

# **SUBLIMITY FIRE DISTRICT**

## Position Description

### FIREFIGHTER/EMT/TRAINING COORDINATOR

#### GENERAL STATEMENT OF DUTIES

Performs emergency and non emergency functions for the fire district. Performs equipment, apparatus and stations maintenance and restoration as required by Fire District policy and under the direction of the Fire Chief. Coordinates training within the District and with other districts. Teaches CPR and First aid Classes to the public and other agencies.

#### SUPERVISION RECEIVED

Works under the direction of the Fire Chief and Company officers that may be assigned to training.

#### SUPERVISION EXERCISED

Supervision is not a normal responsibility for personnel in this position. However, in the event the individual in this position holds an officers rank, he/she will exercise supervisory authority equal to that rank.

#### PRINCIPLE DUTIES

- Attends training on a regular basis and maintains skills as required by the Fire District.
- Coordinates all training activities and delivery.
- Publish and distribute training materials
- Prepare and distribute training aids
- Schedule all training sessions, provide instructors and materials.
- Maintain Training records, accreditation status & levels and provide reports as needed by the Chief or the Board.
- Teach CPR and First Aid to Members of the District, the public and other agencies.
- Promotes unity within the District
- Responds to emergencies, works under the supervision of the company officer and performs duties to bring the situation under control.
- Forwards requests for maintenance or repairs to the appropriate officer(s)
- Helps maintain apparatus, facilities and equipment
- Assists cleanup work and overhaul after emergency.
- Assists in returning apparatus and equipment to response status, fully cleaned and restored.
- Promotes safety of self and others
- Performs within the scope/ policies and procedures of the fire district.
- drive and operate apparatus
- Perform other duties as assigned

#### MINIMUM REQUIREMENTS

- State accredited Apparatus Operator I
- State accredited Instructor I.
- Live within 10 minutes of Sublimity Fire District
- State Certified EMT Basic or higher
- Certified CPR Instructor/ First Aid Instructor (within six months of hiring)
- Valid Oregon Drivers License
- Demonstrate the ability to have the physical ability to perform all requirements of the position.

---

*Board Chair*

---

*Date*