

**CLASS TITLE:** Recruitment & Retention Coordinator (RRC)

**DEPARTMENT:** Fire

**SUPERVISOR:** Fire Chief

**SUPERVISES:** Volunteer Firefighters

Class Characteristics: Under general administrative supervision, the position is responsible for the development and management of volunteer firefighter recruitment and retention. This position is responsible for developing, planning, leading, training, and the implementation of a comprehensive recruitment and retention program that will attract and retain volunteer firefighters.

This position is a 48 month position funded by a Federal SAFER Grant (Staffing Adequate Fire Emergency Response). The Recruitment and Retention Coordinator (RRC) is responsible for administrative and emergency response activities, and reports directly to the Fire Chief. The standard work week will be 40 hours, requiring flexibility to accommodate training volunteer firefighters.

1. Implement and manage volunteer firefighter recruitment and retention program.
2. Maintain required records for FEMA SAFER grant management.
3. Provide pertinent information to promote the recruitment and retention program, both verbally and in writing.
4. Develop and manage the production of advertisements for volunteer firefighters.
5. Develop and deliver orientation programs.
6. Deliver presentations, and workshops to reach potential volunteer firefighters.
7. Develops and coordinates continuing education programs and activities including recertification programs.
8. Plans, organizes and provides training programs for recruit firefighters and maintains personnel training records and reports.
9. Participates in public education programs, including school programs and community events.
10. Composes incident reports and utilizes the National Fire Incident Reporting System (NFIRS).
11. May respond routinely to fire and emergency incidents. May provide direct patient care.
12. Performs other duties as assigned.

## DESIRABLE QUALIFICATIONS

Education and Experience: High School or Equivalent plus previous experience as full time and/ volunteer firefighter. 400 hour KY Firefighter Certification, Firefighter II, Fire Instructor I, Fire Officer I, Emergency Medical Technician, Hazardous Materials Operations. Current CPAT

### Special Knowledge, Skills, and Abilities:

#### Knowledge:

- 1) Extensive knowledge of modern firefighting and prevention principles, practices, and techniques.
- 2) Extensive knowledge of implementation and workings of Incident Command Systems and Accountability practices.
- 3) Extensive practical knowledge of the operation and maintenance of the various types of apparatus and equipment used in firefighting activities.
- 4) Thorough knowledge of first aid and vehicle extrication principles, with skill in their application.
- 5) Thorough knowledge of the principles and practices involved in instructing and training firefighters.
- 6) Considerable knowledge of the geography of the City.
- 7) Considerable knowledge of response districts, mutual aid policies, fire hydrant and water distribution system, and additional sources of water in the municipal area.
- 8) Knowledge of occupational hazards and safety precautions.

#### Skills:

- 1) Skills as required for Firefighter.
- 2) Communications skills, both written and oral.

#### Abilities:

- 1) Ability to plan and supervise the work of subordinates.
- 2) Ability to maintain accurate records and reports.

- 3) Ability to communicate orally and in writing, both in person as well as using radio, telephone, and other means of communications.
- 4) Ability to read, comprehend, interpret and enforce codes
- 5) Physical strength and agility to perform firefighting, to work in full protective clothing and respiratory protective gear in inclement conditions, at any hour of the day.
- 6) Ability to see clearly, either without aids or with corrective vision.
- 7) Ability to hear normally or with correction, and to follow oral and written instructions.
- 8) Ability to do heavy manual labor at times.
- 9) Ability to maintain requisite hours of training for paid firefighter certification.
- 10) Ability to evaluate situations and make decisions, with and without direct supervision.
- 11) Ability to operate all fire department vehicles both in normal driving and in emergency driving modes.
- 12) Ability to work quickly, calmly and effectively under duress in an emergency situation.

#### ADDITIONAL INFORMATION

Instructions: General direction with moderate supervision; must use judgment most of the time.

Process: Must frequently evaluate and refine existing work methods and incorporate new techniques, concepts, or programs within established limits or policies. This position requires regular interaction with department personnel and other City departments, including law enforcement, administration, etc.

Review of Work: Work is reviewed regularly by the Fire Chief through oral and written reports.

Analytical Requirement: This position is required to make regular day to day judgments in the implementation of operations, fire and emergency scenes, and other activities.

Tools, Equipment, and Vehicles used: Fire apparatus and equipment including full protective clothing and respiratory protection equipment, hand and power tools, computer terminal and software programs, training aids and media.

Physical Requirements: Requires a high degree of physical conditioning. Must be able to operate department vehicles, apparatus and equipment; must be able to work during all states of emergency and weather conditions during all hours; must have physical ability to remain at emergency scene in highly stressful situations for lengthy periods of time; must lift objects weighing in excess of 50 pounds and occasionally lift and/or move up to 100 pounds; work involves sitting, standing, stooping, walking,

climbing; must be in high places, confined spaces, must be able to use stairs and/or ladders; must have adequate vision and hearing; involves working in atmospheres containing smoke, chemicals or toxic substances. Must be able to meet the requirements set forth in the respiratory protection program.

Contacts: Typical daily contacts with the general public and co-workers. Frequent contact with the Fire Chief. Some regular contact with the State Fire Marshal, State Fire Training, State Fire Commission, Kentucky Board of Emergency Medical Services, state and local law enforcement, local Emergency Medical Services and other fire departments.

Confidential Information: Occasional exposure to confidential information.

Mental Effort: Normal

Interruption: Frequent

Special Licensing Requirement: Valid Kentucky Driver's License

Certification Requirements: Certified 400 hours with Kentucky Fire Commission as a paid firefighter. Firefighter II; Emergency Medical Technician; Fire Officer I, Instructor I.

Availability: Must be able to respond to emergency calls both on duty and off.

Additional Requirements: None

Drug and Alcohol Testing: Must participate in drug and alcohol testing including random testing as a condition of continual employment.

Overtime Provision: Non-exempt

Retirement: CERS Hazardous Duty

Shift: 40 hour week