

CAREER OPPORTUNITY

FIRE DIVISION CHIEF

OPERATIONS & TRAINING

\$45,300 TO \$55,056 ANNUALLY + BENEFITS



PLEASANT HILL RURAL FIRE PROTECTION DISTRICT

GOSHEN RURAL FIRE PROTECTION DISTRICT

RECRUITMENT PACKAGE

APPLICATION PERIOD CLOSING 5:00 P.M. MAY 19, 2017

APPLICATION MATERIALS AVAILABLE AT WWW.PLEASANTHILLFIRE.ORG

ABOUT THE POSITION



The Division Chief position is an integral part of the Management Team and is responsible for the Training Programs and overall management of the Volunteer Firefighter programs, including the Resident and Shift Firefighter programs.

Working under an Intergovernmental Agreement between Pleasant Hill and Goshen Fire Districts, this position serves as '2nd in Command' and assumes the duties of Fire Chief in his absence. While working for both Fire Districts under the IGA, this is a Pleasant Hill Fire District position and is an FLSA Administrative Exempt position.



This is also an Emergency Operations position, and responds to fire, medical, rescue, and other emergencies as needed; and often fills an Incident Management role. This position functions as a weeknight and weekend duty officer on a rotating basis with the Fire Chief and other designated Officers.



TRAINING PROGRAMS

Pleasant Hill - Goshen Fire Districts maintain a comprehensive training program, ranging from Recruit Academies, Driver and Apparatus Operator courses, Fire Officer courses, along with a variety of Emergency Medical training courses. This is in addition to regular on-going skills maintenance training occurring on Thursday evenings and during the daytime with on-shift personnel. The Division Chief is expected to be an experienced program manager who can coordinate several programs occurring simultaneously, in addition to preparing instructors to conduct and maintain the programs.

Goshen Fire District is staffed 24-hours a day with primarily student firefighters from the local college and university. This creates an ongoing need for developing basic skills in firefighting, rescue, EMS, and apparatus operation. The Division Chief manages this program and acts as a mentor to our firefighters and EMS responders.

We participate in a regional 5-District Recruit academy, holding academies twice a year. We also host Emergency Medical Responder courses.



Emphasis is placed on maintaining mutual aid/automatic aid training with our neighboring agencies as well as preparing many of our volunteer firefighters for careers in the fire and EMS service.

ABOUT THE DEPARTMENT

Pleasant Hill and Goshen Fire Districts have been working under an Intergovernmental Agreement [IGA] since 2013. This is essentially an Operational Consolidation, where both Fire Districts share career staff and operate as 'One Team'.



We operate out of 3 fire stations- the Goshen Station staffed 24-hours a day with on-shift volunteer firefighters, and the 2 Pleasant Hill Stations staffed with 'respond-from-home volunteers'. The Fire Chief, Division Chief, and Administrative Support operate out the Goshen Fire Station; Pleasant Hill Station 19-1 is staffed during the workweek with a career Maintenance/Logistics Lieutenant and a career Firefighter/Paramedic.

We maintain a roster of 40-50 active volunteer firefighters, EMT's and officers.

The combined Fire Districts cover 42 square miles and serve a resident population of about 12,000. Lane Community College increases the daytime population by over 25,000. Our operating budget is about \$1.5M

