



# The **ACADEMY**

South Bay Regional Public Safety Training Consortium  
560 Bailey Avenue, San Jose, CA 95141 ♦ Phone (408) 229-4299 ♦ [www.theacademy.ca.gov](http://www.theacademy.ca.gov)



## **West Valley Regional Fire Training Officer**

*Job Announcement*

*\$50.00 hourly wage*

### **DEFINITION:**

Under direction of the West Valley Regional Fire Training Consortium Director (WVRFTC), the Training Officer(s) will create, plan, develop, coordinate, and implement training curriculum and content. They will also provide psychomotor skills or didactic based training services and activities to the members of the WVRFTC. They will also be responsible for coordinating assigned activities with outside agencies and or instructors and to provide highly responsible and complex staff assistance to the Director or Coordinator of the WVRFTC.

### **ASSIGNMENT:**

General assignment will be 6-days per month for 8-hours per day. This flexible schedule meets both South Bay and West Valley Regional Fire Training Consortium needs.

### **DISTINGUISHING CHARACTERISTICS:**

The ideal candidate is able to work without close supervision, is a strong problem-solver and has excellent communication skills, as well as experience and knowledge of State Fire Training (SFT) course registration. Current or prior fire fighter experience is required. The candidate must also be able to demonstrate a strong understanding of the Roles and Responsibilities of the California Fire Technology Director's Association.

### **EXAMPLES OF DUTIES:**

*Depending on assignment, duties include, but are not limited to, the following:*

1. Consistently promote a professional image of WVRFTC at all times.
2. Plan, develop, schedule, coordinate, and implement the full range of training programs for the WVRFTC; prepare lesson plans and training manuals; plan and schedule training exercises; teach classes in classrooms and at training grounds testing the knowledge and performance of fire personnel.
3. Ensures consistent training delivery across the three operational shifts.
4. Participate in monitoring and evaluating employee performance; identify training needs.
5. Research and develop new training programs and manage the department's video equipment.
6. Participate in the preparation and administration of the training budget.
7. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire science.
8. Implements and assures continued compliance with the training requirements as outlined by the Consortium agreement, Federal, State, County and Local Government agencies.
9. Initiate and develop special projects as applicable, appropriate or as directed in the area of training, for the improvement and development of training.
10. May attend related meetings, conferences and trainings requiring reimbursed travel and possible overnight lodging.



*A Consortium of Community Colleges Dedicated to Innovative Public Safety Training*  
<http://www.theacademy.ca.gov>

11. Other duties as required by the Director of the WVRFTC.

## **QUALIFICATIONS:**

### *Minimum Qualifications*

- Possess and maintain a valid driver's license with an acceptable driving record, proof of insurance.
- California State Fire Fighter 1 and 2 (or equivalent)
- Registered Instructor with SFT in good standing (or in process of attaining).
- Valid CPR Certification
- Minimum five years progressively responsible experience in the fire service.
- Demonstrated ability to communicate effectively orally, in writing, and by electronic media; train and instruct.
- Demonstrated ability to establish and maintain effective working relationships with superiors, subordinates, peers and the public.

### *Knowledge of:*

- Student registration, attendance and basic accounting procedures.
- State Fire and EMS Training program requirements and administration.
- Computer usage and network-based computer operations.

### *Ability to:*

- Work independently and exercise judgment and initiative.
- Communicate effectively, both orally and in writing, with diverse groups including students, college personnel and public agency employees.
- Supervise, plan, organize, schedule, coordinate, and maintain accountability for collection and completion of training course approvals.
- Coordinate and maintain agency partner training records.
- Ability to obtain continuing education and training as necessary to perform the duties of the position.
- Provide support services required, as necessary, for fire training programs.

## **EXPERIENCE AND EDUCATION:**

Education and experience in methods, materials and evaluation of instruction documented in teaching methodology. Courses include, but are not limited to, California State Fire Marshall SFT curriculum. Current or prior experience as a fire fighter in the administration of fire training is preferred.

## **APPLICATION REQUIREMENTS:**

It is the responsibility of the applicant to submit all application materials as a complete package by the closing date. Applications will not be considered unless the package includes the following required documents:

- Completed job application (available at [www.theacademy.ca.gov](http://www.theacademy.ca.gov))
- Resume and cover letter to include brief personal statement as well as describing training, experience and qualifications

*Submit application materials via email to:*

**Assistant Fire Chief Jeff Seaton**  
West Valley Regional Fire Training Consortium  
625 Kleiber Hall Dr.  
Davis, CA 95616  
Phone (530) 219-2315  
email: [jaseaton@ucdavis.edu](mailto:jaseaton@ucdavis.edu)

**Closing Date: October 3, 2018 at 12:00p PST**

**CANDIDATES MUST ASSUME ALL TRAVEL COSTS IF INVITED TO INTERVIEW FOR THE POSITION.**

**Racial/ethnic minorities, women, persons with disabilities and Vietnam veterans are encouraged to apply for all positions. We are an equal opportunity employer and in compliance with Title IX and Regulation 504. The successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States. We are unable to return or duplicate application materials.**