



Tenmile Rural Fire District

158 Reston Road
Roseburg, Oregon 97471
Phone: 541-679-1882 Fax: 541-696-5502
www.tenmilefire.org

Job Opening: Fire/EMS Captain-Operations, administration, Recruitment & Retention Coordinator

Location: Tenmile, Oregon

Work Hours: Average 40 hours per week, occasionally may be required to work more than 40 hours, work hours will vary with some weekend and evening work required.

Beginning wage: \$22.70-\$25.00 per hour starting. Wage increases dependent on performance review at 90 days and 6 months after hire, and annually thereafter.

Benefits: Employee Health Insurance, Dental Coverage, Long term Disability, Life Insurance, 24-hour AD&D, PTO, Retirement benefit.

Earliest Start Date: January 1, 2023

Job Duration: Potentially through November 2027 unless grant funds expire earlier or period of performance is extended.

Probationary Period: 6 months

Primary Duties: Plan, coordinate, and implement recruitment of volunteers to train as Firefighters. Assist with all levels of training for new recruits and personnel. Improve volunteer retention. As well as the duties of a fire captain including firefighting and incident response.

Supervision Received: Works under the general guidance and direction of the Fire Chief.

Grant-Funded Position: This is a temporary, full-time position funded by a FEMA SAFER Grant, intended to improve the Tenmile Rural Fire District's volunteer Firefighter staffing and deployment capabilities.

Minimum Qualifications:

- High School Diploma, GED, or equivalent.
- Ability to read, write, and speak the English language.
- Age 21 or older at time of hire.
- Possess, or be able to obtain by time of hire, a valid Oregon State Driver's License without suspension or revocation in any state.
- Safe driving record on file with the DMV.
- Current CPR card for BLS Provider, or ability to obtain.
- No felony convictions or disqualifying criminal history.
- Ability to meet the strenuous physical demands of a Firefighter/EMT.
- Ability to meet the requirements of the District's Policies, Standard Operating Procedures, and Standard Operating Guidelines, including those pertaining to substance abuse.
- Reside within a 15-minute response area of Tenmile Fire District within 6 months.

Required Special Qualifications:

- CPR/First Aid BLS Instructor with American Heart Association, or ability to obtain.
- NFPA or DPSST Firefighter I
- Four (4) or more years of experience as a career or volunteer Firefighter with increasing responsibilities.
- DPSST Instructor I certification
- Experience teaching adults.
- NFPA or DPSST Fire Apparatus Driver/Operator certification.
- NFPA or DPSST Pumper Operator certification.
- Oregon EMR or EMT license
- Wildland firefighter type 2
- Ability to work Wednesday drill nights, and daytime hours for the remainder of the week.
- Be available some evenings and weekends for incident response, coverage/duty shifts and to give presentations at community events, at club and church meetings, to recruit door-to-door, and to provide Firefighter training.

Additional Desired Qualifications:

- NFPA Firefighter II.
- Wildland Firefighter Type 1 or higher. Will need to obtain Engine Boss within 1 year.
- Experience with volunteer or combination departments.
- Experience in public speaking and presentations.
- Experience in effective volunteer recruitment and retention activities.
- Experience in marketing or sales, including planning and implementing a marketing program.
- Computer skills including familiarity with Microsoft Office and social media.
- NFPA Vehicle Rescue Technician
- Fire Officer 1 or Experience as a Fire Officer
- Associates degree.

Knowledge, Skills, & Abilities:

- Value the role of the volunteer fire service in providing emergency services to rural communities.
- Have experience working with volunteer Firefighters.
- Be an enthusiastic and engaging speaker and instructor.
- Be able to communicate effectively both orally and in writing.
- Be willing to research and implement creative ways to recruit volunteers.
- Be enthusiastic about performing outreach to community members.
- Have the ability to prepare informative and dynamic presentations and are willing to learn ways to improve presentations.
- Have the ability and willingness to recruit new volunteers using a door-to-door campaign.
- Have a working knowledge of modern fire suppression, prevention, and emergency medical service principles, procedures, techniques, and their application.
- Have the experience and ability to act effectively and provide leadership during training, and in emergency and stressful situations.

Tools and Equipment - The applicant should have experience with and the ability to train others on the following tools and equipment:

- Fire apparatus and equipment, firefighting foam, chemicals, and solvents.
- Emergency medical apparatus, supplies, and equipment.
- Radios, pagers, computers, software, and telephones.