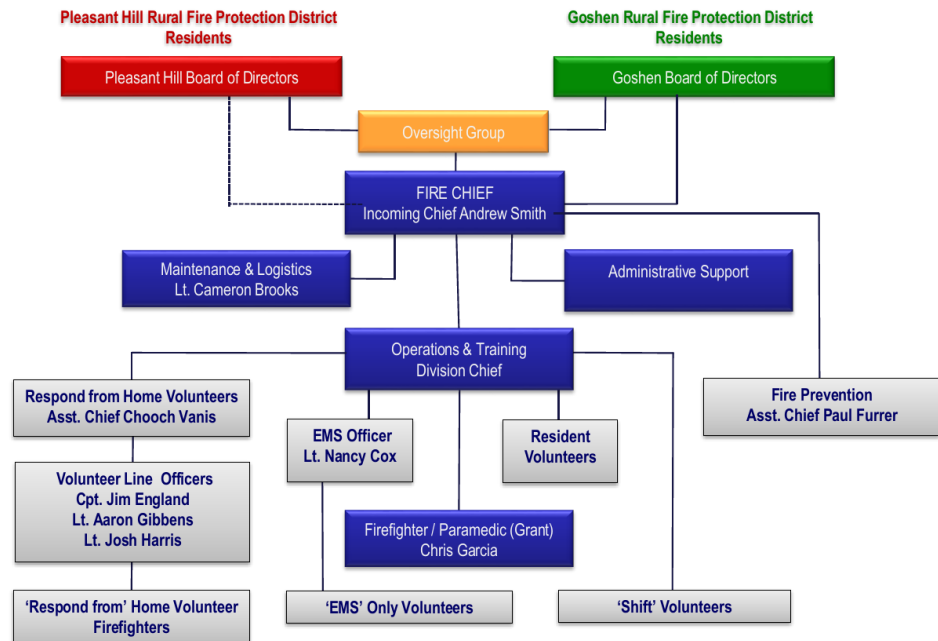
In 2016, the combined Fire Districts responded to about 900 alarms.

Our apparatus fleet consists of 5 structural engines, 3 water tenders, two type 6 brush trucks, 3 EMS response vehicles, and other support and staff vehicles.



We maintain active automatic aid agreements with Eugene/Springfield, Dexter, Lowell, and South Lane County Fire & Rescue Departments, as well as participate in the countywide mutual aid system.

Goshen-Pleasant Hill Fire Districts
Administrative Organizational Chart



ABOUT THE COMMUNITY

Goshen and Pleasant Hill are adjacent to Eugene and Springfield, Oregon and sit along the Willamette River.

Goshen is located at the junction of Interstate 5 and Highway 58. It is home to industrial businesses and a major Bonneville Power substation. The Fire District also includes a railroad thoroughfare and Lane Community College.



Pleasant Hill is located east of Goshen along Highway 58, and the Fire District includes the community of Jasper. Pleasant Hill has pockets of industrial activity, small commercial area, a grade school and high school, and farm land/ interface areas.

We are located minutes from Eugene and the University of Oregon, and has many outdoor activities such as cycling, rafting, fishing, and numerous arts, crafts and music activities. Mount Pisgah and the Buford Recreational Area spans both the Goshen and Pleasant Hill Fire Districts.



THE IDEAL CANDIDATE

The successful candidate will have a sound record of operational, management, and supervisory skills.

He/She will have and maintain a high level of professional integrity who sets an example and path for the department both professionally and personally.

The Division Chief will have a passion for training and excellence on the emergency scene; will possess strong mentorship skills, and has a commitment in furthering our members toward their fire and EMS service goals.

The Division Chief will use an accessible, approachable and team-oriented working style; will be supportive of the overall management team and organization.

The ideal candidate will be a skilled in strategic and analytical thinking, and an informed decision maker.

He/She will have an understanding of, and value the traditional fire roles and appreciates the dynamics around unifying a mixed volunteer/paid fire services staff.

The Division Chief will be committed to our sense of values:

- Safety and Performance
- Customer Service
- Professionalism



REQUIRED EDUCATION, CERTIFICATIONS, AND EXPERIENCE

- Associates Degree in Fire Science or related field
- Oregon EMT (or current National Registry certification with ability to obtain Oregon certification within 6-months of hire]
- The following certifications as a minimum - NFPA, Oregon or IFSAC:
 - Firefighter 2
 - HazMat Operations
 - Fire Instructor 1
 - Fire Officer 1
 - Incident Safety Officer
- ICS 100, 200, 300, 400, 700, 800
- Have and maintain an Oregon driver's license [or ability to obtain within 30-days of hire] for the duration of employment, and be insurable by the Fire District insurance carrier.
- Minimum 7-years progressive structural firefighting experience, including a minimum of 3-years at or above the rank of Lieutenant or comparable rank.
- Experience in working with volunteer firefighters in either a combination career/volunteer or volunteer organization is highly preferred.

