



**Now Accepting Applications for
the following position:**

Emergency Prevention Specialist

Featuring a Competitive Salary and Excellent Benefits Package



Applications Due: March 13, 2020

Letter from the Chief

Dear Applicant,

On behalf of the North Mason Regional Fire Authority, I would like to personally and sincerely thank you for your consideration in applying with us for the position of Emergency Prevention Specialist. Preventing emergencies through education and outreach is an activity that I as Fire Chief place as a top priority for the Authority. We are seeking a talented, energetic and personable individual who has a passion for protecting others from harm. While previous fire service experience would be beneficial, it is not required, as we are seeking the right person who can connect with and impact our community.



As our application process proceeds, we are excited to get to know you, both as a professional and as an individual. During the process, we will spend much of our time becoming acquainted and learning what we can do to help you succeed. You will find that our assessment process is organized in a way that will allow you to learn about us and the values that drive our organization. We want to help you make an employment decision that is right for you and your family.

The North Mason Regional Fire Authority values its members more than any other asset. Our members are responsible for carrying out our mission to “Safeguard North Mason Communities” and to protect the community that my family and I call home. As a smaller organization, we operate as a tight-knit family, focused on professional excellence and compassion. We encourage our members to be their best by promoting formal education, personal and professional goal-setting and perpetual thinking outside the box.

If you want to have a community wide impact, come work with us. If you enjoy connecting with others and building relationships with safety in mind, come work with us. If you want the latitude to work on the cutting edge, come work with us. If you want your work to receive top priority in an organization, come work with us. If you want to save and protect lives through education and prevention, come work with us. If you want to have fun, come work with us. Thank you again for considering the North Mason Regional Fire Authority as the next organization to call home. I look forward to meeting you and for you to meet us. If I can be of any assistance, please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Beau Bakken'. The signature is stylized with fluid, connected letters.

Beau Bakken, Fire Chief
North Mason Regional Fire Authority



Job Description

The North Mason Regional Fire Authority is currently accepting applications for the position of **Emergency Prevention Specialist**. The Emergency Prevention Specialist reports directly to the Authority's Fire Chief and works closely with the Assistant Fire Chief and Shift Captains. The Emergency Prevention Specialist performs technical and supervisory duties in the areas of public education, public information, community outreach and emergency prevention. The Specialist leads the Authority's community outreach and prevention programs by directly engaging with internal and external stakeholders.

The ideal candidate is a people person with a positive attitude, who has the ability to provide emergency prevention education and information in a way that increases community safety. The candidate needs to be able to work independently and be politically astute within a small community. The right candidate will be able to adequately assess community prevention needs and subsequently plan, prepare and deliver strategies that address those needs. Emergency risk reduction is a top priority at the North Mason Regional Fire, with each member playing a critical role in emergency prevention.

While a background in fire service is desirable, it is not mandatory for the position. The Authority is willing to provide the necessary training and education for the right candidate.

The Emergency Prevention Specialist is a non-exempt (FLSA) 40 hour per week position and will be required to work evenings and weekends as duties require. The position is represented by the International Association of Firefighters Local 3876.

Important Dates

Opening Date: February 14, 2020

Closing Date: March 13, 2020

Assessment

Center: March 20, 2020

Chief's Interview: To be scheduled

Start Date: April 2020

Entry Level Requirements

- Valid WA State driver's license at time of hire
- Meet eligibility requirements for Authority bonding and insurance
- Proficiency in skills noted in Authority job description

Desired Qualifications

- Associate's Degree with Emphasis in Education
- Bachelor's Degree with Emphasis in Education
- Previous Fire Service Prevention Program Experience
- Previous Teaching Experience
- Teaching Certification



**North Mason
Fire**
P.O. Box 277 - NE 460 Old Belfair Hwy - Belfair, WA 98528

Salary & Benefits

- **2020 Monthly Salary (depending on qualifications):** \$5,851—\$7,743
- **Education Salary Incentive:** 3% for AA Degree; 5% for BA Degree
- No Social Security participation
- Deferred Compensation Program with Authority Contribution
- 10 recognized holidays
- Annual \$2,500 college educational tuition and book allowance
- 100% employer paid Medical, Dental and Vision for family and spouse
- \$2,500 to \$5,500 annual Health Retirement Account (HRA) contribution
- Medical Expense Reimbursement Plan (MERP) participation
- Authority paid Life Insurance
- WA State LEOFF II or PERS Retirement Plan participation
- 108 to 264 hours annual vacation accrual
- 8 hours monthly sick accrual

To Apply:

Completion of an Authority Employment Application is required for all applicants. All applicants are also required to submit a cover letter and resume.

