



Garibaldi Fire Department

107 6th St, PO Box 708, Garibaldi, OR 97118
(503) 322-3635

JOB DESCRIPTION

POSITION: Division Chief of Training

DEPARTMENT: Fire Department

SUPERVISION EXERCISED: In the absence of the Fire Chief, directly supervises Career and Volunteer Staff.

SALARY/WAGE STATUS: Exempt

GRADE: Step

CIVIL SERVICE STATUS: No Bargaining Unit

REVISED: 08/31/2026

PRIMARY PURPOSE

Responsible for management of Training and Development of volunteer and career staff. To assist with the Recruitment and Retention of department members, to actively participate in Fire Preparedness & Prevention Programs ensuring quality assurance and department effectiveness. This position maintains all records and assignments for the Training of the Garibaldi Fire Department. Assists the Fire Chief with administration duties and projects as assigned. Completes grant applications for future sustainability that aligns with department goals.

ESSENTIAL FUNCTIONS

The essential functions of the Division Chief of Training include, but are not limited to, the following duties and responsibilities that are listed in no particular order of importance or significance:

1. Manage all matters pertaining to the Garibaldi Fire Department in the absence of the Fire Chief or designee.
2. Maintain and monitor all Garibaldi Fire Department training records for compliance with OSHA, DPSST, and ISO.
3. Ability to effectively direct the operations of personnel and equipment under emergency conditions when acting in the position of Duty Chief/Officer or as assigned under the Incident Command System.
4. Safely drive and operate all emergency apparatus of the Garibaldi Fire Department for emergency and non-emergency incidents.
5. Assist with public education programs in the school and the community for fire and life safety issues, participated in city emergency management programs.
6. Coordinate and ensure compliance with annual Safety, CPR, AED, and Bloodborne Pathogens training.
7. Assist with additional training during regular and special training sessions as directed by the Fire Chief.
8. Coordinates the safety program for the City of Garibaldi as well as the Garibaldi Fire Department, ensuring OSHA compliance and employee wellness as the City of Garibaldi's designated "Safety Officer". Conduct city wide Safety Committee meetings and facilities inspections.

9. Assist Fire Chief with budget proposals and processes to enable department to be financially stable and fiscally responsible within Oregon Budget Law.
10. Participate in local, regional and state committees that are applicable to the position.
11. Prepare training courses and schedules.
12. Participate in the Tillamook County Training Association to plan training courses and events within Tillamook County.
13. Ensure Garibaldi Fire Department resources meet all training requirements for deployment for wildland response locally, regionally, and statewide.

SECONDARY FUNCTIONS

1. Maintain awareness and knowledge of current fire suppression techniques, EMS, and Rescue operations for maximum effectiveness.
3. Manage department programs and prepare reports for measurable success.
3. Performs other duties as assigned.

JOB SCOPE

The Division Chief of Training is responsible for filing, recording, and maintaining all training records for the Garibaldi Fire Department. Responsibilities include general computer and manual entry of all training classes for attendance and content. Involves consistent contact with others inside the Garibaldi Fire Department as he or she works independently on daily duties and responsibilities with direction given by the Fire Chief. The Division Chief of Training also assists in daily maintenance and readiness for all Garibaldi Fire Department emergency equipment.

Performances of functions have significant operational safety impact upon the Garibaldi Fire Department that require the incumbent to use a high degree of professionalism and accuracy in the execution of the essential functions. Requires significant travel inside and moderate travel outside the Garibaldi Fire Department response area, as he or she represents the Garibaldi Fire Department in fire service-related activities. Involves a moderate degree of exposure to hazards and extreme conditions but may require such exposure in the event of major disaster operations or routine involvement in emergency operations at the operations level. Involves occasionally working under a moderate degree of stress and may require working long hours in the performance of essential functions.

MINIMUM JOB REQUIREMENTS

1. Any combination of education, training, or experience that provides the required knowledge, skills, and abilities to perform essential functions. High school graduate or equivalency is required.
2. Minimum of ten (10) years of fire service experience, including a minimum of three (3) years of experience serving as a Company Officer, minimum of three (3) years of experience leading or managing a fire and/or EMS training division or comprehensive training program
3. NFPA Fire Fighter II, Instructor II and Driver-Operator/Pumper
4. Must be certified as a Oregon EMT-Basic or higher.

5. Must possess a current driver's license valid in the state of Oregon and insurable by the district's insurance carrier.
6. General knowledge of modern fire-fighting techniques, including emergency medical services and hazardous materials.
7. Understand Garibaldi Fire Department and City of Garibaldi's policies and Standard Operating Guidelines.
8. Ability to maintain an exceptional relationship with volunteers, city staff and the public.
9. Ability to communicate effectively in English, both orally and in writing, as well as the ability to effectively instruct.
10. Ability to perform the physical requirements necessary for essential functions including, but not limited to, regular sitting, standing walking, and general mobility; continual talking in person, in group presentations, and over the phone to diverse groups of various sizes and natures; occasional keyboard typing; infrequent crouching, kneeling, crawling, climbing, limb extension, and all other physical activities required in his or her activities in emergency situations.
11. Ability to operate a computer and maintain computer literacy in all software programs implemented by the department.
12. Respond to all alarms when available outside of normal work hours