



DIVISION CHIEF - TRAINING

\$113,220 - \$119,124

Plus Excellent Benefits

Apply by

July 14, 2019

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Located at the edge of the Cascade Mountain foothills in the Mid-Willamette Valley in stunning north-west Oregon, the Lebanon Fire District (LFD) is a combination career and volunteer organization that

provides 134 square miles of fire protection and 416 square miles of EMS protection in and around the City of Lebanon, Oregon. Conveniently positioned near major highways and airports, the area boasts a large variety of activities and beauty in any direction and scenic drives to some of the most dynamic destinations in the Pacific Northwest including the Oregon Coast, Oregon Wine Country, Central Oregon, or the Portland metro area.

The Lebanon Fire District offers a rewarding and challenging opportunity for an experienced fire professional. If you are interested in making a difference in a welcoming and friendly community that takes pride in its natural beauty and peaceful daily life and would like to lead a dedicated staff in an organization that places a high value on providing outstanding customer service, this is the position for you!

THE COMMUNITY

Centrally located in the beautiful Willamette Valley, Lebanon is home to 17,000 residents who take pride in the city’s small-town atmosphere while enjoying the recreational amenities of surrounding big cities. With the protected land of the Willamette National Forest and Mt. Bachelor to the east, and the picturesque Pacific Coast to the west, outdoor beauty and adventure makes whitewater rafting, fishing, bicycling, hiking, hunting, and skiing all popular regional activities. The area also boasts a beautiful 18-Hole Championship Golf Course, Mallard Creek, that winds through rolling hills around and across Hamilton Creek and several lakes.

Residents of all ages enjoy the community’s 300 acres of well-maintained parks. The beautiful Ralston Park hosts weekly summer concerts and the entire park is illuminated during “Holidays in the Park” in December. Cheadle Lake Park is very popular with walkers, bicyclists and dog walkers.

The park is also home to the Denver Soccer Fields, as well as the Festival Grounds where the annual Star-Spangled Celebration for Fourth of July and other community events are held. River Park, another popular park for walkers, joggers and bicyclists, is home to large events such as Art in the Park in July and the Rollin Oldies Car Show in September. The annual Strawberry Festival which began in 1909 features the World’s Largest Strawberry Shortcake and is just one of many festivals and events that brings the community together to celebrate its strong sense of community involvement, pride in the city, and what makes Lebanon “The City that Friendliness Built.”

Lebanon Community Schools are consistently strong, with multiple well-regarded elementary schools, one middle school, and one high school. Nearby Oregon State University, the University of Oregon, and Linn-Benton Community College also offer excellent higher education opportunities.



THE ORGANIZATION

Governed by a five-member Board of Directors elected at large, the Lebanon Fire District (LFD) is a fire and emergency services agency organized as a rural fire protection district under Oregon state law. LFD is an all hazards fire department and responds to structural and wildland fires, rescues, motor vehicle crashes, emergency medical calls including operating four transporting ambulances, hazardous materials, and miscellaneous aid calls.

The District encompasses an area of 134 square miles and serves a population of approximately 29,000 including the city of Lebanon - the area’s greatest population density. The District also provides ambulance services to roughly 38,000 within a 416 square mile area that includes the District.

The area served by LFD contains a mix of residential, commercial, and industrial properties as well as a significant amount of rural/agricultural uses. The District provides these services from five fire stations, two of which are staffed 24 hours per day with full-time personnel, and three of which are staffed by volunteer firefighters.

Operating with 43 FTE's on an annual budget of roughly \$13 million, LFD has three Divisions – each led by a Division Chief – plus Administration led by an Office Administrator. The Operations Division provides emergency response capability for the District to include ambulance transport. The Fire and Life Safety Division provides code enforcement, fire prevention, public education, and fire investigation services. The Training Division provides training in fire science, fire suppression, rescue techniques, emergency medical techniques, and personal safety.

THE POSITION

The Division Chief is responsible for planning, organizing, directing, and evaluating the work of the division under the general direction and supervision from the Fire Chief within established standards, goals, budget, and boundaries set by District policy as well as applicable laws. A Division Chief is a classified position and is subject to the rules and regulations of the Lebanon Fire District Civil Service Commission. The Division Chief is exempted as an "Exempt Employee" as described in ORS 653.269 and OAR 839-020-0320. Division assignments may be changed in the future and will be made by the Fire Chief based upon knowledge, skills, abilities, certifications, and District needs.

The Division Chief of Training coordinates, plans, and directs the training for the District in all areas, including fire suppression, rescue, emergency medical, hazardous materials, and personnel development. The Division Chief of Training also works with local fire departments, community colleges, and other training agencies to coordinate the department's program to meet local needs and manages the operation of the District's training and drill facilities. This position is also responsible for maintaining the required training for EMT, Paramedic, and Department of Public Safety Standards and Training (DPSST) recertifications.



