**Fire Prevention and Community Outreach**

**Job Description:**

Promote fire and life safety in the community. Assist with fire code compliance inspections, fire cause investigations, public education, and fire code enforcement. These tasks are illustrative only and may include other related duties. Work under the supervision of all ranking officers, with direct supervision from the Battalion Chief, following the Fire District policy, mission, and vision.

**Job Conditions:**

The work schedule is eight (8) hours per day, five (5) days per week, or ten (10) hours per day, four (4) days per week, for a total of 40 hours, with one day including a Saturday or Sunday. Chief Officers can authorize variations of the scheduled 40-hour work week. Occasional evening and additional weekend work may be required for meetings, special projects, or emergencies. Overtime pay is provided for all hours worked outside the typical 40-hour work week, with prior approval.

* The employer's attendance standards are that employees be on time for each shift and present during shift hours.
* It requires the use of office equipment, including, but not limited to, a computer with Microsoft Office, telephone, cell phone, two-way radio, pager, and copy machine.
* The work environment may include indoor and outdoor stations, residential, commercial, and industrial settings, and areas near moving machinery and traffic.
* All weather conditions may be encountered, including temperature extremes, wet, dry, hot, and below-freezing weather, during day and night.
* Exposure to alarms, noxious odors, risk of electrical shock, and vibration.
* May respond to emergency scenes as needed for emergency calls, as instructed by Chief Officers.
* Regular use of CCF&R vehicles for job-related functions while on shift.
* The expectation for this position is that the employee will reside within a 45-minute or less response time to Station 1 on Millington Frontage Rd.

**Responsibilities and Essential Functions:**

* Discuss violations and corrective actions with building owners, contractors, or their representatives and prepare written notices to ensure timely corrective actions.
* Assist with conducting fire origin cause investigations and assist prosecution by preparing investigation findings and testifying in court.
* Assist with fire code compliance inspections and enforcement relating to fire prevention and safety measures designed to protect life and property.
* Operates and drives vehicles and/or equipment safely and legally.
* Practice and maintain personal safety, comply with safety requirements of the position, and actively promote safe work practices.
* Demonstrates composure, professionalism, and a positive attitude during public interaction, even under stressful situations, and delivers excellent customer service to diverse audiences.
* Maintain a harmonious work environment with coworkers through strong interpersonal skills that show a commitment to the policies, goals, and objectives of CCF&R.
* Assist in coordinating and developing fire prevention education programs and in coordinating personnel activities during community relations and education programs.
* Assists with coordinating and presenting public fire and life safety prevention programs with numerous agencies to ensure the most effective use of community resources.
* Assist in developing and maintaining any Community Fire Readiness or Risk Reduction programs, pre-fire plans for structures, and seasonal and special program inspections.
* Provides input for long-range public safety planning to establish future departmental and division needs.
* Assist with other duties as assigned.

**Minimum Qualifications:**

* High school diploma or equivalent
* At least 21 years of age
* Two years of full-time or active volunteer fire service experience
* Valid driver’s license with an acceptable driving record
* Active NFPA Firefighter I
* Active NWCG Wildland Firefighter II
* Within 1 year complete: DPSST NFPA Fire Inspector I, International Code Council (ICC) Fire Inspector I, and Defensible Space Assessment Training
* Within 3 years complete: NFPA 1035 Standard on Fire and Life Safety Educator I and DPSST NFPA Fire Investigator I

**Desired Education and Certifications:**

* Associate’s or Bachelor’s degree in fire prevention, fire science, or related fire service field
* DPSST NFPA Fire Inspector I or higher
* International Code Council (ICC) Fire Inspector I or higher
* Defensible Space Assessment Trained
* NFPA 1035 Standard on Fire and Life Safety Educator I or higher
* DPSST NFPA Fire Investigator I or higher

**Preferred Skills:**

* Excellent interpersonal and communication skills and the ability to speak in public. Ability to serve the business community, community organizations, and community members positively and professionally.
* Knowledge and understanding of the basic code enforcement principles and application concepts.
* Ability to research the Oregon Fire Code and other related fire and safety codes and apply this information in decision-making.
* Adherence to CCF&R policies regarding smoking, drugs, alcohol, and grooming.
* Ability to make appropriate decisions in non-emergency and emergency situations.
* Excellent public service skills under emergency and non-emergency conditions.
* Ability to independently determine the needs of the assigned region/district and determine a work schedule to address those needs.
* Public speaking communication abilities to a diverse audience, ensuring clear understanding.
* Leadership or fire officer experience as a collaborator and facilitator with programs, processes, and emergency situations independently and with a team.
* Ability to produce successful outcomes while maintaining a professional demeanor in conflict resolution scenarios.
* Ability to successfully operate in both high-stress and high-responsibility environments.

**Physical Requirements:**

This position can be physically demanding, requiring good health and physical condition to perform job duties adequately. Employees use appropriate Personal Protection Equipment (PPE). Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

* Employee must frequently talk, listen, sit, stand, and walk.
* Employee is occasionally required to climb, balance, stoop, kneel, crouch, and crawl.
* Employee may be required to lift and/or move up to 50 pounds and occasionally lift and/or move heavy loads.

**Pre-employment Requirements:**

* Completion and passing of pre-employment drug screening.
* Completion and passing of background investigation.

**How to Apply:**

* Submit your application, resume, and cover letter by emailing to [info@centralcoos.com](mailto:info@centralcoos.com), mailing to 62866 Millington Frontage Rd Coos Bay, OR 97420 attention Chief Samantha Mason, or in-person at Station 1 on Millington Frontage Rd.
* You must clearly show that you meet the minimum qualifications and preferred skills in your resume and cover letter to be considered for this position. Please submit your resume in MS Word or PDF format if emailing application materials.
* Failure to attach a resume or cover letter describing the minimum qualifications and preferred skills will disqualify your application.

**Benefits of Joining Our Team:**

* Work/life balance.
* Paid vacation and sick leave.
* Medical, vision, dental, and life insurance.
* Retirement programs through the Public Employees Retirement System (PERS).
* Opportunities to expand your technical and professional skills.
* Meaningful work with others who are passionate about public service.