

PALOMAR COMMUNITY COLLEGE DISTRICT

SUPERVISOR, FIRE TECHNOLOGY

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Plan, organize, coordinate and manage operations of the Fire Academy and the Fire Technology Program.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Director of Public Safety Programs and exercises supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Plan, organize, coordinate and manage the operations of the Fire Academy; allocate personnel and resources to optimize efficiency and effectiveness.
2. Recruit, interview, hire, train, schedule, assign, supervise and evaluate instructional, classified and hourly personnel; discipline and terminate personnel in accordance with the established policies and procedures, generate instructor assignments.
3. Coordinate the integration and sequencing of Fire Academy instruction with multi-discipline learning communities.
4. Coordinate instructional sequencing with Enrollment Services; assist in the registration process; make recommendations regarding course enrollments and offerings; advise students in course or program selection.
5. Schedule Fire Academy and Fire Technology classes and facilities use.
6. Act as College liaison with the State Fire Marshal; maintain training standards by monitoring and implementing state legislative mandates for firefighter training; chair Fire Advisory Board; attend required state and regional meetings.
7. Review, revise and evaluate curriculum.
8. Monitor and manage the annual Fire Technology and Fire Academy budgets.
9. Administer procedures for the use and inventory of Fire Academy Instructional equipment.
10. Organize public forums and prepare informational materials and other publications used for marketing the Fire Academy and Fire Technology program.
11. Perform related duties and responsibilities as required.

**PALOMAR COMMUNITY COLLEGE DISTRICT
Supervisor, Fire Technology (*Continued*)**

QUALIFICATIONS

Knowledge of:

- Modern firefighting training philosophies.
- Procedures for evaluating staff, instructors and academy recruits.
- State Fire Marshal training standards, academy course sequencing, mandates and minimum requirements.
- Principles and practices of supervision and training.
- Computers and computer applications.

Ability to:

- Train, supervise and evaluate personnel.
- Work with public fire service agencies
- Participate in an active physical training program.
- Lift and carry heavy objects.
- Demonstrate commitment to student learning and student success.
- Maintain sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds in a community college.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Equivalent to an Associate's degree and six years of experience in Fire Technology or the equivalent. Public fire service work experience and related Fire Technology teaching experience are preferred.

LICENSE AND OTHER REQUIREMENTS

Possession of a valid California Driver's License.

WORKING CONDITIONS

Work includes indoor and outdoor environments. Essential functions require maintaining physical condition necessary for sitting, standing, walking, and participating in all physical fitness activities without restriction. Must be able to travel to off-campus locations, and work day and evening hours including weekends.