



Sisters-Camp Sherman Fire District

INFORMATIONAL PACKET:

Captain – Shift Commander (Paramedic required)

The Sisters-Camp Sherman Rural Fire Protection District has an immediate opening for a Captain – Shift Commander. The position is expected to start in May, 2025. For more information about the position and the fire district, please visit www.sistersfire.com. Direct any questions to Deputy Chief Tim Craig, tcraig@sistersfire.com

Salary Range:

\$97,570 - \$113,621* (Plus Benefits)

(*starting salary is dependent on experience and qualifications)

Other Benefits Include:

Regence health insurance, MODA dental insurance family plan, full premium paid by District
VEBA contribution up to \$6,000 per year (family)
PERS retirement-District pays employer and employee contributions
Deferred compensation in lieu of Social Security at 6.2% of salary
Paid vacation and holiday leave
Life insurance, AD&D, Short- and long-term disability insurance
MASA coverage for family
Costco membership
Cell phone reimbursement (\$50/month)
48/96 rotating shift schedule

Minimum Qualifications to Apply:

Oregon or NREMT Paramedic with current CPR certification (Reciprocity to Oregon license required ASAP)
DPSST/NFPA – Firefighter II
DPSST/NFPA – Driver & Pump Operator
DPSST/NFPA – Fire Officer I
DPSST/NFPA – Fire Instructor I
DPSST/NFPA – HazMat IC training
DPSST/NWCG Single Resource Engine Boss
ICS 100, 200, 300, 700, 800 and OSHA equivalent HazMat Emergency Responder within (12) twelve months of employment.

Preferred Qualifications:

Associate's degree in one of the following; Fire Science, Fire Service Administration, Emergency Medical Services, Emergency Management
Bachelor's degree in Fire, EMS or related field
DPSST/NFPA – Fire Instructor II
DPSST/NFPA - Fire Officer II*
NFA Incident Safety Officer
DPSST/NWCG – Task Force/Strike Team Leader*
Blue Card – Incident Commander*
NFA – Managing Officer Completion, or enrollment

**Required by the end of the second year of employment. Training and certification achieved at the earliest possible timeframe, based on workload and availability of courses*

Exceptions to minimum qualifications may be made at the discretion of the Fire Chief, or their designee, if the candidate possesses a combination of experience and training which provides the desirable knowledge, skills and abilities.



Details of the Position

The Shift Commander is responsible for overseeing all fire suppression, rescue, emergency medical, and related activities across multiple stations during their assigned shift. As a senior leader, the Shift Commander ensures adherence to district policies, directs station operations, and manages personnel, including firefighter-paramedics, volunteer captains, and other volunteers. This role involves incident command during emergencies, ensuring safety, coordinating training programs, and managing station maintenance. The Shift Commander also plays a key role in budgeting, fire prevention, public education, and equipment management. The position requires a minimum of five years of full-time experience in firefighting/paramedic duties, with prior leadership experience preferred. Strong communication, leadership, and decision-making skills are essential, along with the ability to respond effectively in high-pressure situations.

Responsibilities Include:

- Oversee shift operations, ensuring compliance with district guidelines.
- Serve as the first incident commander, providing leadership during fire and emergency responses.
- Supervise and mentor station personnel, managing discipline and performance.
- Ensure station and equipment maintenance, budget management, and adherence to safety protocols.
- Provide training, conduct drills, and evaluate personnel skills and performance.
- Participate in fire prevention activities and public education efforts.

Qualifications:

- 5+ years of experience in firefighting & paramedic roles.
- Prior leadership experience in fire service (e.g., company officer or AIC).
- Strong knowledge of fire suppression, emergency medical response, and fire service practices.
- Ability to manage personnel, evaluate performance, and lead under pressure.

Skills:

- Expertise in firefighting, rescue operations, and EMS procedures.
- Strong interpersonal and communication abilities.
- Physical fitness and the ability to work in hazardous environments.

The Shift Commander is a critical leadership position, ensuring smooth and effective station operations while prioritizing safety, training, and community engagement.



SELECTION PROCESS AND TIMELINE:

Application Submission and Review

The deadline to receive application packets is on or before March 28, 2025, at 5: P.M. Application packets must be received by the deadline established, delivered by email to tcraig@sistersfire.com and alinker@sistersfire.com. Please call 541-549-0771 to confirm we have received your application by the deadline. The top scoring candidates will be invited to participate in a panel interview, to be held at the Sisters-Camp Sherman Fire District headquarters station in Sisters, Oregon on April 14, 2025.

Fire Chief Interview

The Fire Chief will conduct a final interview with qualifying candidates on or about April 18, 2025 with conditional offer of employment on or about April 21, 2025

Pre-employment Physical Exam

The candidate offered the position will be required to complete a pre-employment physical exam and comprehensive background investigation.

Start Date

The estimated start date for the position is May 1, 2025.

CHECKLIST FOR SUBMISSION:

- Completed and signed employment application
- Completed supplemental questionnaire delivered in the required format
- Completed resume
- Submit the employment application and supplemental questionnaire by email to both alinker@sistersfire.com and tcraig@sistersfire.com
- Call 541-549-0771 to confirm receipt of your application submission