

Estacada Fire District



Invites qualified candidates to apply for:

Recruitment & Retention/Training Chief

Salary \$9,430/month plus medical, dental, vision, PERS, paid time off (PTO)

The Community

Located on the Clackamas River is the City of Estacada. Estacada sits on Highway 224, 30 miles southeast of Portland, OR. Estacada proudly stands today as a rural community with close access to big-city amenities. With Mt. Hood National Forrest in the background, Estacada is a great place to live, work and play.

Outdoor enthusiasts know the area for its seven campgrounds along the Clackamas River and quick access to boating, rafting, fishing, and biking trails. In addition, Estacada showcases several festivals, celebrations, and runs throughout the year which are a source of community pride. Estacada is home to two elementary schools, a middle school, and a high school. These, along with numerous city parks, provide a place for children to participate in inter-mural sports activities. Portland and Clackamas Community Colleges serve the area and offer a center for those wishing to complete advanced degrees through distance education through the Oregon University System.

The Department

The district provides services to the City of Estacada as well as fire and medical services to areas of George, Springwater, Dodge, Tumala, and Viola. This encompasses an area of 88 square miles. In addition to being a full-service emergency provider, the department provides several proactive services including fire and safety inspections, emergency planning (disaster), consultative services and educational programs for the public and business community. The Estacada Fire District is staffed by 12 career personnel, 70 volunteer fire fighters, and 6 student firefighters assigned to A, B or C shifts.



The Position

ESSENTIAL FUNCTIONS:

1. In cooperation with District Administration and Officers, coordinates volunteer and resident volunteer firefighter activities.
2. Conducts training and maintains records related to the training of volunteers, career and student firefighters assuring that all mandated standards are met.
3. Coordinates training efforts with the officers of the district.
4. Promotes public relations for the fire district and the fire service.
5. Recruits new volunteer and student volunteer members; develops and implements a volunteer retention program including incentives, education, and benefits.
6. Creates and maintains volunteer and student volunteer work schedules.
7. Liaisons with regional Community College Fire Science and EMS program representatives.
8. Serves as the main communication source to volunteers and student volunteers disseminating pertinent information regularly to all groups. Functions as the main point of contact for members of these groups.
9. Coordinates and manages the volunteer and student volunteer programs including participation requirements, reimbursement policies, volunteer scheduling, etc.
10. Verifies that all volunteers are meeting District expectations and minimum requirements.
11. Monitors volunteer and student volunteer performance and activity levels.
12. Monitors the volunteer and student volunteer program and makes recommendations for improvement.

13. Oversees volunteer and student volunteer disciplinary matters and makes recommendations and documents circumstances regarding potential disciplinary actions of subordinate personnel.

14. Communicates with various work associates and subordinates in ways that promote a positive work environment.

15. Provides regular reports on recruitment and retention efforts.

16. Maintains all necessary records to ensure local, State, or Federal grant and certification compliance.

17. Assists finance officer and office staff in managing the SAFER Act Recruitment and Retention Grant, grant funds, purchases, and reporting requirements.

18. Utilizes social media outlets for recruitment and retention efforts in addition to public education.

19. Serves as the district Duty Officer.



WORK ENVIRONMENT

This position reports directly to the Fire Chief. Regular work hours are four 12-hour days on a rotating four (4) on, four (4) off schedule; however, occasional evening and weekend meetings and training sessions will be required outside of the normal schedule. Work is performed in an office environment and requires an ability to multitask while being positive and responsive to frequent and varied issues from fire district members, staff, and the public. Competing priorities and time deadlines are an element of the position and must be recognized and successfully managed.

MINIMUM REQUIREMENTS

- Must be at least 18 years of age.
- Valid and insurable Oregon Driver's license.
- NFPA Firefighter 1 or equivalent.
- NFPA Instructor 1 or equivalent.
- NWCG Firefighter Type 1 or equivalent.
- NFPA Apparatus Equipped with a Fire Pump or equivalent.
- Oregon Emergency Medical Technician.
- Associate's degree in Fire Science, Fire Prevention, marketing, or related field.
- Must have five (5) years of experience in emergency operations for a combination volunteer/career district.

Any combination of education, training, and/or experience that demonstrates equivalent requirements may be considered at the discretion of the Fire District. Successful completion of required coursework for certification may be considered.

