



## BARNSTABLE COUNTY JOB DESCRIPTION

<b>Title:</b> Fire Program Manager	<b>Classification:</b> Barnstable County
<b>Department:</b> Cape Cod Center for Public Safety Training	<b>Grade:</b> SPT - 6
<b>Reports to:</b> Director	<b>FLSA Status:</b> Non-Exempt
<b>Effective Date:</b> October 2021	<b>Union Status:</b> Non-represented

### Summary

Professional, administrative and instructional work in developing and overseeing training courses for fire and maritime training. Responsible for the development and administration of fire training programs to support the fire service of Barnstable County and oversee the day-to-day operations of the fire training division and ensure that programs meet recognized national standards and are conducted with the highest regard for firefighter safety. All other related work as required.

### Supervision

Works under the general administrative direction of the Department Manager or designee. Performs varied and highly responsible professional duties, requiring initiative and judgment in organizing and conducting training programs, managing instructors, and in maintenance and repair of training props and equipment.

### Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Develops plans for training, program costs and makes necessary preparations, scheduling and program delivery.

Manages all personnel assigned to Fire Training division.

Responsible for marketing programs; ensures that mobile props and equipment are maintained and are repaired and available for use.

Works with fire departments, training officers and fire chiefs to identify program needs and develop appropriate programs; evaluates programs and reports on program results.

Responsible for assisting with developing annual fire training budget.

Must be familiar with and adhere to the provisions of NFPA 1403-Standard for Live Fire Evolutions in developing and/or conducting live fire training.

Performs similar or related work as required or directed by the Department Manager.

### Recommended Minimum Qualifications

#### Education and Experience:



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- Minimum of ten (10) years' experience as a Firefighter and/or Fire Officer.
- Five (5) years' experience as a Fire Instructor at a State or County training organization or having served as the designated training officer in a municipal fire department
- Pro Board or IFSAC Certification – Firefighter I/II (as defined by NFPA 1001 - Standard for Firefighter Professional Qualifications) and Fire Instructor I (as defined by NFPA 1041 - Standard for Fire Service Instructor Professional Qualifications)
- Associates Degree in a Fire Service-related program area, Public Administration, Education or related program preferred.

### **Preferred Qualifications:**

- Pro Board or IFSAC (International Fire Service Accreditation Congress)– Fire Instructor II (as defined by NFPA 1041 - Standard for Fire Service Instructor Professional Qualifications) and Fire Officer I (as defined by NFPA 1021 - Standard for Fire Officer Professional Qualifications)
- Previous experience coordinating one or more fire training programs at a State or County training organization
- Previous experience in curriculum development for fire training, including development of learning objectives and lesson plans, development of appropriate audiovisual aids, development of hands-on training evolutions, and development of appropriate instructor training programs for program implementation
- Ability to anticipate upcoming training trends based on new technology and fire service operational requirements

### **Knowledge:**

- Knowledge of relevant NFPA (National Fire Protection Association) standards for fire service training:
  - NFPA 1403 – Standard on Live Fire Training Evolutions – current edition
  - Firefighter, Fire Instructor, Fire Officer, Hazardous Materials and Technical Rescue
  - Live fire training (fire training records and reports, fire training facilities and props, live fire training evolutions and live fire training policies)
  - Appropriate fire and rescue service tools and equipment including personal protective clothing and equipment {PPE}, self-contained breathing apparatus {SCBA}, thermal imaging cameras {TIC}, saws, forcible entry equipment, ladders, hose and nozzles, etc.
- Knowledge of the Cape Cod fire service and unique challenges (training and operations) particular to Barnstable County
- Knowledge of the fire training curriculum development process

### **Ability:**

- Ability to organize and coordinate multiple training programs, resources and personnel
- Ability to develop realistic training budgets, including resource allocation and needs, personnel costs, staff development and training



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- Ability to fairly evaluate instructor staff performance based on personal observations and program knowledge against established training objectives, lesson plans and safe operating practices
- Ability to present information to end user community, and fire service and County leadership

### **Skill:**

- Excellent public relations skills.
- Strong written and oral communications skills
- Proven firefighting skills and operational aptitude

### **Job Environment**

Some work is performed in typical office conditions, with frequent interruptions and requests for information; work outside the office is frequently required. Training related activities often occur outdoors and under circumstances with loud, or very loud, noise and with risk of exposure to outdoor weather conditions, extremes of heat and cold, and other hazards related to technical and fire rescue training environment.

Work activities may fluctuate over the course of the year, which is a function of training schedule and demand.

Operates computer and standard office machines. May be required to operate hand tools, medical equipment, power tools, pneumatic tools, light trucks, and transportation of mobile props.

Makes contact with vendors, fire chiefs, training officers and other related fire service professionals.

Errors in performing responsibilities could result in personal injury, injury to others, damage to buildings and equipment, and delay or loss of service.

### **Physical Requirements**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Minimal physical effort required to perform office duties; strenuous effort required when conducting some fire training activities, with exposure to outdoor weather conditions, extremes of heat and cold, and airborne particles, mechanical equipment; required to stand, walk, climb ladders, use hands and feet; required to lift more than 50 pounds during exercises; required to sit, talk and hear during some training activities. Will be required to obtain a preemployment physical by a physician identified by the County. *This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

*Equal Opportunity/Americans with Disabilities Act Employer*