



Columbia River Fire & Rescue

Job Announcement Division Chief

Application Period Opens: November 1, 2024

Closes: December

Columbia River Fire & Rescue is seeking applicants for the position of Division Chief—Training/EMS

Position Title: Division Chief

Division: Training/EMS

Reports to: Fire Chief or designee

Position Status: At-will, Confidential

Hours: Exempt

Salary: \$139,500-\$143,000 DOQ, + benefits

GENERAL DESCRIPTION

The Division Chief (DC) is responsible, under the direction of the Fire Chief, for overseeing all fire suppression, emergency medical services, training, public services, fire prevention, station duties, and work assignments for the Fire District's personnel under their command. This position will manage the Training and EMS Division of the department. The Division Chief will interact with State and local representatives to coordinate responses, ensure compliance with established regulations, and may serve as the District Duty Officer. The DC reports to the Fire Chief or their designee and is expected to work closely with members of the administrative team, local emergency response organizations, and other public safety partners. The Division Chief will ensure that all assigned personnel and equipment are prepared to respond to any emergency calls.

This individual is responsible, either personally or through subordinates, for all reports and records generated within their assigned administrative areas. Although the Fire Chief issues detailed guidelines and rules, Division Chiefs are tasked with interpreting these policies as they apply to specific situations in their areas of responsibility.

Furthermore, the Division Chief is accountable for compliance with District policies and procedures and for instructing all personnel assigned to them. They will manage all programs assigned to them by the Fire Chief and oversee the district's training and EMS programs for career, volunteer, and administrative personnel. The Division Chief of Training and EMS may have staff assigned to them to aid in completion of tasks, assignments, and projects.

The Division Chief is an at-will, confidential, exempt employee who will normally work a 40-hour work week but will be expected to vary hours to fit the needs of the district. The district operates a duty officer/Chief Officer that receives a stipend of \$350 per day for daily district emergency response.

A take home/emergency response vehicle is provided to those Chief officers that reside within the fire district.

Application and job information are available online at www.crrf.com or at Columbia River Fire & Rescue, 270 Columbia Blvd. St. Helens OR 97051 Monday – Thursday between 7:30 a.m. and 5:30 p.m., beginning November 1, 2024. Questions may be directed to Kate Lehner or Fire Chief Eric Smythe.

Columbia River Fire and Rescue is a dedicated all-hazard fire district strategically located along the Columbia River, just 40 minutes northwest of Portland, Oregon, in Columbia County. We proudly provide essential fire and EMS services across 181 square miles, serving a community of approximately 31,000 residents. With a robust system comprising three staffed fire stations and four volunteer stations, CRFR is equipped to respond to around 6,800 calls for service each year. Our professional team features 35 career fire and EMS personnel, supported by a fleet maintenance facility with two EVT-certified mechanics. Additionally, our administrative office manager and fire chief work tirelessly to ensure the highest standards of safety and service. Trust us to be there when you need us most.



Columbia River Fire & Rescue

HOW TO APPLY

COMPLETED APPLICATIONS CONSIST OF THE FOLLOWING:

- CRFR Job Application & certification copies
 - Resume
- Cover Letter/Letter of Intent describing how your training/education and experience prepared you for this opportunity

SEND COMPLETED APPLICATION WITH REQUIRED DOCUMENTS TO:

Columbia River Fire & Rescue, ATTN: DC Recruitment, 270 Columbia Blvd., St. Helens OR 97051

PROPOSED HIRE DATE: January 1, 2025



Columbia River Fire & Rescue

Position	Division Chief
Division	Training and EMS
Immediate Supervisor	Fire Chief or Designee
Supervision Exercised	Supervises the personnel assigned to them. Will work closely with the Company Officers, and review their work for technical competency, quality, volume of acceptable work, compliance with district policy & procedures and ability to operate as a member of a team. Will coordinate work with other Chief Officers to ensure efficient District operations. May work as the Duty Officer as assigned.
Salary Status	Monthly Salary--Exempt from Overtime Duty Officer Stipend
Civil Service Status	Exempt
Representation Status	This is a non-represented position and is a confidential and administrative employee.

HIPAA Responsibilities: This position has access to protected health information and other highly confidential information generated by the district's operations.