Any combination of education, training, and/or experience that demonstrates equivalent requirements may be considered at the sole discretion of the Fire District.

PREFERRED EDUCATION, CERTIFICATIONS, AND EXPERIENCE

- NFPA Fire Officer 2
- Oregon EMT 'I' or 'A'
- Full-Time Fire Service Experience

ADDITIONAL ELIGIBILITY REQUIREMENTS

- Thorough knowledge of Fireground operations, EMS, community relations, apparatus and equipment testing and maintenance, firefighter safety, training program management, and recruitment and retention of volunteer firefighters
- Ability and knowledge to create, implement, and manage a training program, budget and ability to manages subordinate employees training and work quality
- Good judgement regarding human resource decisions and supervisory actions.
- Must pass an extensive background and reference check as well as medical and physical agility requirements, including drug screen.
- Must reside within 10-minutes of either the Goshen Fire Station or Pleasant Hill Fire Station 19-1 within 6-months of appointment and must remain so during the tenure of employment as a Division Chief. Any residence outside this boundary is subject to Fire Chief approval.
- Must refrain from the use of all tobacco products, on or off duty during the tenure of employment. The use of marijuana, on or off duty, is prohibited and is grounds for termination.

Pleasant Hill Fire District is an Equal Opportunity Employer

COMPENSATION & BENEFITS

- Current Salary range is \$45,300 to \$55,056 annually
- Oregon PERS retirement with 6% employer paid pick-up
- Medical, Dental and Vision Insurance paid at 95% for employee and 90% for spouse
- Accidental Death & Dismemberment Policy
- Paid Vacation and Sick Leave
- 9 Paid Holidays
- Staff Vehicle for Emergency Response on and off duty



SELECTION & TESTING PROCESS

- After initial application reviews, the top candidates will be invited to continue in the process
- The testing process is anticipated to include an Assessment Center [to be scheduled in late June or early July]
- Interview
- Physical Abilities Testing, Medical Physical and Drug Screen
- Extensive background and reference checks

**ANTICIPATED START DATE: ON OR BEFORE
AUGUST 21, 2017**

TO APPLY

- Review the complete job description available at www.pleasanthillfire.org
- Download and complete our Fire District Employment Application [NOTE: a resumé does NOT replace the Fire District Employment Application]
- Download and complete the Supplemental Questions
- Submit your application package, including:
 - Application Checklist [indicating if you have met minimum qualifications or equivalency] and copies of required certifications
 - Fire District Employment Application
 - Resumé
 - Supplemental Questions & Responses

**ALL APPLICATION MATERIALS MUST BE
RECEIVED BY 5:00 P.M. ON FRIDAY**

MAY 19, 2017

**MATERIALS MAY BE SUBMITTED VIA
E-MAIL, MAIL, DELIVERY SERVICE, OR HAND-
DELIVERED.**

**MATERIALS RECEIVED AFTER THE DEADLINE WILL NOT
BE CONSIDERED.**

**PLEASANT HILL FIRE DISTRICT
ADMINISTRATIVE OFFICE
85880 1ST STREET
EUGENE, OR 97405**

E-MAIL: CHIEF@PLEASANTHILLFIRE.ORG

**APPLICANTS ARE ENCOURAGED TO CALL FOR ANY
ADDITIONAL INFORMATION [541-747-3104]
AND ARE WELCOME TO MAKE AN APPOINTMENT TO
VISIT THE FIRE DISTRICT**