



## FRANKLIN COUNTY PUBLIC SAFETY TRAINING CENTER

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### FIRE TRAINING COORDINATOR – JOB DESCRIPTION

#### **DISTINGUISHING FEATURES OF THE POSITION**

The primary responsibilities of the fire training coordinator is to develop, plan, and manage a wide range of fire service related training programs for Franklin County fire departments and other public safety emergency response organizations; provide assistance to fire department training programs; interact with fire department training officers to determine department training needs and coordinate training programs and schedules; assist with coordination of special training programs; coordinate and interact as a liaison between the training center and fire service training providers; and ensure compliance with all DEP, OSHA, Pennsylvania State Fire Academy and NFPA requirements, regulations, and standards. The fire training coordinator actively supports and upholds the Franklin County Public Safety Training Center's stated mission and values. Under direct supervision of the Franklin County Public Safety Center Board of Directors, this position oversees the administration and implementation of programs and strategic plan of the Franklin County Public Safety Training Center.

#### **EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)**

- Plans, develops, schedules, coordinates, and implements the full range of fire / rescue training programs for Franklin County fire departments.
- Plans and schedules training programs, drills, and exercises.
- Ensures classrooms and training grounds are returned to a training-ready state at the conclusion of fire training exercises.
- Oversees and coordinates the attendance and participation of attendees at training and professional development programs. Reports attendance and non-attendance at training programs.
- Leads a regional fire training program in a manner that supports and guides the organization's mission.
- Communicates effectively with the FCPSTC Board of Directors and the Franklin County Fire Chiefs' Association and provides timely and accurate information for the FCPSTC Board of Directors to function properly and make informed decisions regarding the administration of its fire training program.
- Ensures fiscal integrity of FCSPTC training programs to include submission of a proposed annual budget to the Board and maintaining a detailed account of all expenditures.
- Ensures fiscal management operating within the approved budget, maximum resource utilization, and maintenance of the organization in a positive financial position.
- Ensures compliance with NFPA, DEP, and OSHA regulations and standards and FCPSTC rules and regulations.
- Manages the FCPSTC training facility including requesting work orders, requisitions, repairs, and supplies.
- Creates and distributes training announcements for all EMS/Fire/Rescue training programs.
- Maintains registration and attendance information for all EMS/Fire/Rescue training programs.

- Manages EMS con-ed program, including scheduling appropriate classes and reporting attendance
- Responds to questions, complaints, inquiries regarding fire / rescue training programs received via fax, mail, email, FCSPTC website, and/or social media sites.
- Coordinates opening / closing of training center with instructors, facilitators, and key holders.
- Performs related duties, as assigned.
- Selects, trains, and supervises facilitators.

### **ADMINISTRATIVE DUTIES**

- **Budgetary:** This position has partial responsibility for budgeting at the program level including developing budgets in support of approved fire training programs and ensuring training facility resources and needs are managed appropriately.
- **Strategic Planning:** This position has full responsibility for strategic planning at the program level including developing an annual budget for all fire training and the development of an annual training plan for multi-company training programs, exercises, and drills.
- **Policies/Procedures:** This position has partial responsibility for policies and procedures at the program level including ensuring that all Franklin County Public Safety Training Center policies and procedures are adhered to at all times by training program participants.
- **Compliance:** This position has full responsibility for ensuring compliance with appropriate DEP and OSHA requirements, NFPA standards for live fire and other training exercises, and all Franklin County Public Safety Training Center rules and regulations.
- **Reporting:** This position has full responsibility for reporting to the FCPSTC Board of Directors and the Franklin County Fire Chiefs' Association on the status of all training programs conducted by the FCPSTC, and any required reporting to Federal/State/Local agencies regarding training programs conducted by the FCSPTC, including investigative and/or regulatory interactions regarding training programs.

### **MINIMUM EXPERIENCE AND TRAINING**

- Ten years of documented fire service experience
- Three years of supervisory experience (volunteer or professional)
- NFPA Firefighter I and II or Equivalent
- NFPA Hazardous Materials Operations or Equivalent
- PA DOH Basic Vehicle Rescue Technician or Equivalent
- Pump Operations I and II or Equivalent
- Must have good computer skills, outstanding communication skills and possess excellent organizational skills
- Must demonstrate a positive attitude and professional work ethic

### **DESIRED EXPERIENCE AND TRAINING**

- Associates Degree in Fire Science, Public Administration, or a closely related field.
- Five years of documented experience in the administration, implementation, and evaluation of a fire / rescue training program
- Five years as a fire department company officer
- Previous training officer or training coordinator experience
- NFPA Driver / Operator – Pumper

- Incident Safety Officer
- NFPA Public Fire & Life Safety Educator I
- Thorough knowledge of Pennsylvania State Fire Academy standards and local level training program curriculum
- Demonstrated passion for training, safety, and the development of skilled firefighting professionals

## OTHER REQUIREMENTS

- Must possess, or obtain upon employment, a valid Pennsylvania driver's license.
- Must pass appropriate background investigation, including Child Abuse History Clearances.
- Regular attendance at FCPSTC and FCFA meetings is an essential function of this job to ensure adequate communication is maintained with fire department officers and the FCPSTC Board of Directors.
- The incumbent must agree to adhere to the FCPSTC conflict of interest policy and any applicable state and federal laws governing conflict of interest as they relate to the operation of nonprofit organizations.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (ILLUSTRATIVE ONLY)

- **Language Skills:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from students, regulatory agencies, training officers or other members of the fire community. Ability to effectively present information to top management, public groups, and/or boards of directors.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- High level of interpersonal skills to effectively work in a multi-jurisdictional environment.

## PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

- While performing the duties of this job, the employee is frequently required to talk or hear; regularly required to sit, use hands or fingers to handle or feel, and reach with hands or arms; and occasionally required to stand, walk, climb or balance, and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- Vision requirements for this position include distance, color, and peripheral vision, depth perception, and ability to adjust focus.
- Working conditions include: wet or humid conditions, work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme cold, extreme heat, and vibration.
- The noise level in the work environment is usually moderate.