

**Job Title:** Division Chief of Training

**Hiring Salary:** \$76,850 to \$80,500/yr., DOQ/E

**Open Date:** February 1, 2012

**Close Date:** February 14, 2012

## **Division Chief of Training**

The Eagle Fire Department is currently recruiting a highly trained and motivated individual to serve as our Division Chief of Training. We are looking for an individual who is committed to providing exceptional public service to our customers and our personnel. The ability to effectively participate in local, county and State training officer groups, coordinate training activities with local departments/partners will be essential to the success of the Division Chief of Training. We value teamwork, cooperation, and a commitment to staff development. In addition, the Division Chief of training will be committed to the organizations team values.

Employment applications and resumes for the position of Division Chief of Training will be accepted starting Tuesday, February 1<sup>st</sup>, 2012. Employment applications can be obtained at [www.eaglefire.org](http://www.eaglefire.org), or via verbal request at (208)939-6463.

### **Job Summary:**

The Division Chief of Training serves as the administrative director of the Training Division, managing those functions that support the ability of our department to deliver the highest quality of services possible. Under general direction of the Fire Chief, this position is responsible for planning, organizing and coordinating the training functions of the Department. Work includes developing, presenting and scheduling training programs for career and volunteer personnel. Has responsibility for incident emergency and non-emergency response as a part of the department's incident management team. Performs duties in a manner consistent with the stated values of the organization. This position is not part of the collective bargaining unit.

### **Essential Duties & Responsibilities:**

- Plans, directs, organizes and evaluates the department's training and operational needs;
- Assists in developing departmental policies for assigned area of responsibility and provides technical assistance and review for departmental policies; interprets department policies and procedures to employees;
- Develops short and long-range goals for the department in assigned areas of responsibility;
- Manages, supervises and disciplines all personnel within assigned areas of responsibility;
- Plans and develops divisional budget to include such materials as equipment, supplies, improvements and related needs;
- Oversees departmental revenues and expenditures within areas of responsibility,

- Performs research and implements programs to ensure the training department operates in an efficient and effective manner;
- Participates in hiring, evaluating, promoting and/or disciplining career and volunteer fire department personnel and related matters;
- Performs liaison activities with members of various institutions and agencies;
- Works with allied agencies to leverage training consistency when and where appropriate and available;
- Presents operational issues to special interest groups, citizen groups, service organizations, labor leaders, legislative committees and media;
- Keeps Fire Chief and designated others fully informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing problems;
- Maintain accurate records of the Department's personnel training certifications, training supplies, as well as the station's library audio-visual and reading material;
- Respond to emergency incidents as required by the Fire Chief;
- Responds to citizens questions and comments in a courteous and timely manner;

### **Ability to:**

- Supervise, coordinate and evaluate the work of subordinates;
- Establish and maintain effective working relationships with other departments and Department employees, victims of disasters, EMS personnel, other emergency response agencies and the public;
- Work within a command structure requiring strict adherence to the following of orders;
- Work in a team environment as a team player;
- Show respect to fellow employees and customers;
- Add, subtract, multiply, divide and derive percentages;
- Communicate well with others, both orally and in writing, using both technical and non-technical language;
- Understand and follow oral and/or written policies, procedures and instructions;
- Prepare and present accurate and reliable reports containing findings and recommendations;
- Operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ingenuity and inventiveness in the performance of assigned task;
- Must display an attitude of cooperation and the ability to work well with others;
- Ability to create spreadsheets and reports necessary for inventory tracking and asset control

## **Knowledge of:**

- Duties and knowledge required of a Firefighter/EMT, Apparatus Operator/EMT, and Captain/EMT  
Fire/EMS emergency scene operations to include strategy and tactics, and overall hazard mitigation;
- Geography of Eagle Fire Protection District and surrounding areas;
- Current Fire and Emergency Medical Services techniques, including all related equipment;
- State and Federal Laws, Codes, Regulations and Legislation, Eagle Fire Department policies and procedures, basic knowledge of human resource policies;
- Budgeting, technical writing/grant writing and course development;
- Computerized records management systems, Fire/EMS computer applications and Fire/EMS reporting procedures;
- Principals and techniques of making effective oral presentations;
- Ability to operate within an emergency operations center when state of emergency is declared;
- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), Firehouse, and Telestaff:

## **Soft Skills:**

- Provide leadership through adaptability/flexibility, anticipatory thinking, dynamic optimism, organizational/time management, decisiveness, proactive engagement, and resiliency;
- Provide strategic management through positioning, business process enhancement, change implementation and management, empowerment, and being an environmental catalyst;
- Coach performance through mentorship, talent and team development, conflict resolution, and team facilitation;
- Communicate to give direction and guidelines, provide meeting facilitation, and give presentations;

## **Tools and Equipment Used:**

- Uses standard office equipment, including a computer, in the course of the work;
- Use tools and equipment that pertains to training, medical and rescue situations.

## **Licensing and Certificates:**

- Possess a valid Idaho Class D driver's license;
- State of Idaho EMT license (or higher)
- NFPA or IFSAC or State of Idaho Fire Instructor I/II; must obtain within 12 months of hiring

## **Essential Qualifications:**

- A combination of education and experience which provides the required knowledge, skills and abilities necessary to perform work;
- A working knowledge of, or have worked within a combination Fire department;
- Associates Degree of Fire Science or equivalent degree;
- Integrity in the performance of assigned tasks;

**Preferred:** Ten (10) or more years in a progressive career or combination department which provides Structural/Wildland and EMS service to a community that's top two natural target hazards are wildland interface and flooding. A successful candidate will possess the knowledge and experience of working with or within a unionized career staff supplemented by volunteer personnel. In addition, the candidate will have earned a Bachelor's degree or higher.

## **Work Environment & Physical Demands:**

Work is normally performed in an office or fire station environment but may occasionally be subject to outside environments that may include cold, heat, wind, rain and loud noise. The employee in this class may be subject to extreme environmental conditions and is subject to potential personal danger at emergency scenes from fire & smoke, traffic hazards, blood borne pathogens, hazardous materials, etc.

- Will require riding in or driving motor vehicles;
- Requires clear vision to read printed materials and hearing speech to communicate in person, over the telephone, over a M.D.T. or through a two-way radio system;
- Requires strength and stamina to respond to emergency situations;
- Requires mobility and physical reflexes, which permits the employee to function in a general office environment and emergency situations to accomplish tasks;
- Work shifts as required to meet staffing and deployment needs;
- Being awakened in the nighttime to respond to emergency situations.

## **Travel Requirements:**

Travels by car or plane to classes and seminars. Drives fire department vehicles to incident sites.