

**DEFINITION**

This full-time position supports fire prevention and community education activities with other departments and outside agencies; interprets fire codes, and ensures program compliance with all State and Federal code requirements. Conducts community risk assessments and supports programs to mitigate a broad range of risks. Works collaboratively with other stakeholders to coordinate and streamline delivery of risk reduction programs.

As a member of a fire suppression and life safety team, participates in a team's response to a wide range of emergencies such as fires, medical emergencies, rescues, and other incidents. Operates specialized equipment, apparatus, machinery, and tools. Conducts fire inspection and prevention activities. Mentors and trains volunteer firefighters, including resident volunteers, out-of-district volunteers and community volunteers.

Supervises and manages the activities of the Fire Corps.

**SUPERVISION RECEIVED AND EXERCISED**

The position is generally supervised by the Division Chief - Community Risk & Fire Safety. When assigned to operational duties, this position reports to the Shift Commander.

The position provides supervision to the Fire Corps and supports the activities of that division.

**EXAMPLES OF DUTIES** -- Duties may include, but are not limited to the following:

**General Fire Fighting and Emergency Response Duties:**

1. Responds to emergency situations and performs fire suppression activities, medical assistance and other specialized rescue activities in a team environment. Works within the chain of command and follows orders, rules, policies, standard operation procedures (SOP's), safety practices, and detailed directions; makes rapid decisions as to appropriate action if required.
2. Operates diverse equipment, such as hoses, breathing apparatus, a variety of hand tools and power equipment, saws, portable fire extinguishers, ventilation equipment, specialized rescue and extrication equipment.
3. Performs hose and ladder evolutions.
4. Assists in routine maintenance and inspection of apparatus, equipment and tools.
5. Participates in fire and other emergency/rescue drills and training; keeps up-to-date on methods, policies and procedures; takes periodic written and practical exams.
6. Participates in the inspection and maintenance of fire hydrants.
7. Teaches basic fire prevention techniques at schools; conducts tours.
8. Assists with maintenance and record keeping of district vehicles.
9. Participates in the maintenance of fire station and grounds.

10. Operates personal computers and medical reporting computers as required.
11. Operates diverse types of apparatus, such as engine, water tenders, and rescue trucks.
12. Performs other related duties as required.

**EMS related duties:**

(NOTE: The emergency medical service duties listed below are general in nature and are not a detailed description of duties authorized for each certification level.)

1. Performs life-saving initial patient assessment and administers medical treatment, either basic or advanced, as determined by the employee's certification level. May serve as primary care provider.
2. Assesses, initiates, and documents treatment for injured, ill, or infirmed patients.
3. Performs lifting and moving of patients without causing additional injury.
4. Performs vehicle extrication activities.
5. Checks and maintains medic unit equipment and supplies.
6. Operates various equipment such as suction units, cardiac monitor defibrillators, stretchers, medical instruments/supplies and devices, etc.

**Prevention related duties:**

1. Supports and performs community risk reduction, and fire inspection program activities. This includes planning, organizing, coordinating, directing and evaluating fire prevention inspections, wildfire home risk assessments, regulatory activities, fire safety, accident prevention education, and public education programs.
2. Engage with a wide range of fire service and non-fire service entities to actively promote the concept of enhanced safety from fire, and to encourage collaboration and partnership working of shared ambitions.
3. Assists in management and implementation of program goals and objectives. Supports policies and procedures for community risk reduction services. Provides input on development of risk reduction operational protocols and procedures.
4. Identifies and responds to public issues and concerns; promptly addresses citizen complaints and follows up appropriately.
5. Attends and participates in various meetings, committees and task forces; represents the District in other organizational meetings as assigned by the Division Chief.

**QUALIFICATIONS****Knowledge of:**

1. Community risk reduction principles and practices.
2. Fire prevention codes, regulations, standards, and inspection techniques.
3. Fire behavior, suppression and control strategies, hazards and techniques, such as control, prevention and extinguishment of various types of fires.

4. Basic rescue techniques and operations
5. Primary and secondary fire search and rescue techniques.
6. Departmental rules, regulations, policies, and procedures; Principles of Incident Command System.
7. Procedures dealing with fire fighting and emergency rescue; station and apparatus resource manuals; emergency driving laws.
8. Firefighter safety and survival practices.
9. Fire & EMS instruction techniques.
10. Radio techniques and procedures.
11. Wildland and interface firefighting principles and procedures.
12. Flammable, hazardous, explosive, toxic materials and building construction for fire protection and fire hazards.
13. Building construction and effects of fire and water on structural stability and integrity.
14. Salvage, overhaul and property conservation techniques.
15. Water distribution systems; electrical systems; alarm system; heating/ventilation systems.
16. Locations including: water mains, building structures, sprinkler systems, topography of land and special hazards in district.
17. Personal computer systems and basic office software.

Ability to:

1. Perform duties assigned at incident site for emergency and non-emergency situations.
2. Rapidly analyze problems and make decisions as appropriate response within scope of orders from company officer.
3. Work effectively with others and as an integral part of fire suppression and emergency response team.
4. Use judgment in operating equipment within defined strategy and procedures; knows how to use equipment in different situations.
5. Prepare for various emergency response situations and handle stressful situations and traumatic incidents.
6. Communicate effectively, verbally and in writing, with a diverse range of people; deal effectively with verbal and physical confrontations.
7. Perform strenuous work under adverse conditions, such as heat, smoke, physical discomfort, confined spaces and various heights and hazardous environments.
8. Prepare and deliver public presentations.
9. Inspect and identify fire and life safety hazards and order necessary corrections.
10. Maintain fitness required for position.
11. Maintain required records.

Mandatory Qualifications at Time of Appointment:

1. Proof of completion of a NFPA Firefighter 1 academy
2. Valid driver license with no disqualifying moving violations
3. Ability to pass department physical abilities test, medical physical conducted by the district's physician, and pre-employment drug screen.

Qualifications Required to Complete Probationary Period:

1. Oregon EMT license
2. ICC Codes Inspector 1
3. NFPA Firefighter 1
4. NFPA Haz-Mat Awareness & Operations
5. NFPA Driver
6. NWCG Firefighter Type 2
7. NIMS ICS 100, 200, 700, & 800

Strongly Preferred Qualification:

1. AS/AAS (or higher) in Fire, EMS or related field
2. Experience in Fire Prevention and/or Community Risk Reduction
3. Operational Fire & EMS Experience
4. Demonstrable Experience in Leadership of Volunteers

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee 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 employee is frequently required to sit; talk or hear; walk; use hands and fingers to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crawl, and smell.

The employee frequently must lift and move up to 10 pounds and occasionally move up to 150 pounds. Vision abilities required are close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must pass a hearing test within normal range.

The employee must meet the physical requirements as outlined in the Sisters-Camp Sherman Fire District Medical Release Form.

## 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.

Work is primarily performed in offices, vehicles and outdoor settings in all weather conditions including temperature extremes during day and night. Work is often performed in emergency and stressful situations. The individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents or oils. During firefighting activities, an employee is exposed to restricted environment with temperature variance and periods of extreme physical exertion.

The employee occasionally works near moving mechanical parts and in highly precarious places and is exposed to wet or very dry conditions, fumes, airborne particles, toxic or caustic chemicals and a risk of electrical shock and vibration.

The noise level is usually quiet in the office setting and loud at the emergency scene.