

<b>SUBJECT:</b>	<b>SHIFT OFFICER</b>	<b>JD - 201</b>
<b>CREATED:</b>	1/2/2024	
<b>REVISED:</b>	5/29/2025	
<b>PAGES:</b>	3	
<b>APPROVED BY:</b>	<u>Tom Davidson</u> Fire Chief	

### **GENERAL STATEMENT OF DUTIES**

Assists in the operation and maintenance of the fire district.

### **SUPERVISION RECEIVED**

Works under the direction of the Fire Chief or designated Chief Officer.

### **SUPERVISION EXERCISED**

This individual shall supervise Student, Shift, and Seasonal Firefighters, Volunteer Firefighters, and other support personnel with less experience in the presence or absence of a superior officer. The routine supervision of volunteers will be assigned to the Shift Supervisors as required by the Fire Chief.

### **PRINCIPAL DUTIES**

The individual shall:

- Respond to emergency alarms on district apparatus as part of the response team and may be required to perform various activities related to that specific response. Activities may include but are not limited to:
  - Fire Suppression activities
  - Apparatus Driver/ Operator functions
  - Incident Command
  - Extrication of Victims
  - Emergency Medical Technician activities
- Be required to supervise and guide Student, Seasonal, and Shift personnel, including the direction of normally scheduled duties in and around district facilities.
- Be required to assist in the guidance and supervision of volunteer firefighters in the absence of, or under the direction of a superior officer.
- Assist in keeping apparatus and equipment in a state of continuous readiness through participation in post-incident clean-up activities, restocking and refueling apparatus, and routine pre- and post-incident equipment inspections.
- Attend training sessions related to the professional aspects of firefighting and emergency medical technician positions to stay current with the latest modern firefighting trends and emergency operation techniques.
- Be expected to maintain an Emergency Medical Technician certification.
- Be expected to maintain an adequate skill level in those certification levels by performance or annual demonstration.
- Performs new member orientations.
- Performs annual "Performance Evaluations" of subordinates.
- Participates in ways to increase Fire District funding (i.e., grant writing, fundraising, tax levy research).
- Responds to and supervises emergencies as needed.
- Participates in annual Strategic Planning.

- Issues burning permits and checks in/out chimney brushes.
- Performs any other duties as directed by the Fire Chief.

### **SECONDARY DUTIES & RESPONSIBILITIES**

The individual shall:

- Be expected to perform skilled work in functionally assigned areas of responsibility, including a collateral duty.
- Be expected to assist with minor maintenance and repair of apparatus.
- Be expected to assist with the repair and/or improvement of facilities and perform regular custodial duties on district facilities and apparatus.
- Attend schools and classes that promote more advanced skills related to some of these secondary functions.
- Perform all other tasks and duties as required by his/ her immediate supervisors.
- Extensive knowledge of modern firefighting and prevention principles, practices, and procedures.
- Thorough knowledge and skill in operating various firefighting apparatus and equipment the District maintains.
- Thorough knowledge of the geography of the district, as well as the location of draft sites and roads, as well as the location and nature of any hazardous areas.
- Considerable knowledge of hazardous chemicals, gases, liquids, and explosives and their potential.
- Willing to work weekends, holidays, and odd hours.
- Constantly strives to increase his/her abilities to take charge in the absence of the Chief.
- Employees should refrain from smoking and alcohol at work or on the fire district property.
- Random drug test and annual physical.
- The use of illegal drugs will be handled with the direction of the fire district's drug policy (section 1.20).
- Must be physically fit and remain fit during employment.

### **ABILITIES**

- To evaluate fires and identify dangerous chemicals, hazardous conditions, and their potential.
- To react calmly and use sound judgment during emergencies.
- To plan, assign, direct, supervise, and review emergency operations.
- Supervise and direct personnel and equipment during the worst possible conditions.
- Establish and maintain a healthy and effective relationship with subordinates, representatives of cooperating agencies, and the public.

### **MINIMUM QUALIFICATIONS**

- Current Oregon Driver's License with an insurable driving record.
- Hold an Oregon certification to the level of Emergency Medical Technician.
- National Incident Management System certificates for IS-100, IS-200, and IS-700.
- Possess certification as:
  - NFPA Firefighter I (or equivalent)
  - NFPA Apparatus Equipped with Fire Pump (or equivalent)
  - NWCG Wildland FFT2 (or equivalent)

**PREFERRED QUALIFICATIONS**

- Previous experience as a company officer or higher rank.
- Associates Degree in Fire Science.
- Possess certification as:
  - NFPA Mobile Water Supply Apparatus Operator (or equivalent)
  - NFPA Firefighter II (or equivalent)
  - NFPA Fire Instructor 1 (or equivalent)
  - NFPA Fire Officer 1 (or equivalent)
  - Hazardous Material Operations (or equivalent)
  - NFPA Fire Officer II (or equivalent)
  - NFPA Fire Instructor II (or equivalent)
  - NWCG Wildland FF1 (or equivalent)
  - NWCG Single Resource Boss (or equivalent)