To obtain a complete employment packet visit the Authority's website at www.northmasonrfa.com.

Please submit your application with all required materials to NMRFA Headquarters Station 21 located at 460 NE Old Belfair Hwy, Belfair WA, or by mail to the address below:

North Mason Regional Fire Authority

Attn: Renee Wassenaar
PO Box 277
Belfair, WA 98528-0277

Completed application packets are due no later than 5:00 p.m. on Friday, March 13, 2020. Please contact Executive Assistant Renee Wassenaar at rwassenaar@northmasonrfa.com or 360-275-6711 Ext. 2 with any questions regarding the application process.



The North Mason Regional Fire Authority is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, disability status or any other basis prohibited by federal, state or local law.

The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

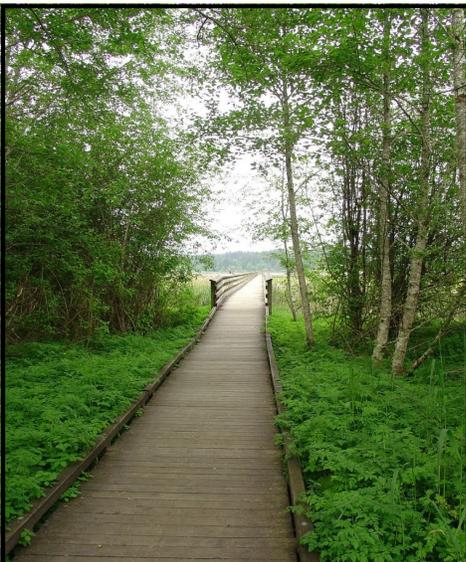
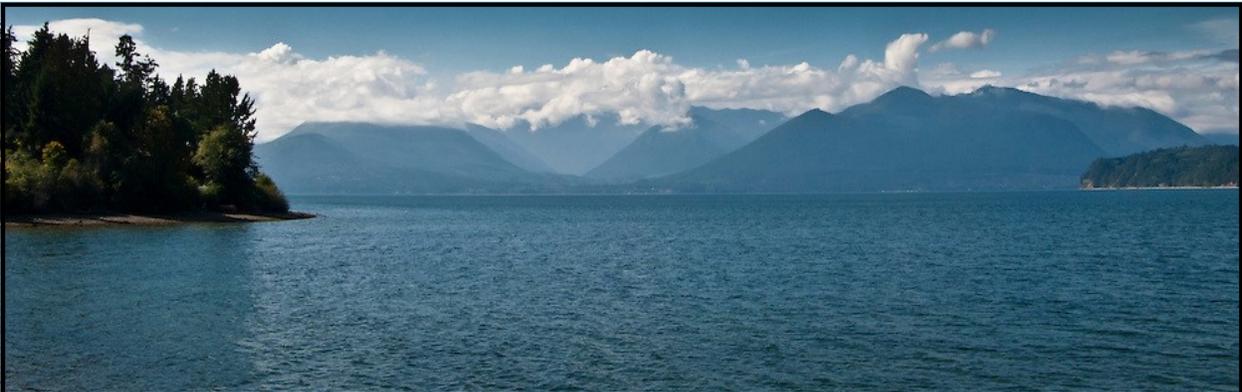
About Us

The North Mason Regional Fire Authority serves Belfair and surrounding communities in North Mason County. The Authority covers 132 square miles and serves a population of 22,000 people. This population nearly doubles in the summertime recreation season.



The Authority employs three Captains, three Lieutenants and twelve firefighters, including six who maintain Paramedic Certification. Two fire stations within the Authority are staffed full time in Belfair and Collins Lake and one station is staffed during daytime hours in Tahuya. The Authority also has several special operations divisions, including an all-terrain vehicle rescue program, haz-mat response and wildland fire response and responded to just over 2,400 requests for emergency assistance in 2019.

Shift personnel are represented by IAFF Local 3876. The Authority is well positioned financially and politically, and it values its role as a respected service within the community.



North Mason County

North Mason County is a picturesque community that surrounds the south end of the Hood Canal. It serves as a delightful bedroom community for nearby Bremerton and Tacoma. Surrounded by breathtaking mountains, the area is heavily forested and dotted with numerous lakes, providing limitless outdoor recreational opportunities. North Mason has an award winning school district and library, and is home to the state's largest off-road vehicle park, located in the Tahuya State Forest. Several infrastructure projects currently underway within the Authority are driving an unprecedented level of community growth.

Job Description-Emergency Prevention Specialist

CATEGORY: Personnel
NUMBER: PERS-47
EFFECTIVE: February 2020

REFERENCE

N/A

PURPOSE

The purpose of this policy is to define the Authority's work expectation and description for the classification of Emergency Prevention Specialist.

