

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Fire Department Recruitment & Retention Coordinator –  
Job Description

**POLICY NUMBER:** 2238

**ADOPTED:** November 8, 2021

**REVIEWED:**

**REVISED:**

**2238.10** The position of Recruitment & Retention Coordinator is an overtime exempt position under the Fair Labor Standards Act. The Recruitment & Retention Coordinator is hired by the General Manager and Fire Chief for a period not to exceed four (4) years. This position is funded by a Federal Emergency Management Agency (FEMA) Staffing for Adequate Fire and Emergency Response (SAFER) Grant. Under the general direction of the District's Fire Chief, the Recruitment & Retention Coordinator is responsible for recruiting new volunteer firefighters and retaining current volunteers through various outlets including but not limited to incentive programs, training programs, career fairs, school presentations, and advertisements. The recruitment and retention coordinator will also respond to fire, hazmat, rescue, medical emergencies and provide care and transport to ambulance patients.

**2238.20** Recruitment & Retention Coordinator must have knowledge of:

**2238.21** Public safety administration, fire administration, emergency and disaster preparedness, fire investigation, hazardous materials management, and municipal water systems.

**2238.22** The operation and maintenance of modern fire and EMS apparatus and firefighting equipment.

**2238.23** Structural and wildland fireground tactics and strategies.

**2238.24** The incident command system.

**2238.25** Local water systems, roads, and geography.

**2238.26** Modern emergency medical services (EMS) operations and procedures.

**2238.27** Modern communications, business and computer systems and related software.

**2238.30** Ability to:

**2238.31** Provide the necessary fire and rescue operations during adverse conditions.

**2238.32** Operate computers, software and modern communications equipment related to fire service and business applications.

**2238.33** Compile and prepare written reports and oral programs.

**2238.34** Communicate effectively orally and in writing.

**2238.35** Must have the ability to interact with members of the public and co-workers tactfully and professionally.

**2238.40** Education/Experience Required

Education equivalent to graduation from high school. Graduation from an accredited CA Fire Academy is preferred. Must possess a current California Emergency Medical Technician (EMT) certification or obtain within 60 days. Current enrollment or graduation from an accredited Paramedic Academy/Class.

All state and federal required standards for a Recruitment & Retention Coordinator to be met within one (1) year of employment as Recruitment & Retention Coordinator, Policy 2238 Appendix A, Minimum Standards for a Recruitment & Retention Coordinator.

**2238.50** License/Certificates

Must possess a driving record acceptable to the District's insurance carrier. Must, within eight (8) months of employment, possess a current Emergency Medical Technician Paramedic License and CPR Certification, a valid California Class B or C driver's license with Firefighter Endorsement. A Hazardous Materials Operational Certification. All required certificates and licenses must be maintained throughout employment.

**2238.60** Residency Requirement

Employees in this position must establish and maintain residency in a location which allows response to emergency calls for service.

**2238.70** Basic Work Hours

This is a 40 hour per week position with work hours coordinated with the Fire Chief. The Recruitment and Retention Coordinator is also subject to respond to calls after regular hours as available and with close coordination with the Fire Chief. The Recruitment & Retention Coordinator is exempt from overtime pay or compensatory time off in accordance with Policy 2010.

**2238.80** Essential Job Duties (Continued)

The Recruitment & Retention Coordinator is required to work the hours necessary or required to complete necessary projects or job functions. The Recruitment and Retention Coordinator's primary duties include:

**2238.81** Responding to emergency calls for service at any hour of the day or night.

**2238.82** Treat and transport patients in an ambulance.

**2238.83** Perform administrative and technical work recruiting and retaining candidates for volunteer positions with the McCloud Community Services District Fire Department.

**2238.84** Provide informational programs at community job fairs, media outlets, web-based sources, and high school work programs.

**2238.85** Develop and implement plans, projects, and programs designed to solicit new volunteer firefighters, retain current volunteer firefighters, and to ensure the sustainability and growth of the McCloud Fire Department.

**2238.86** Create and monitor MCSD Fire Department website and social media platforms in hopes to recruit new volunteers

**2238.87** Pursue opportunities for external support of recruitment and retention programs, including grants and partnerships, and ensure compliance with requirements of grant awards and other support.

**2238.88** Maintaining cordial relations with all persons entitled to the services of McCloud Fire Department and attempting to resolve all public and firefighter complaints.

**2238.89** Represents the department at local, county, state and federal agencies and organizations.

**2238.90** Does other related work as required.

**2238.91-99** Left blank intentionally

## **2238.100** Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**2238.111** Task: Operate, repair, and maintain firefighting, ambulance and rescue equipment.

