

Job Title: Division Chief/Training Officer
Department: Orcas Island Fire & Rescue
Location: Eastsound, WA
Reports To: Fire Chief

Job Summary:

The Division Chief/Training Officer is responsible for developing, implementing, and managing the training programs for Orcas Island Fire & Rescue (OIFR). This position ensures personnel readiness through structured training, compliance with industry standards, and coordination of continuing education for both career and volunteer members. The Division Chief will also serve in a command role as needed during emergency incidents.

Key Responsibilities:

- Develop, implement, and manage training programs for all fire and EMS personnel, ensuring compliance with national, state, and local standards.
- Oversee the certification and continuing education requirements for personnel, maintaining accurate training records.
- Manager of the department's volunteer recruitment and retention program.
- Conduct classroom and hands-on training exercises, including live fire, emergency medical services, technical rescue, and other specialized skills.
- Evaluate and assess personnel performance during training exercises, providing feedback and guidance for improvement.
- Ensure compliance with Occupational Safety and Health Administration (OSHA), National Fire Protection Association (NFPA), and Washington State regulations related to fire and EMS training.
- Provide for and/or conceive of a vast array of live fire and technical rescue techniques to take advantage of the broad range of skills and experiences a combination department relies on
- Coordinate with other local, state, and federal agencies to provide mutual aid training opportunities.
- Maintain training facilities, props, and equipment in a state of readiness.
- Assist in the development of departmental policies and procedures related to training, safety, and emergency response.
- Respond to emergency incidents in a command or support role as necessary.
- Serve as a mentor and leader to volunteer and career staff, fostering a positive and professional work environment.
- Participate in community education and outreach programs as required.

Minimum Qualifications:

- Five (5) years of experience in fire suppression and emergency medical services, including leadership or instructional roles.
- Certified Fire Instructor I (Fire Instructor II preferred).

- Washington State EMT-B certification or higher (or ability to obtain within 1 year). (Paramedic certification is preferred)
- ICS 100, 200, 300, 400, 700, and 800 certifications. (Or ability to obtain within 6 months)
- Experience developing and delivering training programs for fire and EMS personnel.
- Strong understanding of modern firefighting techniques, EMS procedures, and rescue operations.
- Valid State driver's license with a satisfactory driving record and carries car insurance
- Ability to pass a background check and medical evaluation.

Preferred Qualifications:

- Associate's or Bachelor's degree in Fire Science, Emergency Management, or a related field.
- IFSAC or ProBoard Fire Officer I or II certification.
- IFSAC Instructor II
- Paramedic Certification
- Experience working in a combination department with career and volunteer personnel.
- Knowledge of rural fire operations and water supply challenges.

Skills & Abilities:

- Strong leadership and interpersonal skills.
- Effective communication and public speaking abilities.
- Ability to work collaboratively with internal and external stakeholders.
- Proficiency in computer applications, including training software, report writing, and data management.
- Ability to perform strenuous physical tasks in a variety of environmental conditions.

Work Conditions:

- Work is performed in both office and field settings, with potential exposure to hazardous conditions.
- Regular physical training and participation in emergency response operations required.
- Must be available for emergency callbacks, nights, weekends, and holidays as necessary.

Compensation & Benefits:

- Salary range: \$120,000 - \$135,000
- Comprehensive health and retirement benefits
- Paid time off and holiday benefits
- Professional development and continuing education opportunities