DEFINITION AND MAJOR FUNCTION

The Emergency Prevention Specialist classification performs technical and supervisory duties in the areas of public education, public information, community outreach and emergency prevention. The Emergency Prevention Specialist is responsible for responding to emergency and non-emergency activities to assist with information distribution and community engagement. The Emergency Prevention Specialist is expected to exercise a high degree of judgment and initiative while making critical fire and life safety related decisions under high pressure and/or adverse conditions. This classification reports to and receives guidance and mentoring from the Assistant Fire Chief and Chief.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties: The following duties are considered essential for this position:

- Develop and deliver emergency prevention campaigns including but not limited to public information releases, audio-visual materials, public events, web pages, media appearances, Safety Days, social media and community education campaigns to increase emergency prevention awareness.
- Develop and deliver emergency prevention programs to local businesses, organizations, residents, schools and Fire Authority employees. Programs will include but are not limited to emergency prevention, disaster preparedness, injury prevention, fire extinguisher training, first aid, CPR and AED instruction.
- Engage with local community groups and associations to provide emergency prevention education and information.

- Engage with local schools and child care centers to provide age-appropriate emergency prevention education and information.
- Work with media outlets to publish timely information such as articles, press releases, brochures and other materials.
- Copyedit, proofread and revise Authority communications.
- Serve as the Authority's Public Information Officer.
- Develop and execute communication strategies that are consistent with and reflect the Authority's strategic vision.
- Respond to major emergencies and calls for assistance to assist with public information distribution.
- Assist in preparing, submitting and supervising assigned budget areas.
- Coordinate with other professionals in the region on information distribution and emergency prevention activities.
- Assist in the rendering of basic medical care at emergency incidents.
- Complete work assignments as assigned; ensure that all decisions and actions are consistent with Authority policies, procedures and emerging priorities.
- Complete duties related to program management, to ensure project and program deadlines and milestones are met.
- Conduct station tours, participate in demonstrations of equipment and techniques, and make educational presentations to members of the public.
- Coordinate, supervise and conduct the Authority's Fire Prevention and Education programs.
- Participate in community sponsored events.
- Maintain, track and inventory Authority equipment and materials.
- Clean and maintain office space and Authority equipment.
- Ensure appropriate written and oral communication takes place to transfer information and current priorities to the Authority's operations personnel.
- Assist in developing recommendations and implementing new programs, policies and procedures that are focused on quality and productivity improvements.
- Attend technical skills training and continuing education courses as needed to maintain technical and leadership skills and certifications. Demonstrate the ability to read, write and comprehend these and other related materials.
- Complete incident reports accurately and completely.
- Maintain and prepare reports, records and statistical information relating to the Authority's emergency prevention activities.

Additional Duties: In addition to the duties listed in the Essential Duties section, the employee may perform the following duties. An employee may not be assigned all duties listed below, nor do the examples cover all duties which may be assigned.

- Perform a wide variety of general staff work as assigned.
- Participate in Authority meetings as assigned.

- Observe and report violations of laws and ordinances.
- Attend crew/shift safety meetings as necessary.
- Practice appropriate and professional communication with external and internal stakeholders.
- Participate in assigned training and drills required for maintenance of emergency responder skills.
- Ensure compliance with Authority standards concerning uniforms, emergency gear, tools and equipment, grooming and other related items.
- Receive and process reports from the public.
- Perform related duties as assigned.

QUALIFICATIONS: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Previous experience preparing and delivering emergency prevention programs in a community setting. Previous professional teaching experience with children and/or adults. Prior fire or emergency medical service experience in an emergency response organization.

Education Required: High School Diploma or a Certificate of Educational Competence (G.E.D.).

Education Preferred: Teaching Certificate, Associates Degree or higher. Previous course work in teaching, education, fire science, fire administration, public or business administration or related field.

License or Certifications: This position requires the use of a personal or Authority vehicle while conducting Authority business. The individual must be physically capable of operating motor vehicles safely and must possess and maintain a valid Washington Driver's License and a driving record free of significant moving violations. The Fire Chief may waive this requirement under exigent circumstances.

The position also requires the following professional certifications and/or course completions upon or within one (1) year of hire: NFPA 1035 Public Educator, First Aid and CPR/AED, National Fire Academy's Applications of Community Risk Reduction (R0385).

SELECTION GUIDELINES: Formal application, review of education and experience, written examination (optional), assessment center and final selection interviews.

Knowledge, Skills and Abilities: While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitude to perform each duty proficiently.

