

Training Officer Employment Announcement Northwest Vol FD

Job Title: Captain/Training Officer

Opening Date/Time: Mon. 09/05/16 08:00 AM Central Standard Time

Closing Date/Time: Fri. 09/30/16 5:00 PM Central Standard Time

Salary: DOE/DOQ

Job Type: Full-time non-exempt

Summary:

Develop, implement, oversee, and make changes to the department's training program for paid employees and volunteers to meet TCFP and SFFMA standards and respond to emergencies and coordinate or perform firefighting, rescue, and emergency medical duties as needed.

Essential Duties and Responsibilities:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed for this position. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Employee may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Direct the Northwest Volunteer Fire Department Training Program, in accordance with Department policy and appropriate local, State, and Federal laws, regulations, and standards; coordinate and provide training for NWVFD employees as needed.

Serve as the Fire Department Training Officer for the Northwest Volunteer Fire Department; review changes in fire and emergency services laws, rules, regulations and policies; update training content and provides related training liaison as required.

Develop a training program for new volunteers to achieve Firefighter I within 6-12 months of entry to NWVFD.

Develop and oversee continuing education (CE) program for paid employees to maintain certification through TCFP, TDSHS, NREMT, and various other certification programs.

Plan, prepare and present Firefighter and EMS training; utilize appropriate training techniques, adult learning concepts and facilitation skills.

Assure training course is taught according to lesson plan and as scheduled; maintain a roster of those attending training; maintain an adequate inventory of audio-visual and other classroom materials.

Prepare, edit, update and coordinate production of training materials; develop specialized training materials and sessions.

Responsible for maintaining personnel training records and other documentation of employee qualifications.

Maintain training skills and certification through participation in applicable educational opportunities.

Operate, clean and inspect emergency, fire, rescue, medical and life saving tools, equipment and facilities.

Periodic travel as required.

Respond to emergencies and perform firefighting, rescue and emergency medical duties and may serve as an officer during emergencies.

Assure the delivery of the mandated training programs, and that training courses are taught according to lesson plan and as scheduled; direct training program development.

Perform other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of Northwest Volunteer Fire Department policies and procedures, firefighting and emergency services techniques and procedures, and related safety and legal issues.

Knowledge of county, state and Federal laws, regulations and ordinances.

Knowledge of firefighting and emergency services management principles, practices and methods.

Knowledge of instructional design and adult learning theories and practices, classroom supervision and characteristics of group dynamics.

Skill in effectively presenting information to a diverse audience.

Skill in establishing rapport with small and large groups to facilitate effective training opportunities, creative thinking and problem solving.

Skill in interpreting and analyzing technical data and regulations to develop training programs.

Skill in effectively managing, leading and delegating tasks and authority.

Skill in establishing and maintaining cooperative working relationships with firefighting and emergency services agencies.

Education, Experience, Certifications and Licenses Required:

(Any candidate not meeting the below qualifications will NOT be considered for employment)

Texas Commission on Fire Protection Advanced Structural Firefighter (Master preferred);

Texas Commission on Fire Protection Instructor III;

Texas Commission on Fire Protection Driver/Operator-Pumper;

Texas Commission on Fire Protection Incident Safety Officer;

Texas Commission on Fire Protection Fire Officer IV (or able to obtain within 1 year of hire);

Texas Commission on Fire Protection Hazardous Materials Technician (or able to obtain with 1 year);

Texas Commission on Fire Protection Fire Investigator (or able to obtain within 1 year of hire);

Texas Department of State Health Services (TDSHS) EMT-Basic (Paramedic preferred);

Texas Driver's License Class B or higher with no more than 3 moving violations within the previous 3 years;

5 years documentable fire service management experience (Lieutenant or higher);

Experience working with volunteer firefighters!

Education, Experience, Certifications and Licenses PREFERRED:

Associates Degree or higher in Fire Science or Emergency Management;

Texas Commission on Fire Protection Fire Inspector;

Experience developing training programs.

Qualified and interested applicants must submit your resume prior to the September 30, 2016 5 pm CST deadline by email to Wesley Cole, Fire Chief wcole@northwestfiredept.com or dropped off to Jessica King, Admin Asst. at 7706 Fallbrook Dr, Houston, TX 77086 between 8 am to 5 pm Monday thru Friday.

After the deadline qualified candidates will be contacted within 1-2 weeks to setup an interview.