Tillamook Fire District

Proudly Serving the Citizens of Central Tillamook County



Invites Applications for the position of

**Training Officer**

**Opening Date: March 9th, 2022**

**Closing Date: April 9th, 2022, 4:00PM**

**Salary Range $53,892- $65,520**

Tillamook Fire District is actively recruiting for (1) full time Training Officer this position is Non-Exempt under FLSA and Exempt under civil service.

**Position Overview:**

The Training Officer is responsible for maintaining all training files and records for the district, and assistance with

daily apparatus inspection and maintenance ensuring a maximum degree of readiness for all

District emergency equipment, and the safe driving and operation of all District apparatus for

emergency and non-emergency service. Performs a variety of supervisory, technical, and administrative work in the supervision and administration of fire suppression, emergency medical service, hazardous materials, fire prevention and training activities of the fire district

**To be considered for this position, qualified candidates must submit the following:**

* Application (required)
* Attached formal Cover Letter (required)
* Attached formal Resume (required)
* Attached valid Credentials, Certifications and Licensing (if applicable)

For additional information, please visit our website at [www.tillamookfire.com](http://www.tillamookfire.com)

If you have specific inquires not otherwise listed on our website, please feel free to contact Chief Daron Bement at 503-842-7587 or [firechief@tillamookfire.com](mailto:firechief@tillamookfire.com)

Please submit by Mail ONLY to:

**Tillamook Fire District**

**Attn: Training officer recruitment**

**2310 4th street**

**Tillamook OR, 97141**

**Submission deadline is April 9th, 2022, 4:00 PM**

Applicants must provide certification that they are a veteran or disabled veteran to receive veteran’s preference.

Tillamook Fire District provides equal employment opportunity to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran’s status, or any other status protected by applicable federal, Oregon, or local law. No application will be rejected because of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

To claim veterans’ preference in hiring, complete the Veteran’s Preference Form and submit it with the required documentation at the time you submit this application.

**Training Officer**

**Tillamook Fire District**

DEPARTMENT: FIRE SUPPRESSION

SUPERVISOR: FIRE CHIEF

SUPERVISION EXERCISED: In the absence of the Fire Chief, indirectly

supervises over (2) Fire District employees and

over (40) Fire District Volunteers.

SALARY/WAGE STATUS: NON-EXEMPT, GRADE

CIVIL SERVICE STATUS: NO

BARGAINING UNIT: NO

REVISED: 3/2022

PRIMARY PURPOSE

Responsible for maintaining all training files and records for the district, and assistance with

daily apparatus inspection and maintenance ensuring a maximum degree of readiness for all

District emergency equipment, and the safe driving and operation of all District apparatus for

emergency and non-emergency service. Performs a variety of supervisory, technical, and administrative work in the supervision and administration of fire suppression, emergency medical service, hazardous materials, fire prevention and training activities of the fire district

ESSENTIAL FUNCTIONS

The essential functions of the Training Officer include, but are not limited to, the following

duties and responsibilities that are listed in no particular order of importance or significance:

1. Maintain and monitor all district training records for compliance with OSHA, DPSST, and

ISO.

2. May assist with or be chosen to manage and control all matters pertaining to the Fire District in the absence of the Fire Chief, Assistant Chief and/or their designee.

3. Ability to effectively direct the operations of personnel and equipment under emergency

conditions when acting in position of Duty Officer or as assigned under the Incident Command

System.

4.Assist with apparatus, building, and grounds maintenance on a daily basis to include but not

limited to garbage removal, daily station cleaning of restrooms and floors.

5. Safely drive and operate all emergency apparatus of the district for emergency and non

emergency operations.

6. Assist with maintenance and repairs on emergency apparatus, equipment, and buildings.

7.Assist with public education programs in the school and the community for fire and life safety

issues as a designee of the Fire Marshal.

8. Coordinate and ensure compliance with annual Safety, CPR, AED, and Bloodborne

Pathogen’s training.

9. Assist with additional training during regular and special training sessions as directed by the

Fire Chief.

10. Coordinates the District’s safety program for OSHA compliance and employee wellness as

the district’s designated “Safety Officer”.

SECONDARY FUNCTIONS

1. Maintain awareness and knowledge of current fire suppression techniques, and computer

operations for maximum efficiency.

2. Performs other duties as assigned.

JOB SCOPE

The Training officer is responsible for filing, recording, and maintaining all training records for

the district. Responsibilities include general computer and manual entry of all training classes

for attendance and content. Involves consistent contact with others inside the Fire District as he

or she works independent on daily duties and responsibilities with direction given by the Fire

Chief. The Training officer also assists in daily maintenance and readiness for all District

emergency equipment.

Performances of functions have significant operational safety impact upon the district that

require the incumbent to use a high degree of professionalism and accuracy in the execution of

the essential functions. Requires limited travel inside and outside the district, as he or she

represents the district in fire service-related activities. Involves a moderate degree of exposure to

hazards and extreme conditions, but may require such exposure in the event of major disaster

operations or routine involvement in emergency operations at the operations level. Involves

occasionally working under a moderate degree of stress and may require working long hours in

the performance of essential functions.

JOB SPECIFICATIONS

1. Any combination of education, training, or experience that provides the required knowledge,

skills and abilities to perform essential functions. High school graduate with an Associates

Degree in related field or documented equivalency required.

2. Two (2) years’ experience in a career department or five (5) years’ experience in a volunteer

Department with progressive fire management and/or command experience or documented equivalency required.

3. NFPA Fire Fighter I and Driver-Operator/Pumper/Aerial certified.

4. Must meet knowledge, health and physical qualifications established by Fire District and

the Civil Service Commission.

5. Must possess a current driver’s license valid in the state of Oregon and insurable by the

district’s insurance carrier.

6. Must be Emergency Medical Responder (EMR) or the ability to attain certification within one year. EMT Basic certified (Preferred)

7. Assist with apparatus, building, and grounds maintenance daily to

include but not limited to garbage removal, daily station cleaning of restrooms and floors.

8. General knowledge of modern fire-fighting techniques, including emergency medical

Services and hazardous materials.

9. Understand and assist with development of District policies and Standard Operating Guidelines.

10. Ability to maintain satisfactory relationships with volunteers and the public.

11. Ability to communicate effectively in English, both orally and in writing, as well as the

ability to effectively instruct.

12. Ability to perform those physical requirements necessary for essential functions including,

but not limited to, regular sitting, standing walking, and general mobility; continual talking in

person, in group presentations, and over the phone to diverse groups of various sizes and

natures; occasional keyboard typing; infrequent crouching, kneeling, crawling, climbing,

limb extension, and all other physical activities required in his or her activities in emergency

situations.

13. Ability to operate a computer and maintain computer literacy in all software programs

implemented by the district.

14. Maintain presentable, clean, and safe work area