

CLASS TITLE: DIRECTOR OF FIRE TRAINING

Class Code: 02763600

Pay Grade: 36A

E.O. Code: A

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: To be responsible for planning, coordinating, administering, and directing all fire training aspects within the Fire Education and Training Unit (including the State Fire Academy) in the Office of the State Fire Marshal; to be responsible for planning, developing and implementing various training curriculums including the recruitment, training and evaluation of instructional personnel; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the State Fire Marshal with wide latitude for the exercise of independent judgement in the performance of assignments; work is subject to review for conformance to policies, rules and instructions.

SUPERVISION EXERCISED: Coordinates and supervises the work of training instructors and staff in the Fire Education and Training Unit.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, coordinating, administering, and directing all fire training aspects within the Fire Education and Training Unit (including the State Fire Academy) in the Office of the State Fire Marshal.

To be responsible for planning, developing and implementing various training curriculums including the recruitment, training and evaluation of instructional personnel.

To be responsible for the continual development, implementation and monitoring of long-range strategic planning with input from all constituents including the fire training academy's administration and executive management, academy instructors and staff, current and potential students, local, state and federal government officials and advisory groups.

To coordinate and supervise the work of training instructors and staff in the Fire Education and Training Unit.

To be responsible for all personnel, training curriculum, facilities and the budget within the Fire Education and Training Unit and to monitor such aspects to ensure efficiency and effectiveness.

To assist the State Fire Marshal to formulate and implement management policies relative to fire training and education.

To develop strong and positive relationships with officials within the fire service and major corporations/associations in targeted industries for expanding life-safety training and consulting.

To be responsible for developing effective relationships with local, state and federal government officials as well as educational institutions, organizations and businesses for mutual benefit and participation in fundraising/financial efforts.

To assist the State Fire Marshal in securing major funding and grants for fire training and education by identifying potential sources and writing funding/grant proposals and presentations.

To perform database updates, and to access and process database information to develop performance and organizational reports.

To conduct presentations at fire safety-related meetings, forums, training seminars and conferences.

To serve as ex-officio member of the Fire Education and Training Board.

To be involved in union grievances, arbitration, collective bargaining negotiations and other personnel matters.

To be responsible for maintaining confidentiality with respect to management processes, strategies and organizational initiatives of the Office of the State Fire Marshal and to exercise discretion regarding related personnel, organizational and operational activities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS & CAPACITIES: A thorough knowledge of current and modern fire training principles, methods, and techniques; a thorough knowledge of the life safety and emergency management procedures and techniques; knowledge of and the ability to apply organizational management principles and training methods; the ability to provide technical direction and program evaluation in fire training and education activities conducted by the Office; the ability to evaluate fire training curriculums, instructors, planning goals and objectives and policies and procedures; the ability to develop, implement and monitor long range strategic fire education and training plans, prosperous business relationships and a successful work force; the ability to develop the fire training budget and monitor its expenditures; the ability to prepare technical reports and correspondence; the ability to interact effectively and cooperatively with state, local and federal officials, training officers, organizations and community leaders; the ability to assist the State Fire Marshal in personnel-related matters; the ability to raise funds and lead entrepreneurial efforts in support of fire education and training; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a Bachelor's Degree from an accredited institution in Fire Science, Fire Protection, Physical Science or a closely related field; and

Experience: At least five (5) years of experience in a senior-level management position involved in the development, implementation and administration of a fire safety program.

Or, Possession of an Associate's Degree from an accredited institution in Fire Science, Fire Protection, Physical Science or a closely related field and seven (7) years' experience in a senior-level management position involved in the development, implementation and administration of a fire safety program.

SPECIAL REQUIREMENTS:

1. At the time of appointment and on a biannual basis thereafter, must be physically qualified to perform assigned duties as evidenced by a physician's certificate.
2. At the time of appointment, must possess and maintain certification to the level of NFPA 1041, Standard for Fire Service Instructor Professional Qualifications Level II as a condition of employment.
3. At the time of appointment, must possess and maintain certification to the level of NFPA 1403, Standard on Live Fire Training Evolutions as a condition of employment.
4. At the time of appointment, must possess and maintain certification to the level of NFPA 1021, Standard for Fire Officer Professional Qualifications as a condition of employment.
5. At the time of appointment, must possess and maintain a valid motor vehicle operator's license as a condition of employment.

Class Created: February 20, 2005

Class Revised: May 12, 2019