



Classification Title: Academy Coordinator – Fire Technology

Department:	Public Safety Programs Department	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	30
Supervision Received From:	Supervisor, Public Safety Programs – Fire Technology	Date of Origin:	9/2016
Supervision Given:	Direction and Guidance	Last Revision:	9/2016

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 by individual positions.

JOB SUMMARY.

Serves as day-to-day coordinator for the District's Fire Academy in accordance with fire technology standards and training requirements; coordinates the planning, sequencing and integration of Fire Academy instruction, course scheduling and student outreach and recruitment.

DISTINGUISHING CHARACTERISTICS.

Academy Coordinator – Fire Technology is responsible for working with the Dean, Instructional, Career, Technical, and Extended Education; the Supervisor, Public Safety Programs – Fire Technology; and faculty to ensure that fire technology curriculum and training complies with established regulations and requirements.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Coordinates with staff and faculty; integrates and sequences Fire Academy instruction in concert with external, multi-discipline learning communities; assists in the preparation and delivery of instruction, ensuring that mandated course material is delivered in a correct and effective manner; facilitates the remediation of activities with instructors related to mandated performance objectives.
2. Coordinates instructional sequencing with Enrollment Services; assists in the registration process; makes recommendations regarding course enrollments and offerings; advises students on course or program selection.
3. Schedules Fire Academy and Fire Technology training classes and facilities.
4. Works with the Supervisor, Public Safety Programs – Fire Technology and faculty to ensure the physical safety of trainees during instruction; takes appropriate emergency action in the event students are hurt or distressed during training.
5. Coordinates and participates in student outreach, recruitment, orientation, testing and related program initiatives; coordinates Fire Academy graduations.
6. Participates in a variety of committees, task forces, boards and meetings.
7. Assists in coordinating the strategic planning process and marketing of applicable Fire Academy training programs.

8. Monitors and maintains inventory of applicable equipment and provides recommendations on needed repairs, replacements and new equipment.
9. Monitors and ensures compliance with applicable safety and District policies, procedures, guidelines and regulations.

Marginal Functions:

1. Responds to requests for information or feedback from a variety of agencies regarding trainees.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/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: Four years and current full-time employment as a California Firefighter, with approval from the agency where currently employed to work in this classification and wear the agency's uniform.

Education/Training: Equivalent to completion of the twelfth grade. An associate degree or higher from an accredited college or university is preferred.

Licenses/Certificates:

Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

Preferred Qualifications:

Current or prior employment as a fire academy coordinator or field training officer.

Knowledge of:

1. Modern public safety training philosophies in fire technology.
2. Pertinent academy subject matter, including fire science.
3. California Fire Marshal public safety training standards, academy course sequencing, mandates and minimum requirements.
4. Operation of fire apparatus and equipment.
5. Rescue, safety and salvage procedures/techniques; fire behavior and extinguishment.
6. Principles and practices of student outreach and recruitment.
7. Principles and methods of data collection, research, report preparation and recordkeeping.
8. Adult learning theory.
9. Principles of inventory control.
10. Methods and techniques of public speaking.
11. Applicable federal, state and program regulations, guidelines, laws, policies and procedures.

Skill in:

1. Analyzing, interpreting, explaining and applying relevant laws, regulations, ordinances and policies applicable to the training of firefighters.

2. Demonstrating behaviors and providing a positive professional image.
3. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
4. Operating a variety of fire apparatus and equipment.
5. Operating a computer and other standard office equipment and using spreadsheet, word processing and enterprise software.
6. Organizing and maintaining a variety of records and files, including confidential student records and information.
7. Communicating clearly and effectively, both orally and in writing.
8. Using tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
9. Establishing and maintaining effective working relationships with others encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works in a classroom and outdoor training environment and may be regularly exposed to outdoor weather conditions, loud noise, electrical and moving equipment and a variety of fumes and airborne particles.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to participate in all physical fitness and physical training activities without restriction; lift or move over 100 pounds; operate motorized equipment and vehicles; near visual acuity to read computer screens, files and printed materials; distance vision, peripheral vision and depth perception required for physical fitness activities.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.