Knowledge of:

- Policies, rules and regulations of the Authority, as well as a working knowledge of the applicable national, state and local laws, ordinances and codes affecting the fire service.
- Principles, practices, methods and techniques of modern firefighting and protection of lives and property.
- Principles, practices, methods and techniques of emergency medical care and cardio-pulmonary resuscitation.
- Principles, practices and functions of the National Incident Management System (NIMS) or other current Incident Management System.
- Local geography, including the location of water mains and hydrants and the major fire hazards of all service areas.
- Firefighting equipment and apparatus functions, minor repair techniques, inspection and the reporting of deficiencies.
- Basic and advanced fire prevention principles, practices and procedures.
- Basic principles and practices of organization, administration, training and project management.
- Basic financial management and budgeting concepts and practices necessary to effectively manage assigned resources with appropriate supervision.
- Working knowledge and proficiency in the operation of computer equipment and software programs used by the department.

Ability to:

- Communicate clearly and concisely both orally and in writing, with individuals and in group settings.
- Establish and maintain cooperative and effective working relationships with assigned personnel and other Authority employees under both regular business and adverse/emergency conditions.
- Establish and maintain cooperative and effective working relationships with outside agencies and service groups.
- Effectively resolve work-related problems.
- Project a personal commitment to the mission and vision of the Authority; model leadership skills and behaviors consistent with the Leadership Development training and the guiding principles of the Authority.
- Comprehend and make inferences from written material; understand and apply Authority policies and procedures; prepare and maintain accurate reports and records.

PHYSICAL REQUIREMENTS AND WORKING CONIDITIONS: The physical requirements and working conditions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbents in this classification generally work eight (8) hour shift assignments, including weekends and holidays, and may be required to work overtime with little or no notice. Incumbents may be assigned to work alternative shifts in accordance with the provisions of the collective bargaining agreement. Due to the varied and unpredictable nature of the work, incumbents may also be required to work under the following conditions:

- Incumbents are subject to unpredictable interruptions of sleep periods during which they must function effectively, including directing the work of others in emergency situations, such as functioning within the Incident Management System.
- Incumbents are exposed to a variety of weather conditions and are required to tolerate very hot and very cold temperatures.
- When responding to emergencies, incumbents also are exposed to other elements, including smoke, heat, flames, hazardous chemicals and blood and other bodily fluids. In these situations, they must be able to observe or monitor people or objects to ensure compliance with safety standards; stand, sit or walk for extended periods of time, unable to rest at will; use explosive strength, as in sprinting or jumping; walk over rough, uneven or rocky surfaces; use arms above shoulder level; bend or stoop repeatedly or continually over time; and use common hand tools, such as hammers, saws and screwdrivers.
- Specific hearing abilities required by this job include the ability to hear and understand radio transmissions in an environment which contains large amounts of background noise, in a moving vehicle, and in a typical office setting. Incumbents are also required to have the ability to hear a variety of warning devices and alarms, gas leaks, and/or calls for help.
- The incumbent must have vision necessary to perform the essential job functions. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- In daily activities incumbents operate office equipment requiring repetitive arm/hand movements, as when they enter data into a terminal, personal computer or keyboard device.
- In order to keep abreast of developments in their field, incumbents must be able to learn in a classroom setting and through observation and oral instruction in an on-the-job training setting.
- Participating in training and operations activities involves observing and monitoring people, data and objects to ensure compliance with safety standards and department policies and procedures.
- Operate radios, warning light and siren control heads making fine, highly controlled muscular movements to adjust the position of a control mechanism.

- Prepare written materials such as various documentation, reports and e-mail using proper punctuation, spelling and grammar by entering data into a keyboard device requiring repetitive arm/hand movement.
- Communicate with the public and staff face to face and using a radio or telephone.
- Provide training to staff and the public in a classroom setting.
- Operate Authority vehicles in adverse conditions in a controlled and safe manner while obeying State laws and Authority policies.
- Attend professional training classes and team building sessions learning through oral and structured lecture instruction.

The examples of duties and working conditions are intended only as illustrations of the various types of work performed. The omission of specific statements of duties and/or working conditions does not exclude them from the position if the work is similar, related or a logical assignment to the position.



North Mason
Fire

P.O. Box 277 - NE 460 Old Belfair Hwy - Belfair, WA 98528

Dear Applicant,

Thank you for your interest in employment with North Mason Regional Fire Authority. The following items must be included in your application packet:

- North Mason Regional Fire Authority Employment Application
- Copy of your valid driver's license
- Cover letter and resume

Completed application packets are due no later than 5:00 p.m. on Friday, March 13, 2020. Please contact Executive Assistant Renee Wassenaar at wassenaar@northmasonrfa.com or 360-275-6711 Ext. 2 with any questions regarding the application process.



