

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2020**

FIRE FIGHTER TRAINING COORDINATOR

FLSA STATUS: EXEMPT – PAY GRADE: 20 – P

**JOB FAMILY: MANAGERIAL/SUPERVISORY- ACADEMICS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

The Fire Fighter Training Coordinator (FFTC) provides general coordination and supervision of Fire Fighter Minimum Standards and/or Contract training at the Fire Academy of the South (FAS) placing emphasis on instructionally related issues and technical assistance. This position is responsible for approximately 50 adjunct faculty and provides direct supervision to adjuncts. Duties include being the lead instructor, scheduling adjuncts and logistical duties to support the training functions. This position also coordinates with the Assistant Director of the Fire Academy of the South for scheduling training.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serve as lead instructor for Contract Training to ensure continuity of training and/or assign lead instructors for each Minimum Standards Fire Fighter class.

Coordinate the logistical requirements to support the programs/contract training by communicating with Fire Agency Chiefs, Fire Fighters and future fire students

Recruit, interview and recommend hiring of adjunct faculty. Observe adjunct faculty delivering the program material and make recommendations on adjunct retention.

Create a training calendar for the classes, ensuring the curriculum has the required amount of time reserved and schedule the appropriately certified adjunct instructors while ensuring instructor ratios are maintained.

Field phone calls and emails from potential program/contract training students explaining program requirements, length and cost of programs, and challenges to being successful in a Fire Fighter related field.

Schedule and administer the Physical Ability Test (PAT) to potential recruits. This includes setting up the testing course, demonstrating the required actions, timing the applicants as they “run” the course and properly document the “run” times.

Conduct a Safety Review and/or review of the “Academy Rules” with new students. Act as liaison between the Fire Academy of the South staff and students in the class.

Maintain inventory control by ensuring all students have the necessary equipment issued to them at the beginning of the program of study/contracted training and collected from the students upon completion of the program/contracted training.

FIRE FIGHTER TRAINING COORDINATOR

SUPERVISION RECEIVED

Supervision is received from the Assistant Director of the Fire Academy of the South.

SUPERVISION EXERCISED

Supervision is exercised over adjunct instructors.

MINIMUM QUALIFICATIONS

Eight (8) years of Fire Fighter experience; Florida Fire Instructor 1 certification; Live Fire Instructor certification; and (ARFF certification for the ARFF position).

PREFERRED QUALIFICATIONS

Minimum 10 years Fire Fighter experience and a minimum two (2) years certified Fire Instructor. Minimum five (5) years experience as ARFF fire fighter for ARFF position).

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers and fire fighter tools/equipment. Involves physical effort, such as wearing Bunker Gear while participating in training scenarios including but not limited to live fire training, or frequent lifting (25-50 pounds); or dexterity in the use of fingers, limbs, or body in the operation of shop or fire fighter equipment. Task may involve extended periods of time in inclement weather. Must be able to set up and demonstrate all functions of the Physical Ability test.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with subordinates, co-workers, the public, supervisors, etc.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; and to perform college algebra.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and fire fighter tools/equipment.

Manual Dexterity: Requires the ability to handle a variety of office machines and fire fighter tools/equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed with exposure to adverse environmental conditions.

Effective: 12/20