DESIRED/PREFERRED QUALIFICATIONS

- NFPA Firefighter 2
- NWCG Engine Boss
- NFPA Fire Instructor 2
- NFPA Fire Officer I
- Bachelor's Degree in Fire Administration or related field
- Completion of NIMS ICS 300
- Previous work experience as a volunteer recruitment & retention coordinator.
- 2 years' experience as a chief officer

SPECIAL REQUIREMENTS

- Must have and maintain a valid Oregon Driver's License (or ability to obtain within 30 days of hire) for the duration of employment.
- Must pass the Fire District's background check including drugscreen.
- Must pass a physical examination meeting NFPA 1582.
- Must be bondable and insurable through the Fire District's insurance agent.

BENEFITS

- Participation in Oregon PERS.
- paid time off (vacation)
- Sick leave
- Bereavement Leave
- Deferred compensation (457b) plan option with a 4% district match of employee contribution.
- District paid, 90% for medical, dental and vision insurances.
- Medical Expense Reimbursement Plan (MERP) to cover medical deductible.
- Post-Employment Health Plan (PEHP) \$1,200 annual by employer
- Access to Columbia, Addidas and Nike employee stores.

The Process

- Must meet minimum and special requirements as listed in the job description to be considered for the assessment center. Applications will be scored with additional points awarded based on desired/preferred qualifications met. The top 6 candidates will be invited to the assessment center.
- A minimum passing score for each panel Public Presentation 80% and Oral Interview Panel 80% is required. The top 3 scoring candidates will be invited to the chief's interview for selection.
- Assessment center dates are anticipated to occur **June 8, 2023**. Candidates must receive a score of 80% in the assessment center to be considered for the Fire Chief Interview. The assessment center timeline is subject to change.
- A conditional job offer will be made to the candidate who has successfully completed all previously described components of the application and testing process. The candidate will be required to successfully pass a background investigation conducted by an independent third party, as well pass an NFPA 1582 medical-physical to be offered a final offer of employment.
- A final offer of employment will be made to the candidate who has successfully completed and passed all previously described components of the application and testing process, the background investigation, and the medical-physical.

May 22, 2023	Application period opens
May 31, 2023	Application period closes- 5 PM Applications received after this time will NOT be accepted.
June 2, 2023	Candidates will be notified of their acceptance/rejection.
June 8, 2023	Skills Assessment Center
June 9, 2023	Chiefs Interview

****Timeline may be subject to change****

Application Procedure

- **Applications can be requested by contacting Administrative Assistant Angel Todd 503-630-7712 or atodd@estacadafire.org**
- Submission of a **completed** Application, Cover Letter, and Resume on or before **May 31, 2023**, at 5PM must include the following:
 - Proof of all listed certifications, education, and licenses
 - Proof of all desired certifications, education, and license
- Per Oregon Health Authority (OHA) rules in OAR 333-019-1010, Vaccination Requirement for Healthcare Providers and Healthcare Staff in Healthcare Settings, employees in Firefighter positions

must be fully vaccinated against COVID-19 or be granted a medical or religious exception to meet the minimum qualifications.

- Veterans' preference will be accorded as provided by Oregon Revised Statute (ORS 408.230)
- **Candidates who fail to include any portion of the applications required documentation will be eliminated from the testing process.**
- Faxed or emailed applications **will not** be accepted. All applications and materials must be received by US Mail or in person.
- Estacada Fire District is an equal employment opportunity employer and does not discriminate based on sex, age, race, color, religion, national origin, mental or physical disability, marital status or military service or any state of Oregon protected classifications. Estacada Fire District does not discriminate against any applicant or employee in hiring or in the terms, conditions, and privileges of employment-based upon genetic information, pregnancy, childbirth, sexual orientation, and gender identity, or related medical conditions. Estacada Fire District will make reasonable accommodations for qualified employees with physical or mental disabilities and for employee's religious beliefs that conflict with a workplace rule or function. No application will be rejected because of a disability that, with reasonable accommodation, does not prevent the performance of the essential job duties. For additional information, please visit <http://www.eeoc.gov/>.
- Estacada Fire District is a drug-free workplace.

For questions regarding the hiring process or, questions regarding the position please contact: Ian O'Connor Fire Chief 503-630-7712 or ioconnor@estacadafire.org