General Statement of Duties:** The Division Chief (DC) is responsible, under the direction of the Fire Chief, for all fire suppression, emergency medical service, training, public service, fire prevention, station duties, and work assignments for the Fire District's personnel under their command. The position will interact with State and local representatives to coordinate response, maintain established compliance rules and serve as a District Duty Officer. This position reports to the Fire Chief or designee and is expected to work closely with members of the administrative team and other local emergency response organizations and public safety partners. The Division Chief will ensure the readiness of all assigned personnel and equipment to respond to any emergency call. This position shall personally, or through subordinates, be responsible for all reports and records generated for the assigned areas of administrative duty. While detailed guidelines and rules are issued by the Fire Chief, the position is responsible for interpreting policies as they apply to specific situations that may occur during their assigned areas. The DC is responsible for compliance with District policies and procedures and instruction of all personnel assigned to them. The Division Chief is responsible for the management of the programs assigned to them by the Fire Chief.

The DC coordinates activities, maintains records and evaluates future needs for the programs assigned to them by the Fire Chief. The DC also participates in the creation and administration of the budget for the programs assigned by the Fire Chief.

The DC may serve as a District Duty Officer responding to alarms, assuming Command and/or serve in other General or Command Staff functions as assigned.

The DC may serve as the District's Safety Officer.

The DC will assure that all District personnel under their supervision are trained to perform under District policies, guidelines and federal/state training standards.

Supervision Received: The DC functions under the supervision of the Fire Chief or his designee.

Supervision Exercised: Supervision is exercised in accordance with District policies, regulations and guidelines. Provides functional management and supervision over District activities. May exercise disciplinary action and/or recommend termination of assigned personnel. Provides direct input to supervisors on performance appraisals.

Essential Functions:

1. Plans, organizes, controls and evaluates District activities.
2. Evaluates District programs for compliance with Federal, State and local mandates.
3. Evaluates workload, makes assignments and tracks progress to ensure adequate and required training is provided.
4. Participates in local, regional and state activities as required.
5. Prepares training schedules for career and volunteer personnel in accordance with District needs and Federal/State requirements. Develops instructional materials and lesson plans. Delivers both field and classroom instruction.
6. Works with other Fire/EMS agencies to coordinate training activities. Coordinates and integrates Volunteer Firefighter training programs and activities.
7. Coordinates entry-level programs, assists with the development of hiring and/or promotional processes as required.
8. Develops short and long-term goals and objectives. Prepares supporting budget recommendations.
9. Practices and promotes safe working habits. Reports unsafe working conditions and implements remedial provisions as required.
10. Other duties as assigned.

Skills:

1. Use of computers and business/education technology.
2. Monitor educational/training processes and procedures.
3. Leading, facilitating, conducting and participating in meetings, seminars and counseling sessions.
4. Organizing and preparing written technical, business and/or educational materials.
5. Development of lesson plans.
6. Incident Command and scene management skills.

Knowledge:

1. Federal, State and local training standards and requirements.
2. Records retention and filing requirements.
3. Principles and practices of fire suppression, emergency medical services and training techniques.
4. District rules, regulations and policies.
5. Incident Command Systems.

Abilities:

1. Establish and maintain effective working relationships with District personnel, other agencies and the public.
2. Motivate and assist Career and Volunteer members.
3. Express ideas clearly in writing and orally.
4. Analyze complex situations/information and formulate effective/appropriate responses.
5. Anticipate issues, opportunities and threats in a timely manner.
6. Maintain confidentiality and professional credibility.
7. Establish work assignments, conduct performance evaluations and implement disciplinary action as necessary.

Work Environment: Work is performed in a variety of indoor and outdoor environments depending on the nature of the activity. Work activities vary widely and include office work, attendance at meetings, field/classroom training and driving.

Work hours are generally routine but may vary from day to day. Evening and weekend work is expected. Most work can be scheduled in advance; however, emergency response and/or administrative needs may occur at any time. Some emergencies or training activities could involve extreme exertion under adverse conditions.

Minimum Job Qualifications:

1. Must reside within the Fire District within one year of appointment. Exceptions to this requirement or extensions of time to meet this requirement will be at the discretion of the Fire Chief.
2. Minimum ten (10) years fire service experience with a recognized fire agency including a minimum of seven (7) years in a supervisory position with the rank of Company Officer or higher.
3. Oregon or National Registry EMT certification.
4. Associates degree in Fire Administration, Business Administration, Emergency Medicine, Public Administration or related field of education, or equivalent experience in a professional setting.
5. Work experience in training, supervision, command/control or a satisfactory combination of experience and education that demonstrates the required knowledge, skills and ability to perform the above-described duties.
6. Valid Driver's License at time of hire; Oregon ODL within 90 days of residency.
7. NFPA Fire Officer II or equivalent.
8. DPSST NFPA Instructor II course work.
9. NFPA Haz Mat Incident Commander course completion within one year of appointment.
10. NWCG Engine Boss or course work completed.
11. Completion of a comprehensive Background Check and job-related medical physical.
12. Completion of FEMA IS700, IS800, ICS 100, ICS 200, ICS 300 and ICS 400 or equivalent.

