

**PALOMAR COMMUNITY COLLEGE DISTRICT**

**Classification Title: Supervisor, Public Safety Programs – Fire Technology**

**Department:** Public Safety Programs

**FLSA Status:** Non-exempt

**Staff Category:** Confidential and Supervisory Team

**Salary Range:** 51

**Supervision Received From:** Dean, Instructional, Career, Technical and Extended Education

**Original Date:** March 2010

**Supervision Given:** Assigned classified, hourly, and volunteer staff in Public Safety Programs

**Last Revision:** April 2016

***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.***

**JOB SUMMARY.**

Responsible for performing duties related to planning, coordinating, and managing operations of an assigned public safety instructional program.

**DISTINGUISHING CHARACTERISTICS.**

The Supervisor, Public Safety Programs – Fire Technology is distinguished from other supervisory classifications by its responsibility for the Fire Academy.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

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

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime as required; preparing, conducting, and signing employee performance evaluations; recommending salary reclassifications for assigned staff; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Supervises, oversees, organizes, and coordinates the day-to-day activities and communications of the assigned public safety program to assure efficient and effective office operations, including the investigation, troubleshooting, and resolution of a variety of internal and external issues.
3. Coordinates the integration and sequencing of public safety Academy instruction with multi-discipline learning communities; assists in the preparation and delivery of instruction, ensuring that mandated course outline material is delivered in an effective manner; facilitates the remediation of activities with instructors related to mandated performance objectives.
4. Develops the schedule for Fire Academy facilities use.
5. Works with faculty to develop a comprehensive, coordinated schedule for the Fire Technology program.
6. Coordinates Instructional Services agreements with participating agencies for the Fire Technology program.
7. Serves as a College liaison with internal departments and external agencies; maintains training standards by monitoring and implementing state legislative mandates for public safety training in assigned area of responsibility.
8. In conjunction with faculty in the Fire Technology program, recruits and maintains members of an Industry Advisory Committee; schedules committee meetings as required; attends required state and regional meetings.

9. Coordinates curriculum reviews, changes, and assessments of Student Learning Outcomes (SLOs) with faculty.
10. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
11. Assists in coordinating the strategic planning process and marketing of applicable public safety training program(s).
12. Supervises and monitors compliance with applicable safety and District policies, procedures, guidelines, and regulations.
13. Compiles, assembles, and disseminates requested program data; prepares a variety of studies and reports.
14. Assists in the development and tracking of assigned program budget(s) and applicable expenditures.

**Marginal Functions:**

Perform related duties and responsibilities as required.

**QUALIFICATIONS.**

**Knowledge of:**

1. Supervisory principles and practices.
2. Modern public safety training philosophies in fire technology
3. Procedures for evaluating staff, instructors and academy recruits.
4. Public safety training standards, and California State Fire Marshal training requirements.
5. Adult learning theory.
6. Basic budgeting principles and practices.
7. Practices, procedures, and methodologies in assigned area of responsibility.
8. Applicable Federal, State, and local codes, laws, and regulations.
9. Applicable tools and equipment utilized in fire technology.
10. Curriculum and instructional requirements for fire technology.
11. Recordkeeping principles and practices.

**Skill in:**

1. Supervising, training and evaluating the work of others.
2. Utilizing a computer and related software applications.
3. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action.
4. Establishing and maintaining effective working relationships with those contacted in the course of work.
5. Interpreting complex data and information.
6. Reading, interpreting, applying and explaining rules, regulations, policies and procedures.
7. Communicating clearly and concisely, both orally and in writing.
8. Establishing and maintaining cooperative and effective working relationships with others.
9. Mediating difficult and/or hostile situations.
10. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
11. Interpreting and applying applicable rules, regulations, and policies governing assigned grants.
12. Speaking in public.
13. Handling multiple tasks simultaneously.
14. Performing mathematical calculations.
15. Coordinating activities with multiple parties.
16. Maintaining records.

17. Managing inventory.
18. Assessing curriculum and student outcomes.
19. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds in a community college environment.

**Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Six years of public fire service experience, including experience as a supervisor.

**Education/Training:**

Equivalent to the completion of an Associate's degree in a related field.

**License and/or Certificate:**

1. Possession of, or ability to obtain, an appropriate valid California Driver's License by time of appointment.
2. Current possession of a California Fire Service Training and Education (CFSTES) Fire Instructor Certificate.

**WORKING CONDITIONS.**

**Environmental Conditions:**

Work includes indoor and outdoor environments.

**Physical Conditions:**

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.