

WHATCOM COUNTY FIRE DISTRICT 14



is seeking a candidate to serve as a

TRAINING OFFICER

\$60,000 - \$65,000 (depending on qualifications)

with excellent benefits

Applications must be received by

January 10 , 2022

Application materials may be obtained at www.wcfd14.org

Mission

Our mission is to make a positive difference in the lives of those we serve through emergency response, public education, and community service.

Our Fire Department

Located on the Canadian border, Whatcom County Fire District 14 operates three stations, which provides fire protection and BLS emergency medical services to an area of 72 square miles, serving the communities of Sumas, Kendall, Maple Falls, and Welcome. In addition, the district provides the surrounding mountainous areas with initial attack wildland fire protection, also providing those areas and the Mt. Baker Ski Area with BLS emergency medical services.

The fire district has two full time positions, and one part time position: Fire Chief, Assistant Fire Chief, and a part time secretary. In addition, the district has 65 volunteer firefighters, which both respond from home and stand volunteer shifts at our Kendall station. Please visit our website for more information; www.wcfd14.org

The Position

JOB SUMMARY: The training officer is responsible for providing quality training to our members, creating training content, maintaining training and other records, and assisting the Assistant Chief with creating/maintaining the overall training plan. The training officer oversees, and/or delivers all fire, EMS, and specialized training for the fire district's members, and ensures that required training goals are met and documented. The Training officer will be assigned the rank of Captain.

The training officer also responds to emergency incidents as a company level officer while on duty, or when requested. In the absence of a chief level officer, the training officer may represent the fire district, and be responsible for the command of incidents. In this capacity, the training officer helps to determine appropriate action and response to incidents, and my direct operations to assure the safe, efficient, and effective deployment of personnel, equipment and resources.

SUPERVISORY RELATIONSHIPS: The Training Officer reports to the Assistant Fire Chief, and operates under the chain of command under the Fire Chief, Assistant Chief, and Battalion Chiefs. The position supervises district personnel under the chain of command, including Lieutenants and firefighters.

ESSENTIAL JOB FUNCTIONS:

- Recommends and/or performs a range of management duties, (with appropriate executive review) including; coaching, performance evaluations, and required remedial training, or other actions, including recommendations on the hiring or dismissal of volunteer firefighters
- Provides leadership, coaching, and supervision to all district members.
- Aids in the preparation and supervision of the training budget.
- Monitors internal operation and procedures to ensure compliance with employee labor agreements, rules, regulations, policies, and procedures.
- Confers and collaborates with other agencies and community partners as necessary to accomplish the district's mission.
- Engages in planning activities to maintain the district's strategic plan, standard of coverage, and other plans.
- Responds to emergencies and directs emergency activities as required. Ensures safe and effective command of crews under their command.
- Consults with the Assistant Chief to establish overall training goals, programs and plans that meet the needs of the fire district, and also are compliant with Washington State laws and codes.
- Creates, directs, and delivers quality fire and EMS training to the members of the district, using the established training plans.
- Creates, directs, and delivers quality fire prevention, CPR/First Aid, and other classes to the public.
- Work a daytime weekday schedule to be determined. (Five 8-hour days or four 10-hour days)

OTHER PERIODIC JOB FUNCTIONS

- Participates in ongoing education, training, and development activities to maintain and improve professional knowledge and skills as a fire officer.
- Represents the district on a local, regional, state, and national level as directed or approved by the Fire Chief or Assistant Chief.
- Other job functions as requested by the Fire Chief or Assistant Chief

PERFORMANCE REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES:

- Leadership skills to lead and mentor other firefighters.
- Knowledge of modern fire suppression and prevention, technical rescue, hazmat response, and EMS principles, procedures, techniques, and equipment.
- Ability to work with the public in a courteous and professional manner and promote a positive image of the fire district.
- Strong communication skills (verbal, written, and presentation skills)

- Ability to train and supervise subordinate personnel, ability to exercise sound judgement in evaluating situations and in making decisions, ability to establish and maintain positive working relationships with other employees, supervisors, and the public.
- Proficient with Microsoft Suite products (Word, Excel, Powerpoint), familiarity with database computer systems, NFIRS, WEMIS, programs, and some mechanical skills or abilities.
- Must reside within the fire district, or be willing to move into the fire district within 2 months of beginning work.
- Successful completion of a medical exam and background check by the district, including a drug screening.
- Must be a non-tobacco user.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made upon request to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, use hands to finger, handle or operate objects, tools or controls; and to reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste and smell.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- The employee must be capable of donning and wearing a self-contained breathing apparatus without experiencing disorientation or fear of closed spaces.

EXPERIENCE AND TRAINING REQUIREMENTS:

- A minimum of 3 years fire service experience in a municipal fire department (city, district, or other similar organization) and experience working in a volunteer or combination fire department is required.
- High school diploma, with some post-secondary education or trade education/apprenticeship.
- Must be a currently certified Washington State EMT.
- Must be currently certified as a Washington State Firefighter I and Hazmat Operations
- Must be 21 years of age or older at time of hire.
- Must have an acceptable driving record, and possess a valid Washington State Driver's License and EVIP certification.
- Must have no felony convictions or other disqualifying criminal histories.

- Must be able to meet the physical requirements of the job.

PROBATIONARY REQUIREMENTS

The probationary period for this position is 1 year. The Board of Fire Commissioners or Fire Chief may extend the probationary period an additional 6 months. During the probationary period the employee must complete satisfactory performance evaluations, and pass the probationary period.

Compensation and Benefits

Salary Range: \$60,000 - \$65,000. Starting salary depending on experience and qualifications.

Benefits include:

- Medical, Dental, & Vision Insurance
- Washington State Department of Retirement Systems (LEOFF II)
- State Deferred Compensation Plans
- Vacation Leave
- Sick Leave
- Paid Holidays

To Apply

Qualified candidates are encouraged to apply at www.wcfd14.org. Applications will be accepted until **5pm on January 10, 2022**.