Additional duties include, but are not limited to:

- Exercises supervision over all subordinate career and volunteer personnel in a Division, both at emergency scenes and in daily performance and activities.
- Responsibility for administrative, operational, fire and life safety, and training functions of the District and may assume the responsibilities of the Fire Chief in the Fire Chief's absence.
- Responds to fires, EMS, and other emergencies; performing firefighting duties including combating, extinguishing, and preventing fires as well as protecting life and property.
- Maintains a working knowledge of state and federal training and safety regulations and their impact on District operations.
- Can act as Incident Safety Officer or other Command Staff position.
- Coordinates company level training and provides lesson plans and direction for Battalion Chiefs and Lieutenants to provide quality, consistent training to all personnel.
- Works with Volunteer Officers regarding recruitment, retention, and training of Volunteer Firefighters.
- Develops training in the areas of fire suppression and EMS to ensure that personnel can meet and/or exceed the desired level of function and goals for efficiency and effectiveness as outlined in the District's Standard Operating Guidelines and EMS Standing Orders.
- Assists with the development of training criteria and helps identify deficiencies in training and performance, as well as assists the Operations Division with the development of all training evaluation criteria.
- Compiles related reports as required for the Fire Chief, Board of Directors, and/or the Department of Public Safety Standards and Training (DPSST), and maintains records appropriate for training, training and performance records of all personnel, and safety.
- This position is included in the District's Duty Officer rotation and will be on-call in a rotation with other Chief officers.

OPPORTUNITIES & CHALLENGES

Staff Development

Lebanon Fire District is a relatively young organization both as it relates to age and service experience. There has been an influx of new personnel, career and volunteer, in the last few years. As a result, most of the officers are relatively new to their positions. The next Division Chief of Training will need to recognize the affect this has on day to day operations, by continuing to develop and implement a comprehensive training plan and a training facilities master plan.

Department Momentum

The Division Chief of Training needs to acknowledge the momentum gained over the past 4 years in volunteer recruitment and retention and maintain the forward progress motion. Mentoring (with achievable goals and objectives) and tolerance (a manageable workload) will be key attributes that the Division Chief of Training will need to possess to be an effective leader within the District.

Relationships

The next Division Chief of Training needs to preserve and expand relationships with local educational institutions (High school, community college, university, Medical school), as well as partnerships with regional partners including fire departments, law enforcement, and the fire service industry.

IDEAL CANDIDATE

Education and Experience:

An associate degree in fire science, EMS, fire administration, business, or other closely related field, and ten (10) years of full-time paid emergency response experience with a paid or combined paid/volunteer fire department with at least five (5) years supervisory experience is required.



Candidates must have NFPA Fire Officer 2 certifications (or equivalent), NFPA Instructor 1 certification (or equivalent), and DPSST certified Strike Team Task Force Leader (or equivalent). Candidates must possess or be able to be able to obtain a valid Oregon driver's license and be a Certified Emergency Medical Technician (EMT) within six months of hire. The new Division Chief must reside within a twenty (20) mile radius of the Main Station within one (1) year of employment.

Necessary Knowledge, Skills and Abilities:

- Knowledge of principles of supervision; modern fire suppression methods, fire behavior, technology and equipment.
- Knowledge of principles and practices of teaching/training methods for firefighting and EMS personnel.
- Knowledge in the application and development of division plans and objectives, personnel and emergency scene management, community activities, and public awareness.
- Knowledge of NFIRS (National Fire Incident Reporting System) record-keeping systems required, and knowledge of third-party fire records database management systems.
- Ability to analyze program needs and make recommendations for change.
- Ability to effectively plan, organize, direct, and evaluate the work of others.
- Ability to communicate well both verbally and in writing with other personnel and the public.
- Must meet all federal/state/county and District minimum requirements to participate in emergency operations.
- Experience working with a Fire Chief and Board of Directors to build achievable goals that will take the District to the next level of service.

- Experience working with partner agencies, cities, county, and fire departments to achieve efficiency and effectiveness in areas of mutual interest.
- Candidates must understand their role as the Division Chief of Training and balance their position as an 'employee' of the Fire Chief with that of being the 'head coach' for the Division staff and the 'advocate/liaison' to the community.
- The Division Chief of Training will be able to draw upon his/her career experiences in leading and implementing strategic planning processes and will interact effectively with the participating partners to help refine the vision for the future of fire and EMS services in the region.
- Has a track record of fiscal responsibility, experience with financial statements and budgets, and is a strong financial manager with the experience to understand the business side of the fire services not only in budgeting and cost recovery, but the true cost of providing services.
- Exceptional written and oral communication skills which will be used to clearly communicate the policies and procedures established by the Board to District staff and citizens in a clear and concise manner.
- Must possess strong leadership skills in guiding and mentoring staff.
- The ideal candidate will lead by example setting the standard for all District members and must have a strong and confident presence, be a good listener, be accessible, and understand the importance of maintaining close and consistent communication with staff.
- Skilled in strategic thinking and planning with the ability to communicate to all stakeholders.

- A track record for delivering results, building accountability for staff, and creating a positive working environment characterized by teamwork and innovation.
- Willing and able to lead the Division with passion and inspiration.

COMPENSATION & BENEFITS

- **\$113,220 - \$119,124 DOQ**
- Up to \$900 per month in incentives based on education, certification, and experience.
- Medical, Dental & Vision Insurance
- VEBA Contribution
- Oregon PERS Retirement
- 9 Paid Holidays
- Personal Holidays
- Generous Paid Vacation & Sick Leave

Please visit:
www.lebanonfire.org



Lebanon Fire District is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 14, 2019** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to **www.prothman.com** and click on "Open Recruitments." Click the position title and "Apply Online" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

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