North Mason Regional Fire Authority

P.O. Box 277 / 460 NE Old Belfair Hwy Belfair, WA 98528
360-275-6711 phone / 360-275-6224 fax

Applicants may be contacted for interviews and assessments following the review of a completed application. If you are selected for the assessment process and require special accommodations due to impairment or disability, or have any questions regarding the application process, please contact Executive Assistant Renee Wassenaar by email at rwassenaar@northmasonrfa.com or 360-275-6711 Ext. 2.

Employment Application

Select the job position you are applying for:

Full Name: _____ Date of Birth: _____
Last First M.I.

Residence Address: _____
Street Address Apartment/Unit #

City State ZIP Code How long at this address?

Mailing address: _____
Street Address

City State ZIP Code

Telephone: _____ Cell Phone: _____ Email: _____

Date Available: _____

Do you have, or can you obtain a Washington state driver's license? YES NO

YES NO

If yes, explain: _____

EDUCATION

High School: _____ Highest grade level achieved?: _____

YES NO

From: _____ To: _____ Did you graduate? _____ Diploma: _____

College: _____ Course of Study: _____

YES NO

From: _____ To: _____ Did you graduate? _____ Degree: _____

Other: _____ Course of Study: _____

YES NO

From: _____ To: _____ Did you graduate? _____ Degree: _____

List below valid licenses or certificates of professional or vocational competence relevant to the employment position for which you are applying.

License/Certificate :

License/Certificate Number:

Expiration Date:

1)

2)

3)

4)

REFERENCES

Please list three professional references.

Full Name: _____

Relationship: _____

Company: _____

Phone: _____

Address: _____

Full Name: _____

Relationship: _____

Company: _____

Phone: _____

Address: _____

Full Name: _____

Relationship: _____

Company: _____

Phone: _____

Address: _____

PREVIOUS EMPLOYMENT

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____

Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____

Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Additional, relevant employment may be attached.

MILITARY SERVICE

Branch: _____

From: _____

To: _____

Rank at Discharge: _____

Type of Discharge: _____

If other than honorable, please explain: _____

How did you hear about this employment opportunity? (Please provide specific name of media whenever possible.)

Word of Mouth: _____
Advertisement in: _____
Website: _____
Other: _____

NOTICES

The North Mason Regional Fire Authority (NMRFA) is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. NMRFA will reasonably accommodate candidates with disabilities as required by law.

NMRFA is a smoke and drug free work place. You will be required to complete a drug test prior to employment.

CANDIDATE AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

I certify that I am not engaged in any outside activity or business that could be considered a conflict of interest with the NMRFA or those of its clients, nor will I become engaged in such activity or business if hired.

I, the undersigned applicant for employment with the NMRFA, in consideration of the review of my employment application, do authorize the NMRFA to solicit information regarding my character, general reputation, previous employment and similar background information, and to contact any and all references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities and damages for any reason arising out of furnishing such information. If employed, I release the NMRFA from any liability for future references it may provide regarding my employment with the NMRFA. Pursuant to RCW 43.43.834, background checks are available to the applicant upon request. It is my intention that any copy of this authorization be as effective as the original.

Applicant - Please Print Name

Applicant's Signature

Date

DRIVING RECORD

Name: _____
Please Print Last First MI

Driver license number (s) _____
License Number State

List all notices of infractions or traffic citations (other than parking tickets), which you have received in the past five (5) years.

<u>State</u>	<u>Month/Year</u>	<u>Type of Infraction</u>

Infractions or citations will not necessarily remove you from consideration. The NMRFA will however, consider your driving record when making employment decisions.

Signed: _____ Date: _____

DISCLAIMER & SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I understand that any misstatement, failure to answer fully or omission of fact in this application may result in my not being considered in the selection process or may result in my dismissal of employment. I have read the job description and I can perform the essential functions of the job for which I am applying, with or without reasonable accommodation. I understand that acceptance of an offer of employment does not create a contractual obligation upon the NMRFA to continue to retain me in the future. For determination of my potential employment eligibility, I hereby authorize release of educational, police, criminal and employment information pertinent to the position for which I am applying. I further authorize the NMRFA to rely upon and use, as it sees fit, any of the information received.

Signature: _____ Date: _____

Completed Applications can be sent via email, fax, mail or hand delivered to: Renee Wassenaar
PO Box 277, Belfair, WA 98528
Fax: 360-275-6224
Email: rwassenaar@northmasonrfa.com

Office hours: Monday through Friday 9:00 a.m. - 5:00 p.m.