

Henry County Job Description

Job Title: Assistant Chief of Training and Volunteer Coordination
Department: Public Safety
Reports To: Division Chief of Training and Volunteer Coordination
Location: Public Safety Complex - DuPont
FLSA Status: Exempt
Shift: Varies
Salary Grade: 24
Approved Date: December 2016
Essential Status: Yes

SUMMARY

Assist in the development and coordination of emergency services training programs for both career and volunteer responders. Assists in ensuring the availability of introductory, basic, advanced and in-service training for emergency responders along with the related equipment and facilities necessary. Works with other jurisdictions, applicable regions, state and national organizations to ensure the highest quality of training is available to the area.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Work with the local volunteer agencies on a continuous basis to identify training needs for both career and volunteer emergency responders.

Assist with training activities with local volunteers and department personnel.

Assist in the determination of program content, preparation of lesson plans and the procurement of training aids, equipment and materials are consistent with the needs of the emergency services system.

Assist in the instruction of introductory, basic, advanced, and in-service training for emergency responders.

Assist in the selection of appropriate instructors for training classes as necessary.

Assist in the development and administration of training programs related to emergency responses to include but not limited to emergency medical services, crash/rescue, terrorism preparedness, and incident management.

Assist with the evaluation of skills competency for EMS providers as dictated by the Operations Medical Director.

Assist with maintenance, repair and inventory of all training equipment, supplies, furniture and audio visual equipment.

Assist with the preparation and retention of appropriate training records.

Assist in the development and maintenance of the department's webpage and social media outlets.

Assist with training grant applications.

Assist in the development and presentation of public information activities relating to the emergency services including but not limited to fire prevention, EMS and emergency preparedness.

Assist in the recruitment, screening and placement of personnel for the volunteer emergency response agencies.

Assist with background checks, including driving and criminal histories, for volunteers and career personnel as required by applicable regulations and/or laws.

Assist with developing emergency operations plans, conducting disaster exercises, coordinating disaster response, special event management, and managing resources.

Provide assistance to the remaining divisions of the department as necessary.

Obeys all safety rules including federal, state and County/PSA rules. Exercise caution in all work activities.

ADDITIONAL DUTIES & RESPONSIBILITIES

Respond to emergency calls and provides patient care and/or firefighting assistance.

SUPERVISORY RESPONSIBILITIES

Supervise personnel who are providing instruction, or any other, assistance to the division. Carry out supervisory responsibilities in accordance with the County's policies and applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree from two-year college or technical school and two years related experience; or equivalent combination of education and experience.

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 customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. Ability to prepare and analyze written and computer data.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Ability to establish and maintain effective working relationships with volunteer departments, their members, and the general public.

Ability to operate motor vehicles and equipment.

Ability to plan effective basic and in-service training and staff development programs.

Ability to wear self contained breathing apparatus (SCBA) and other personal protective equipment such as firefighter turnout gear and hazardous materials suits.

CERTIFICATES, LICENSES, REGISTRATIONS

Driver's License

Virginia EMT

Virginia Firefighter

Virginia EMS Education Coordinator or

Virginia Department of Fire Programs Instructor

Virginia Public Fire Safety Educator

ICS-300

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, reach with hands and arms, and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

OTHER REQUIREMENTS

Thorough knowledge of emergency services training programs, practices and procedures.

Thorough knowledge of emergency medical treatment and advanced life support methods, procedures and equipment.

Thorough knowledge of fire suppression tactics, procedures and equipment

Thorough knowledge of the national incident management system.

Knowledge of laws and regulations pertaining to emergency services.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The employee may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment. The noise level in the work environment is usually moderate.