

Training Officer Hays County Emergency Services #3

Job Description





HAYS COUNTY EMERGENCY SERVICES DISTRICT #3

The mission of Hays County Emergency Services District #3 is to protect lives, property and the environment, assist the community in risk reduction and to educate emergency response personnel. This is accomplished through the South Hays Fire Department and the Texas Fire Academy.

ESD #3 prides itself in maintaining a highly trained and equipped fire department whose members dedicate their spare time serving our community. Our members are what makes us a highly successful organization. The South Hays Fire Department (SHFD) is a volunteer fire department and operates 24 hours a day, 7 days a week and 365 days per year. Our members come from all walks of life: business owners, college students, parents, teachers, retirees, career Fire Fighters / EMT's, and Law Enforcement.

The Texas Fire Academy (TFA) provides online and hands on fire service and emergency medical training that is second to none and has received praise by the Texas Commission on Fire Protection for excellent state test averages. Over the years we have trained many students from all over the country. TFA also provides advanced adult on-line educational services tailored to the fire and emergency medical services. By combining state of the art distance learning with the latest in firefighting evolutions, TFA provides the ultimate in an educational experience.

It is our vision to continue to develop the South Hays Fire Department and the Texas Fire Academy into organizations that maintain the highest standards in the fire service and education, serving our community and training the future of the emergency services.

TRAINING OFFICER JOB DESCRIPTION

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of Emergency Services District #3.

GENERAL PURPOSE

This position involves administrative and hands on work in the performance and direction of activities to manage the Hays County ESD #3 Training Program. The primary duty is to ensure that all district employees (South Hays Fire Department, Texas Fire Academy and Administration) are trained and competent in order to effectively, efficiently, and safely execute all responsibilities consistent with the department's policies and procedures and compliance training which is mandated by federal, state and/or local policy.

The Training Officer is a Full Time salaried Assistant Chief position, reporting to the Fire Chief and working closely with the Assistant Chief of Operations for South Hays Fire Department, Assistant Chief of Operations for the Texas Fire Academy and the Assistant Chief of the Health and Safety Program. The primary focus of this position is training, ensuring personnel in each division are current and compliant. This position requires that the individual perform the work outlined below in the highest legal and moral standards of Hays County ESD #3.





ESSENTIAL DUTIES:

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Administer department policies and procedures for the management of instructional resources, staff, facilities, records and reports.
- Administer a training record system (Emergency Reporting), so that the information meets all agency and regulatory requirements and can be readily accessed.
- Develop forms and appropriate reports as required for documentation of training activities for the district and individual staff members.
- Develop recommendations for policies to support the training program, so that the training and district goals are achieved.
- Participate in the selection of instructional staff that assists with meeting district policies and instructional goals.
- Construct a performance-based instructor evaluation plan so that instructors are evaluated at regular intervals.
- Write training equipment purchasing specifications that support the training program goals.
- Evaluate findings and conclusions; make recommendations that are unbiased, support and reflect the district goals, policies and procedures.
- Plan, develop and implement comprehensive training programs and curriculum.
- Design programs or curriculum to support the district's goals; knowledge and skills are job related; performance based; adult learning principles are utilized; and programs meet time and budget constraints..

ANCILLARY JOB RESPONSIBILITIES:

- Assume Incident Management functions and positions as directed during an emergency incident. Assume the Incident Commander position if necessary.
- Participate in local, regional, state and national conferences and seminars on fire prevention, investigation, education, emergency medical first responder and suppression to maintain a continuing level of professional and technical competence.
- Respond to emergency requests for First Responder (EMS) service and render appropriate medical care.
- Participate in the recruitment, retention and training of the new firefighters for South Hays Fire Department.
- Assist with Community Risk Reduction Programs.

ABILITY TO:

- Work independently and accurately with minimal supervision on a continual basis
- Apply programs, policies and functions
- Establish and maintain effective working relationships with other fire department employees and members, the public, and other interested and affected parties





KNOWLEDGE, SKILLS, AND ABILITIES

Required Skills:

- Effective verbal and written communications skills
- Resource Management
- Decisiveness and Interpersonal Skills
- Operation of standard office equipment, personal computer and software applications such as Emergency Reporting as well as proficiency with Microsoft Office Products.
- Familiarization with online documentation and training platforms such as Emergency Reporting and FireRescue1 Academy.

Minimum Qualifications:

- Certification as Texas Commission on Fire Protection (TCFP) or Texas State Firefighters' and Fire Marshals' Association (SFFMA) Instructor II, or equivalent. Must complete Instructor III within the first year of hire.
- Certification as TCFP Basic Firefighter or SFFMA Firefighter I, II, Haz/Mat Awareness and Operations, or equivalent.
- Certification as TCFP or SFFMA Fire Officer II, or equivalent.
- Texas Department of State Health Services (TDSHS) Emergency Medical Technician – Basic
- NIMS 100, 200, 700, 800
- Texas Class B Drivers License within 1 year of hire.
- Applicants outside of the State of Texas must be eligible for certification through TCFP or the SFFMA and TDSHS

Preferred Additional Qualifications:

- Certification as Instructor III, Hazardous Materials Technician and Wildland Firefighter (S130/S190)
- NIMS 300 and 400

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

- Hays County Emergency Services #3 provides equal employment opportunity to qualified persons regardless of race, color, sex, religion, national origin, age, sexual orientation, gender identity, disability, veteran status, or other categories protected by law.

SALARY AND BENEFITS:

- Starting salary \$50,000 to \$55,000 per year DOQ.
- 401K retirement program
- Health benefits

APPLY BY SEPTEMBER 10, 2021 TO:

- Mail or Email cover letter and resume to:

Hays County ESD #3
Attention: Office Manager
3528 Hunter Road
San Marcos, TX 78666

- Contact Administration:

512-754-7963

office@southhaysfire.com

