



HIRING NOTICE

Internal/external

FIRE TRAINING DIVISION LEADER

Letter of Interest and resume must be turned into Lt. Col. Klumb @ 10540 Watterson Trail Jeffersontown, KY. 40299, or email ijklumb@jeffersontownfire.com no later than June 8, 2023 by 16:00. Interviews will be conducted on June 12, 2023. Applicants will be contacted by phone or email with time of interview.

Job Title: Admin. Staff/Training Division Leader

Salary: \$65,711.64 based on qualifications with 1 year probation, with options for raise

Hours: 40 hours per week M-F 0800-1600

Reports To: Assistant Chief of Fire Operations

Benefits Package: Fully paid single/family health and dental insurance, Kentucky Hazardous duty pension if applicable, paid vacation, personal time, sick leave, firefighter incentive pay, paid education, employer paid life insurance.

As the Training Division Leader, you are responsible for overseeing the department's employee training and development activities. You are also expected to perform various tasks that may include identifying training needs for the organization, supervising instructors, creating yearly budget, and developing effective employee training programs to move the department into the forefront of fire suppression tactics and emergency medical services.

Minimum requirements: IFSAC FF 1 & 2, Haz-Mat Ops and Tech, Fire Instructor 1, EMT, at least 10 years of service with a fire department in equal size and run volume of Jeffersontown Fire and EMS. Fire department will take into consideration time and experience for requirements.

Requirements Preferred or equivalent to:

- IFSAC Level 1 & 2 Instructor
- 1403 Live Fire Instructor

- NFA/ISO Safety Officer
- VFIS Driver Instructor
- NIMS 100, 200, 300, 400, 700, and 800
- Fire Prevention Certified Level 1
- Certification meeting NFPA 1002 standards

Duties and responsibilities:

The following reflects Jeffersontown Fire and EMS standard operating guidelines for the position of training/safety division leader. The position come with the rank of Captain or Major depending on level of qualifications. These duties are required, but not limited to additional request of the administration.

- Assumes the respective duties of the chief and/or assistant chief in their absence.
- Assumes the duties of the safety officer or may commands and coordinates suppression or special operations.
- Respond to fires and other emergency incidents.
- Oversees the training programs, scene safety as well as safety precautions in the station.
- Reviews all safety protocols and all regulations pertaining to safety (such as PPE, fit testing, etc...)
- Formulates and submits budget information through the chain of command.
- Evaluates and recommends department needs as related to equipment, communications, etc.
- Coordinates day to day training schedules to fire companies.
- Works with the Battalion chiefs and captains to make sure their companies and apparatus needs are met.
- Attends regularly scheduled training, as available and applicable, to maintain knowledge and familiarity with department personnel, equipment, and policies.
- Participates in training, conferences, and educational opportunities to maintain a working knowledge of fire service technology, management, legislation, etc.
- Directs and coordinates with the battalion chiefs JFPD's training program, including the development of lesson plans and outlines, to achieve a standardized training program.
- Evaluates the performance of firefighters at training and emergency incidents to monitor the effectiveness.
- Maintains a working relationship with neighboring departments and plans mutual training to improve mutual aid response.
- Coordinates the maintenance and inventory of all training equipment, materials, and facilities.
- Assists battalion chiefs on evaluations of the captains.
- Performs related work, duties and special projects as assigned by the chief and/or assistant chief.