Primary Duties and Responsibilities:

- Plan, coordinate, and implement the district's volunteer recruitment and retention programs.
- Develop effective recruitment presentations, materials, equipment, and displays.
- Research new programs and opportunities for volunteer recruitment.
- Speak and give recruitment presentations to large and small groups.
- Develop and implement a variety of recruitment methods and campaigns, including door-to-door recruitment.
- Plan and implement a method to measure progress made in recruiting and retaining volunteers.
- Evaluate recruitment and retention program effectiveness and work with the Fire Chief to develop strategies to provide continuous improvement.
- Develop and provide monthly reports to the Fire Chief regarding opportunities for community outreach, new volunteers recruited, and training status of new recruits.
- Work with training officer to plan, coordinate, implement, and track training of new and current volunteers to ensure Firefighter, EMS, Apparatus Operator, and Driver training is received in a timely manner.
- Develop and facilitate the Volunteer Mentoring program.
- Establish and maintain effective working relationships with Tenmile Fire employees and volunteers, other agencies, the local high school and community college, and the public.
- Promote the District's Student and Volunteer Sleeper programs.
- Work with the Training Officer to develop and implement a volunteer Firefighter training program.
- Assist the Training Officer with planning, coordinating, and implementing Firefighter 1 academies, and burn-to-learns.
- Develop lesson plans, PowerPoint presentations, and other materials for Firefighter drills and academy classes, as needed to assist the Training Officer. Act as the training officer in cases of their absence or vacancy.
- Incorporate Tenmile Rural Fire District equipment into training drills (i.e. TIC, Jaws, SCBA, Medical equipment).
- Assist with weekly EMS, fire, rescue, and hazardous materials drills.
- Coordinate and command district personnel in providing firefighting (structural, vehicle, and wildland) and rescue & emergency medical services.
- Evaluate volunteer Firefighters on their progress in training programs and their performance while responding to emergency calls.
- Mentor personnel to improve quality of services.
- Critique personnel performance, notice skills needing improvement, and implement additional training as needed.
- Maintain compliance with state and federal regulations as they pertain to fire and emergency medical services.

Secondary Duties and Responsibilities:

- Respond to fire, MVA, and Haz. Mat. emergencies and perform fire suppression activities at the capacity of Captain while working at the station, including but not limited to driving fire apparatus, operating fire pumps and related equipment.
- Respond to emergency medical situations and render aid while working at the station, as per EMT standards and county protocols.
- Act as a duty officer at times and respond to overnight calls whenever available from home. Or voluntarily from the station if minimum response is not met to maintain minimum 30% callback.

- Attend Tenmile Fire Officers' meetings, drill nights, and when requested, monthly District Board Meetings.
- Provide recommendations for updating Policies, Standard Operating Procedures, and Standard Operating Guidelines.
- Maintain personal licenses and certifications necessary to perform required duties, as well as compliance and familiarity with all district policies, standard operating procedures, and standard operating guidelines.
- Play an active role on committees, such as the safety committee.
- Assist with inventory, acquisition, and maintenance of supplies and equipment.
- Perform other duties as assigned in addition to general Captain specific duties.

About Tenmile Rural Fire District:

The Tenmile Rural Fire District is a volunteer fire district located in central Douglas County, Oregon in the unincorporated community of Tenmile. We are located on Highway 42 between the community of Camas Valley and the City of Winston. We are approximately 30 minutes from Roseburg and a little over an hour from Diamond Lake. Douglas County offers many amenities for outdoor enthusiasts. Our fire district boundary encompasses an area of 20 square miles in size, with a first due area of nearly 60 sq. miles. We serve a population of approx. 2,900 citizens and have mutual and auto-aid agreement with surrounding communities. TRFD responded to 320 emergency calls in 2021.

The district has 10 active volunteers who respond to medical emergencies, structure fires, wildland fires, motor vehicle accidents, hazardous materials at the operations level, and public assists. We operate 2 engines, 2 water tenders, 2 brush trucks, and 1 rescue and 2 support vehicles from 1 main station and 1 substation. We are a first response for medical calls and do not transport.

Paid staff include a full-time Fire Chief, part-time Training Officer, and part-time administrative assistant. The district is overseen by a 5-member Board of Directors.

The Recruitment & Retention Coordinator of Volunteer Firefighters position is an “at will” position within the Fire District, which dictates that the employment and compensation for this position may be terminated at any time.

Application Requirements - Include the following in your application packet:

- Cover Letter
- Resume
- Completed Tenmile Fire District Employment Application
- Copy of CPR card for BLS Provider
- Copy of Oregon EMT or Paramedic License
- Copy of NFPA Certifications as listed on page 1 “Required Special Qualifications.”
- Veterans claiming preference points must include copy of DD-214 or DD-215

Application Submittal:

Application packets must be postmarked by 5pm on Friday, December 29th, 2023. No applications will be accepted after January 5th and must be postmarked, or hand delivered prior to December 29th. Emailed applications will not be accepted. Applications shall be submitted to Tenmile Rural Fire District, Attention: Fire Chief, as follows:

- By Mail: P.O. Box 77, Tenmile, Oregon 97481
- By FedEx, UPS or Hand Delivery: 158 Reston Road, Roseburg, Oregon 97471

Selection Guidelines:

- Receive applications.
- Review qualifications, knowledge, skills, and experience
- Interview most qualified applicants & Assessment center
- Background and DMV checks
- Final selection

This will fill one available position. Position open until filled.

Tenmile Rural Fire District is an Equal Opportunity Employer and does not discriminate against applicants or employees in all aspects of personnel administration because of that persons race, color, religion, sex (including pregnancy), sexual orientation, marital status, national origin, age (40 or older), equal pay, disability, genetic information or any other protected class under state and/or federal law and with proper regard for their privacy and constitutional rights as citizens.