

Position Title:
ACFD1 FIRE TRAINING COORDINATOR
Pay Grade: \$10,000 - \$15,000 Annually

POSITION STATUS: Part time Paid; At-will

FLSA CLASSIFICATION: Exempt

SERVICE HOURS: As Necessary to satisfactorily Perform the Duties of the position

EFFECTIVE DATE: January 1, 2023

This job description is established by the Albany County Fire District 1 ("Fire District") to outline the basic requirements, duties, and responsibilities of the position of Fire Training Coordinator. This position is "at-will," which means the Fire District may terminate the employment relationship at any time and for no reason, subject only to the requirements of federal and state law. Similarly, the employee may terminate the employment relationship without notice at any time for any or no reason.

Typical Work Activities:

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

Position Summary:

The Fire Training Coordinator duties include the performance of administrative and technical work relating to Fire Training Programs within the Fire District. The Fire Training Coordinator is responsible for planning, coordination, and implementation of current and future mitigation programs and is encouraged to work closely with ACFD1 neighboring Departments/Authorities/Districts to accomplish these goals and towards mutual aid status.

Immediate Supervisor:

The Fire Training Coordinator reports to the ACFD1 Board or Designee

Primary Duties and Responsibilities:

The following are an overview of the primary duties and responsibilities for this position and should not be considered an all-inclusive list:

The Fire Training Coordinator is responsible for planning, coordination, and implementation of current and future training programs. *NOTE each training does not need to be instructed by the Fire Training Coordinator – use of outside trainers is acceptable and encouraged.*

- Coordinates training when outside applicable agencies such as, but not exclusive to, State Fire Marshal, LFD and or Forest Service.
- Designs and implements a training manual which includes but is not limited to all aspects covered within the (I.F.S.T.A.) manuals.

Albany County Fire District #1 Fire Training Coordinator Job Description

- Maintains training records of all volunteer firefighters; prepares reports on a quarterly and annual basis.
- Prepares and presents monthly, quarterly and annual drill schedules.
- Prepares and presents or coordinates for mandated Hazardous Material Awareness Training on an annual basis.
- Prepares and submits an annual training budget for seeking grants purposes.
- Procures books, online resources and videos for a training library; maintains district library; this can include online training library coordinated through Fire District website.
- Coordinates annual CPR re-certification for firefighters.
- Keeps abreast of any changes in law and/or certification requirements and modifies the district's plan accordingly.
- Prepare a detailed written report for the monthly Board of Directors ("Board") meetings and prepare other correspondence as appropriate and necessary.
- Always maintain positive and constructive written and oral communication skills.
- Work in a progressive, team-oriented environment.
- Have a positive attitude and be a self-starter.
- Perform other duties as assigned by the ACFD1 Board or designee.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern firefighting and fire prevention methods
- Knowledge of training practices and techniques
- Knowledge of the rules and regulations of the fire district and of the laws under which it operates
- Knowledge of the geography of the Fire District
- Skill in administering and/or coordinating training programs
- Ability to present ideas clearly and effectively
- Ability to instruct others in formal and field situations
- Personal characteristics necessary to perform the duties of the position
- Physical condition commensurate with the duties of the position.

Minimum Experience, Qualifications, and Requirements:

- Possess and maintain a valid State of Wyoming driver's license with an acceptable driving record.
- Successfully complete an ACFD1 Background Check
- Ability to operate computer equipment and related programs for entering information into a database.
- Knowledge of Fire District operations, practices, and procedures.
- Knowledge of modern office procedures and equipment, including computers and related word processing.
- Ability to prepare clear and concise reports. Ability to communicate clearly and concisely, both orally and written.
- Ability to follow written and oral commands and standard operating procedures of the Fire District.

Albany County Fire District #1 Fire Training Coordinator Job Description

- Ability to establish and maintain effective working relationships with Board members, supervisors, Fire District employees and volunteers, vendors and the community.

Evaluations

Monthly reports of number of hours, activities performed and completed to be evaluated by board for the first year.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.