



Timberline Fire Protection District

660 Highway 46, Black Hawk, Colorado 80422
(303)582-5768 phone (303)582-3481 fax
www.timberlinefire.com

JOB DESCRIPTION

JOB TITLE: DEPUTY CHIEF OF VOLUNTEER SERVICES

REPORTS TO: Fire Chief or Designee

HOURS: Full-Time, will require some evenings and weekends

PAY SCALE: This position is classified as salaried, exempt, employment at-will employee. Annual salary will be **\$64,696 TO \$72,196** plus benefits.

BENEFITS: This position provides exceptional health care benefits which include eye, dental, life insurance and retirement. Employer will provide all safety equipment, and uniforms.

This position is funded thru a 2016 FEMA SAFER Grant. Funding for this position is not guaranteed beyond the end of 2021. Future funding of this position may depend on securing additional grants or revenues.

OVERALL RESPONSIBILITIES:

The Deputy Chief of Volunteer Services is responsible for all aspects of the SAFER grant including, assessment, recruitment, motivation and retention of Timberline's volunteer program. Working within the guidance of Timberline Fire Protection District operational objectives, and the requirements committed to per the SAFER grant EMW-2016-FF-00361, the Deputy Chief of Volunteer Services will develop, lead, and implement a comprehensive effective program that will attract and retain qualified volunteers to the District. This position will require a flexible schedule in order to be available for our volunteers when they are available.

The Recruitment and Retention Program Manager will respond to 911 calls and other non-emergent community needs. They will be expected to perform all tasks associated with an all-hazards agency.

PRIMARY DUTIES AND RESPONSIBILITIES:

The job duties and responsibilities in this job announcement are for illustrative purposes only. The duties of this position may change based on the needs of the district and additional direction from the Fire Chief. Specific duties and responsibilities include, but are not limited to:

- Developing and maintaining an effective volunteer program including the elements in the grant application.
- Create a strategy for development, implementation, operation and evaluation of the recruitment and retention program.
- Search for grant opportunities related to recruitment and retention and prepare and submit grant applications as needed.
- Prepare reports and financial statements as required for the grant.
- Function at both strategic and tactical levels, working in conjunction with District personnel to analyze data/issues, forecast needs, draw conclusions, and identify potential solutions, project consequences of proposed actions and effectively implement recommendations.
- Assist with project teams and coordinate complex programs, utilizing highly developed project management, written/verbal communication and presentation skills.
- Assist in establishing and maintaining effective internal and external working relationships.

- Utilize excellent organizational skills with ability to work well under pressure of deadlines and constantly changing priorities.
- Attends meetings when assigned, and provides reports with the concurrence of the Fire Chief.
- Respond to emergency calls as a command officer.
- Coordinate, assist and develop quality training opportunities.
- Mentor our current and future officers in order to develop current and future leaders and mentors.
- Integrate volunteers into the day to day operations of the department.
- Maintains district records, including computer data entry and organization of records related to the recruitment and retention program.
- Maintains minimum training requirements and certifications as required by the district.
- Perform other job-related duties as assigned by the Fire Chief or designee.
- The individual will at all times present themselves in a courteous, professional and responsible manner.

DESIRED MINIMUM QUALIFICATIONS:

- A minimum of an Associate Degree in Fire Science and/or Fire Administration, Public Relations, Communications or other related discipline is required from an accredited college or university. **Equivalent work experience may be substituted as approved by the Fire Chief.**
- Preferred qualifications would include a Bachelor or Master's Degree in Fire Science and/or Fire Administration, Public Relations, Communications or other related discipline.
- ICS 100, 200, 700 and 800.
- IFSAC/Pro-board Fire Officer 1 or ability to obtain Fire Officer 1 within 12 months of hire.
- Colorado EMT-B certification or ability to obtain within 3 months of hire.
- NWCG FF Type 2 with an Arduous Red Card or ability to obtain within 3 months of hire.
- Obtain/maintain a valid Colorado State driver's license and good driving record as identified by department policy.
- Ability to read, comprehend and speak the English Language.
- Successfully pass a thorough criminal and civil background investigation to the extent permissible by law.

TRAINING AND EXPERIENCE:

- Writing grant applications, FEMA AFG and SAFER grants preferred.
- Experience as a company officer or command officer in response to all-hazard emergencies.
- Knowledge of techniques and programs that will successfully contribute to the recruitment and retention of volunteers within a rural fire district.
- Work and communicate with people of all ages and socio-economic groups.
- Knowledge of web sites and social media as it relates to marketing in the fire service.
- Utilize and demonstrate logical and progressive reasoning ability that supports cause and effect relationships.
- Demonstrate logical, progressive deductive reasoning with an ability to arrive at reasonable conclusions in the absence of established facts.
- Ability to remain clear-headed, professional and diplomatic in stressful situations.
- Maintain a professional and courteous image to internal and external customers.
- MS Office Suite, specifically; Word, Excel, PowerPoint.
- Experience with *Emergency Reporting* is preferred.
- Ability to pass a DOT physical

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type:

1. A portion of this position will involve sedentary, administrative work in an office environment or in training facilities; however, in emergency situations, the Firefighter will be required to respond to all types of service calls.
2. Strenuous physical activity under extreme adverse conditions may be required periodically.
3. Must possess the ability to lift items in excess of one hundred fifty (150) pounds occasionally and up to sixty (60) pounds frequently.
4. This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching overhead, reaching away from body, and repetitive motion.
5. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit.
6. Work may be performed under hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
7. Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts.
8. Work may result in exposure to air or blood borne infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, etc.
9. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
10. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
11. This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.
12. This position will involve periods of high physical, mental and/or emotional stress.
13. Must pass NWCG arduous pack test annually.
14. Must pass DOT physical.

ADDITIONAL DISCLOSURES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This position is considered at will. Nothing herein modifies the District's general personnel policies regarding at will employment.