|  | | 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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## Hiring Packet: Training Officer

Address: 531 S. Cedar St. / P.O. Box 277, Drain, Oregon 97435

Phone: 541-836-2282 Fax: 541-836-2292 Website: NDCFEMS.US

Posting Window: October 21, 2025 through November 20, 2025

Projected Start Date: January 5, 2026 (or as soon as practical)

## Section 1. Job Announcement

Position: Training Officer

Employment Type: Full-Time, Exempt

Salary: $28.00 per hour plus benefits

Opening Date: October 21, 2025

Closing Date: November 20, 2025 at 5:00 p.m. Pacific Time

Overview: North Douglas County Fire & EMS (NDCFEMS) is seeking an experienced Training Officer to plan, coordinate and deliver department-wide training in structural, wildland, EMS and technical rescue disciplines. This position ensures compliance with DPSST, OSFM, NFPA and Oregon OSHA standards, maintains training records, issues task books, and supports entry-level and promotional testing. The Training Officer also participates in operational response as needed.

Reference: NDCFEMS Training Officer Job Description (see attached).

## Section 2. Minimum and Preferred Qualifications

* High School Diploma or GED (Associate Degree preferred).
* Five (5) years of fire service experience.
* Valid Oregon Driver’s License with an acceptable driving record.
* DPSST Firefighter II; DPSST HazMat Operations.
* DPSST Fire Instructor I (Instructor II preferred).
* DPSST Fire Officer I preferred.
* NWCG Wildland Firefighter Type 2 or higher (Type 1/SRB preferred).
* ICS 100, 200, 300, 700, 800 certifications.
* Proficiency with Microsoft Office and FireRMS/records software.
* Effective written, verbal and interpersonal communication skills.

Preferred Qualifications:

* Associate degree or higher in Fire Science, EMS or related field.
* Demonstrated experience developing lesson plans and delivering multi-discipline training.
* Experience coordinating training accreditation or compliance with DPSST/NFPA standards.

## Section 3. How to Apply

Submit the following by the closing date listed above. Applications must be delivered in person or by mail; faxed or emailed applications will not be accepted.

* Completed NDCFEMS Application for Employment.
* Cover letter describing how your background meets the minimum and preferred qualifications.
* Résumé (maximum 3 pages).
* Copies of relevant certifications and licenses (DPSST, NWCG, ICS, etc.).
* Three professional references with contact information.

Mailing Address: North Douglas County Fire & EMS, P.O. Box 277, Drain, OR 97435

In-Person Delivery: 531 S. Cedar St., Drain, OR 97435

Questions: Contact Fire Chief Brian P. Burke Sr. at brianburke@ndcfems.us

## Section 4. Selection Process and Assessment Center

All applications will be screened for minimum qualifications and completeness. Qualified candidates will be invited to an Assessment Center conducted during the first two weeks of December 2025. The Assessment Center will evaluate technical knowledge, instructional ability, communication, leadership and administrative skills relevant to the Training Officer role.

Assessment Center Components (subject to change):

* Prepared Presentation: 20–30 minute presentation on a training topic relevant to NDCFEMS operations. Candidates will be evaluated on organization, content accuracy, engagement and time management.
* Oral Board Interview: Approximately 12–15 structured questions with follow‑ups.
* Written Exercise: One-hour scenario-based planning or policy prompt to assess written communication and judgment.

Evaluation Criteria: Content accuracy, alignment with DPSST/NFPA standards, instructional design, safety integration, leadership, communication, and administrative organization.

## Section 5. Hiring Timeline

1. October 21, 2025: Job announcement opens.
2. November 20, 2025 at 5:00 p.m.: Application window closes.
3. November 21-25, 2025: Application screening and eligibility review.
4. By November 25, 2025: Notification to candidates regarding Assessment Center invitations.
5. December 2–5, 2025: Assessment Center Window #1 (schedule TBD).
6. December 9–12, 2025: Assessment Center Window #2 (schedule TBD).
7. By December 16, 2025: Final interviews and conditional offer of employment issued to top candidate.
8. December 17–23, 2025: Background, reference and pre-employment medical exam, including drug screening.
9. January 5, 2026: Projected start date (alternative start date by mutual agreement in January 2026).

## Section 6. Conditions of Employment

* Pre-employment medical examination and drug screening by a provider selected by the District.
* Criminal background check and driving record review.
* One-year trial service period from date of hire.
* Ability to meet physical standards for operational response and training activities.
* At-will employment, subject to District policies and any applicable contracts.

## Section 7. Position Summary and Essential Functions

The Training Officer organizes, coordinates and delivers department training programs across structural, wildland, EMS and technical rescue operations; maintains training records; issues and tracks task books; coordinates accreditation and compliance; develops lesson plans and schedules; and participates in operational response. See Job Description for full details.

## Section 8. Compensation, Schedule and Benefits

Compensation: $28.00 per hour plus benefits. Overtime is accrued after 40 hrs/week, subject to approval. First eligible pay review July 1, 2026.

Schedule: Full-time 40-hour workweek, with evenings and weekends as required for training and operations.

Benefits: Eligible for District benefits package, including PERS, health insurance, sick leave and vacation in accordance with District policy.

## Section 9. Equal Opportunity and Veterans Preference

North Douglas County Fire & EMS is an Equal Opportunity Employer. Qualified veterans and qualified NDCFEMS regional volunteers may receive preference points in accordance with applicable law and District policy when documentation is provided with the application.

## Section 10. Attachments Checklist

* A. Job Description: Training Officer (current).
* B. Application for Employment form.
* C. Assessment Center Candidate Instructions.
* D. Equal Opportunity and Veterans Preference Information.