



JOB TITLE: FIRE TRAINING CENTER SPECIALIST

Classification: Classified
Salary Range: 37

Retirement Type: PERS*
Revised/Board Approved: March 21, 2024

BASIC FUNCTION:

Under the direction of an assigned supervisor, the Fire Training Center Specialist provides advanced and specialized technical expertise for a fire academy training facility. Advises and assists faculty, staff, and students in the proper use of specialized fire service and safety equipment and proper usage of fire training facilities. Organizes and manages the daily training calendar of the Fire Training Center, including classrooms and training grounds. May provide guidance on class projects. Services and supports instructional labs. Maintains fire training facilities, materials, equipment, and parts in accordance with established protocols and current safety regulations.

REPRESENTATIVE DUTIES:

Oversees the day-to-day operations of the Fire Training Center. Manages the training center's calendar to maintain high efficiency in classroom utilization and training grounds. Monitors the usage of classrooms and training grounds to ensure safety protocols are being followed. Provides access to the training center's facilities for administrators, faculty, staff, and local public safety agencies.

Provides advanced or specialized technical expertise for the fire academy training facility to assist and support faculty, staff, and students. Demonstrates proper handling of fire and safety equipment and materials and ensures safety guidelines are followed.

Prepares equipment setups, fire training exercises, and other instructional demonstrations in collaboration with the instructor of record. Ensures operational procedures are in place and followed to facilitate and streamline the learning experience for students. Provides instructional assistance to students and answers technical and procedural questions as needed.

Participates in the day-to-day operations and maintenance of fire academy equipment, props and supplies for classrooms and training grounds. Maintains fire academy training center facilities in an orderly, safe, and operable condition. Schedules maintenance services in consultation with supervisor.

Designs, fabricates, constructs, or adapts parts, equipment, materials, or fixtures to meet specific needs of the fire academy training site and facilities. Operates, maintains, adjusts, and repairs fire academy training site machinery or equipment. Recommends replacement parts as needed.

Maintains software updates and subscriptions for the fire academy program.

Troubleshoots fire academy training site equipment for mechanical and/or electrical malfunctions and restores to proper working order. Informs supervisor of complicated malfunctions and provides recommendations on equipment acquisitions, enhancements, or external service repairs.

Contributes to the development and implementation of operational procedures and policies for the Fire Training Center. Ensures compliance with health and safety standards of operation.

Controls and monitors equipment and inventory of supplies. Requisitions and verifies prices with vendors. Researches supplies and vendors as appropriate. Collects monies from students for supplies as needed. May approve supply orders when assigned as the supervisor's designee.

Monitors expenses for materials, supplies, repairs, maintenance, and project work. Provides budget information and expense estimate reports to supervisor.

Provides direction to Fire Training Center assistants. Trains and monitors work. Provides feedback as needed.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Two (2) years of full-time fire service experience or equivalent formal training in fire service operations, maintenance, or related field.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Experienced in managing calendars for multiple organizations.

Experienced in managing a training center or fire service operations.

Experienced in teaching or training others in safe shop practices.

Knowledge of database operations, data acquisition, and software updates.

Knowledge of fire training procedures and related safety protocols.

Experienced in operating and safely using fire service tools and equipment.

Knowledge of up-to-date methods, tools, materials, and techniques to service and repair a variety of fire service equipment.

Knowledge of proper methods for storing equipment, materials, and supplies.

Knowledge of efficient and accurate inventory practices and methods.

Abilities/Skills:

Ability to plan, prioritize, organize, and schedule instructional activities.

Skilled at leading or guiding others.

Skilled at designing and redesigning props and equipment.

Ability to understand and follow oral and written directions.

Ability to establish and maintain cooperative and effective working and instructional relationships with others.

WORKING CONDITIONS:

Position requires manual dexterity.

Ability to lift and carry up to 50 lbs.

Indoor and outdoor work required.

Position involves twisting, bending, kneeling, and stooping.

Position requires standing for prolonged periods of time.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.