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|  531 S. Cedar St./P.O. Box 277 Drain, Oregon 97435 Phone 541-836-2282 Fax 541-836-2292 NDCFEMS.US  |
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## **Job Description: Training Officer**

Reports to: Deputy Chief of Training/Fire Chief

Classification: Full-Time

Pay Rate: $28.00 per hour plus benefits (40-hour workweek)

Location: 531 S. Cedar Street, Drain, Oregon 97435

## **I. POSITION SUMMARY**

The Training Officer is responsible for the organization, coordination, and delivery of all department training programs to ensure that all North Douglas County Fire & EMS (NDCFEMS) personnel maintain required certifications, readiness, and competency in firefighting, EMS, and rescue operations. This position assists the Deputy Chief of Training with developing and implementing comprehensive training programs consistent with Oregon DPSST, NFPA, and Oregon State Fire Marshal (OSFM) standards, including components of Community Risk Reduction (CRR) as outlined in the OSFM Capacity Grant. The Training Officer also participates in operational response, serving as a line officer or paramedic as needed, and contributes to inter-agency coordination, volunteer development, and specialized program delivery.

## **II. SUPERVISION**

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

Supervision Exercised: Provides guidance, instruction, and evaluation to volunteers, students, and career staff during training activities and field operations.

## **III. MAJOR DUTIES AND RESPONSIBILITIES**

### **Training Program Management**

* Plan, coordinate, and deliver monthly, quarterly, and annual training for all personnel in fire, EMS, wildland, and technical rescue disciplines.
* Maintain training standards for volunteers, students, and career staff consistent with DPSST certification requirements.
* Develop lesson plans, schedules, and curricula aligned with NFPA 1001, 1021, 1041, 1051, and 472 standards.
* Ensure all training activities meet or exceed Oregon OSHA and agency safety policies.
* Manage department training records using approved records management software (Vector Solutions or equivalent).
* Track and issue Task Books for personnel seeking certification or advancement.
* Support the Fire Chief and Deputy Chief in the planning and administration of promotional and entry-level testing.

### **Program Administration and Compliance**

* Prepare annual training program budgets and manage allocated resources responsibly.
* Maintain department eligibility for state and national accreditation through DPSST and other governing bodies.
* Serve as department liaison to DPSST, Umpqua Fire Instructors Association, and Oregon Fire Instructors Association (OFIA) as directed by the Fire Chief
* Administer training-related data collection and ensure compliance with local, state, and federal mandates.

### **Community Risk Reduction and Public Education**

* Develop and implement a District-wide Wildland Hazard Mitigation and CRR Program.
* Coordinate public education programs in fire safety, CPR, and disaster preparedness in partnership with community agencies and schools.

### **Operational Responsibilities**

* Respond to alarms and participate in fire suppression, rescue, and EMS operations as assigned.
* Act as an incident safety officer or training evaluator during live fire and simulated exercises.
* Represent NDCFEMS in regional or mutual aid incidents and interagency training efforts.

## **IV. REQUIRED QUALIFICATIONS**

* High School Diploma or GED (Associate Degree in Fire Science, EMS, or related field preferred).
* Minimum 5 years of fire service experience.
* Valid Oregon Driver’s License with acceptable driving record.
* DPSST Firefighter II.
* DPSST Fire Instructor I (Instructor II preferred).
* DPSST HazMat Operations.
* DPSST Fire Officer I (preferred).
* NWCG Wildland Firefighter Type 2 or higher (Type 1/SRB preferred).
* ICS 100, 200, 300, 700, 800.
* Demonstrated ability to develop and deliver group instruction and public presentations.
* Proficiency with Microsoft Office, FireRMS, or equivalent software.
* Excellent written, verbal, and interpersonal communication skills.

## **V. WORKING CONDITIONS**

* Standard 40-hour workweek; evening and weekend work required for training and response operations.
* Eligible for deployment under Oregon State Conflagration and Wildland Medical Team assignments (24-hour pay scale applies).
* Regular exposure to hazardous environments, inclement weather, and emergency response conditions.
* Must meet physical standards required for active operational duty.

## **VI. COMPENSATION AND REVIEW**

Base pay: $28/hour plus benefits.

First eligible pay review: July 1, 2026.

## **VII. ACKNOWLEDGEMENT**

I have reviewed and accepted the terms and responsibilities described above.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Fire Chief Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_