have experience with and the ability to train others on the following tools and equipment:

- Fire apparatus and equipment, firefighting foam, chemicals, and solvents.
- Emergency medical apparatus and equipment.
- Radios, pagers, computers, and telephones.

Primary Duties and Responsibilities:

- Plan, coordinate, and implement all training for the District. This includes weekly EMS, fire, rescue, and hazardous materials drills.
- Teach majority of Monday night 6:30-8:30pm training. When needed, recruit substitute instructors from Glide Fire officers, volunteers, or outside agencies or health care providers.
- Develop lesson plans, Powerpoint presentations, and other materials for drills and academy classes.
- Provide detailed written lesson plans for training within current NFPA or Oregon EMS guidelines. Submit lesson plans to Fire Chief for review at least 1 week before scheduled training. In advance, recruit Glide Fire officers or other volunteers to assist with drills.
- Incorporate Glide Fire District equipment into training drills (i.e. TIC, Jaws, SCBA, Medical equipment).
- Plan, coordinate, implement, and track training of *new* volunteers to ensure EMS, Firefighter, Apparatus Operator, and Driver training is received in a timely manner.
- Plan, coordinate, implement, and track EMS, Firefighter, Apparatus Operator, and Driver training to meet recertification/relicense requirements.
- Mentor personnel to improve quality of services.
- Coordinate fire district personnel in providing emergency medical and firefighting services.
- Critique personnel performance, notice skills needing improvement, and implement additional training as needed.
- Evaluate program effectiveness and work with the Fire Chief to develop strategies to provide continuous improvement.
- Maintain training records and enter electronically into FireBridge.
- Submit drill rosters to Umpqua Community College (U.C.C.) for documentation.
- Ensure applications for certification and personal action forms are submitted to Oregon DPSST and OHA as needed.
- Plan and distribute a monthly training calendar to all volunteers.
- Modify training schedule as necessary to meet safety or operational issues.

- Plan, coordinate, and implement annual Firefighter 1 academy and initial EMR training.
- Maintain compliance with state and federal regulations as they pertain to fire and emergency medical services.

Secondary Duties and Responsibilities:

- Respond to fire, MVA, and Haz. Mat. emergencies and perform fire suppression activities while working at the station, including but not limited to driving fire apparatus, operating fire pumps and related equipment.
- Respond to emergency medical situations and render aid while working at the station, as per EMT standards and county protocols.
- Review and ensure quality control of all emergency response reports.
- Enter fire and hazmat emergency response reports into FireBridge.
- Attend Glide Fire Officers’ meetings and monthly District Board Meetings.
- Serve as liaison to the Umpqua Fire Instructors Association and U.C.C.
- Coordinate fire district personnel in performing annual hydrant testing, pump testing, and 4-gas monitor testing.
- Assist in the inspection of buildings, hydrants, and other structures to develop and maintain pre-fire plans. Maintain pre-fire planning books and checklists.
- Assist Fire Chief with promotion, implementation, and oversight of U.C.C. Student Sleeper Volunteer program.
- Assist with volunteer recruitment and retention strategies.
- Provide recommendations and assist staff with updating Policies, Standard Operating Procedures, and Standard Operating Guidelines.
- Communicate with Douglas County Planning Department and homeowners regarding road standards for new building permits.
- Maintain personal licenses and certifications necessary to perform required Training Officer duties, as well as compliance and familiarity with all district policies, standard operating procedures, and standard operating guidelines.
- Perform other duties as assigned.

About Glide Fire District:

Glide Fire is a volunteer fire district located in central Douglas County, Oregon in the unincorporated town of Glide. Glide is a gateway to the Rogue-Umpqua River Scenic Byway, North Umpqua Trail, and Crater Lake National Park. This is a popular tourism area for many outdoor activities including hiking, cycling, waterfall exploration, rafting, fly-fishing, hunting, and camping. Our fire district boundary encompasses an area over 27 square miles in size. We serve a population of approx. 4,200 citizens, and responded to 553 emergency calls in 2017.

The district has 23 active volunteers who respond to medical emergencies, structure fires, wildland fires, motor vehicle accidents, hazardous materials spills, and public assists. We operate 2 licensed BLS ambulances, 3 engines, 3 water tenders, 1 wildland engine, and 1 rescue vehicle from 1 main station and 1 substation. Glide does not have the ASA for this area, so rarely transports patients.

Paid staff include a full-time Fire Chief, part-time Training Officer, full-time Business Manager, part-time Bookkeeper, and part-time Janitor. The district is overseen by a 5-member Board of Directors.

Application Requirements - Include the following in your application packet:

- Cover Letter
- Resume
- Completed Glide Fire District Employment Application
- Copy of CPR card for BLS Provider
- Copy of Oregon EMT or Paramedic License
- Copy of NFPA Certifications as listed on page 1 “Required Special Qualifications”
- Veterans claiming preference points must include copy of DD-214 or DD-215

Application Submittal:

Application packets will be received until 6pm on April 26, 2018. Emailed applications will not be accepted. Applications shall be submitted to Glide Rural Fire Protection District, Attention: Fire Chief, as follows:

- By Mail: P.O Box 446, Glide, OR 97443
- By FedEx or Hand Delivery: 18910 North Umpqua Hwy., Glide, OR 97443

Selection Guidelines:

- Receive applications
- Review qualifications, knowledge, skills, and experience
- Interview most qualified applicants
- Background checks
- Final selection

This will fill one available position. Position open until filled.

Glide Rural Fire Protection District is an Equal Opportunity Employer and does not discriminate against applicants or employees because of that person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.