Physical Demand: Standing, walking, lifting, pushing, pulling, and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle, or feel objects, tools or controls, driving vehicle and heavy equipment.

**2238.112** Task: Fire suppression and emergency response.

Physical Demand: Wearing self-contained breathing apparatus for extended periods, sitting, standing, climbing ladders while carrying 25 lbs., walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs, and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, working in low visibility areas containing smoke, ash, etc., working in confined spaces.

**2238.113** Task: Prepares handwritten and type written reports, forms, questionnaires, etc. as required to document work performed and maintain compliance with the various laws and standards and district policies and procedures.

Physical Demand: Sitting, close vision, reading, handwriting, speaking, hearing, use of hands to finger, handle, or feel objects, tools or controls, operating a computer and typewriter.

**2238.114** Task: Perform traffic control operations during emergency situations.

Physical Demand: Standing continuously in one location wearing turnouts and in temperatures below freezing and above 100 degrees, walking over uneven ground, distance vision, speaking, hearing, use of hands to hold and manipulate signs and to give direction to vehicle operators.

**2238.100** Physical Requirements (Continued)

**2238.115** Task: Plan, direct and control the recruitment of volunteer firefighters.

Physical Demand: Close and distance vision, color perception, hearing, clear speech, use of hands to finger, handle or feel objects, tools or controls, sitting in office environment for extended periods, driving vehicle, travel to out-of-town meetings with overnight stays.

**2238.116** Task: Conducts meetings of personnel, attends meetings of other governmental agencies and organizations, attends, and conducts training.

Physical Demand: Sitting, standing, speaking, hearing, driving vehicle, out-of-town travel, and overnight stays.

**2238.120** Environmental Demands

**2238.121** Outside: Travels to do out-of-office business in a variety of weather conditions including, rain, snow, cold below freezing and heat to +100 degrees Fahrenheit.

**2238.122** Usually works outdoors wearing heavy personal protective equipment.

**2238.123** Exposure to various colognes/perfumes, frequent exposure to fumes/dust from equipment.

**2238.124** Noise/Vibration: Business/office machines, office located near and sometimes in highway traffic.

**2238.125** Exposure to smoke, flames, intense heat and low visibility in firefighting conditions.

## **2238.130** Mental Requirements

**2238.131** Reads and comprehends complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

**2238.132** Writes reports, presentations, memos, messages, and fills out information forms. Needs ability to use or quickly learn the latest version of the district's word processing software.

**2238.133** Math: Ability to perform mathematical functions and work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to use or quickly learn the district's current spreadsheet software.

**2238.134** Attention to Detail: High level concentration and attention to detail for extended periods of time required to perform management functions, produce reports and spreadsheets.

**2238.135** Repetition: Repetitive data entry to spreadsheets and computer system for accounting purposes, typing reports and presentations.

**2238.136** Judgment: Ability to work independently, prioritize work and make complex management decisions and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of data in written or verbal form, and deal with numerous abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals

**2238.137** Social Skills: Ability to relate cooperatively with the fire Chief, volunteers, members of the public, public officials, governmental agencies, Directors, and District personnel on a constant and face-to-face basis.

**2238.138** Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.

**2238.140** This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



# McCloud Fire Department

## Policy 2238

### Recruitment & Retention Coordinator Job Description Appendix A Minimum Standards for Recruitment & Retention Coordinator

#### CA State Requirements:

1. ICS 200, 300 (CICCS)
2. ICS 700, and 800 (SEMS)
3. Fire Control 1 and Fire Control 2 (California SB 1207)
4. Minimum First Aid/CPR (22 CCR, §100015, H&S Code §1797.182)
5. Haz-Mat FRO (8 CCR §5192, 19 CCR §2520)
6. Haz-Mat Decontamination (8 CCR §5192, 19 CCR §2520)
7. Haz-Mat Incident Commander (8 CCR §5192)
8. Sexual Harassment training (CCR Government code §12950.1)
9. Supervisory training (Government Code §19995.4)

#### Federal Requirements:

1. IS 100, 200, 700, 800

#### ISO Requirements:

1. State required training

#### MCSD Requirements

1. Current EMT Paramedic License or the ability to be licensed within 8 months.
2. CPR certificates.
3. Class A, B, Commercial or Class C Drivers license with Firefighter Endorsement.
4. Ambulance Drivers License.
5. Requirements as set forth in MCSD Policy 2238, Recruitment & Retention Coordinator Job Description (computer knowledge, basic education requirements, etc.).