Preferred Education and Experience:

1. NFPA Fire Officer III or higher.
2. Bachelor's degree in Fire Administration, Business Administration, Emergency Medicine, Public Administration or related field of education, or demonstrated course credit equivalent.
3. NFPA Instructor III
4. National Fire Academy Executive Fire Officer Certification.
5. Three (3) or more years' experience at the Command Staff level of Division Chief or higher.
6. Any advances FSA course work or certificates.
7. NWCG Strike Team/Task Force Leader Certification or equivalent.
8. NWCG Wildland Interface Structural Group Supervisor or equivalent.
9. FEMA All Hazard Division/Group Supervisor E960 course or equivalent.
10. FEMA/NIMS Type III All Hazard IC course or equivalent.
11. HazMat Incident Commander course or equivalent.



OFFICE USE ONLY
Date Received: _____
Time Received: _____

**COLUMBIA RIVER FIRE & RESCUE
APPLICATION FOR EMPLOYMENT**
Please Type or Print

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. At its own expense the District may arrange for a surety bond for each of its employees. Unless the applicant's background is acceptable to a surety company, it will be difficult to secure this bond, and we may be unable to offer employment. Columbia River Fire & Rescue is an equal opportunity employer. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the District.

APPLICANTS MUST INCLUDE COPIES OF ALL CERTIFICATIONS AND VALID DRIVERS LICENCE

GENERAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL		
ADDRESS	CITY	STATE	ZIP CODE	
HOME PHONE	ALT PHONE	EMAIL ADDRESS		
DRIVERS'S LICENSE #	STATE	EMERGENCY MEDICALTECHNICIAN CERTIFICATION # & LEVEL		
MILITARY SERVICE LEVEL	BRANCH	RANK	STATUS	DATE OF DISCHARGE
ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE USA?		YES	NO	

EDUCATION – List education high school, trade schools, and college

NAME/LOCATION	YEARS ATTENDED	GRADUATED	MAJOR

EMPLOYMENT (Provide information for at least the past ten years)

CURRENT EMPLOYER	ADDRESS	POSITION
EMPLOYED FROM/TO		
SUPERVISOR'S NAME	PHONE #	
NEXT MOST RECENT EMPLOYER	ADDRESS	POSITION

CERTIFICATIONS

CERTIFICATION HELD	DATE ATTAINED	EXPIRES	ISSUING AGENCY

ACCOMPLISHMENTS AND/OR SPECIAL SKILLS

PERSONAL/PROFESSIONAL REFERENCES (Not Relatives)

NAME	ADDRESS	PHONE #	YEARS KNOWN

PLEASE READ BEFORE SIGNING

STATEMENT OF TRUTHFULNESS OF APPLICANTS FACTS

I hereby certify that the information given by me on this application is to the best of my ability true and accurate. I understand that this application contains the minimal amount of information needed to verify my qualifications for the advertised position. If hired, I will be requested to supply additional information necessary to begin my employment. I further understand that any misrepresentation or omission of information called for in this application is cause for cancellation of this application and/or dismissal of employment.

Signature: _____ **Date:** _____

Have you been convicted of a felony on or after your eighteenth birthday? (Do not include minor traffic violations or arrests without convictions). **Yes** **No**

If yes please give a short explanation outlining the circumstances of your conviction in the space below. Please indicate date, nature and place of offense and disposition. Convictions are not necessarily disqualifying.

AUTHORIZATION TO RELEASE INFORMATION

I _____, have made application for employment with the Columbia River Fire and Rescue. I hereby authorize Columbia River Fire and Rescue and/or its agents to verify the information given by me on this application. I understand that the Fire District or its agents may contact my former employers, my current employer, law enforcement agencies, State and Federal Agencies and departments, educational institutions, and private business corporations that I have referred to on my application. I further understand that the Fire District and its agents will use this verification process in a confidential manner.

Signature: _____ **Date:** _____

