West I-10 Fire Department

Location: Katy, Texas

Job Title: Training Captain, Full-Time

The West I-10 Fire Department is seeking a qualified applicant to fill the position of Training Captain. Persons applying for this position shall have prior working experience with career and/or combination Fire Departments/EMS agencies, and be a dynamic, energetic and progressive thinking member of the Fire Service.

The West I-10 Fire Department is a non-profit, combination Fire and Emergency Medical Service, providing service to residents of Harris County Emergency Service District #48 and Fort Bend Emergency Service District #1. The service area is 45 square miles on the west side of Harris County, situated between the Cities of Houston and Katy, Texas. The population served by the West I-10 Fire Department is approximately 128,000 persons. In 2013, the department responded to over 6,000 Fire and EMS incidents.

**Responsibilities**:

The Training Captain is assigned to work a 40 hour work week. Hours worked are flexible to meet the needs of the Fire Department’s volunteer membership. The Training Captain is expected to perform evening and weekend trainings.

The Training Captain is also a member of the Department’s “Command Staff”, and is responsible for the following:

* Supervise Fire Department members assigned to assist with Cadet and Fast Track classes
* Supervise members of the Cadet Class and Fast Track class when other instructors or officers are not available
* Supervise department members assigned to classroom and practical (hands-on) classes
* Respond to emergency incident (Box Alarms or greater, MCI, Haz-Mat) when available

The Training Captain serves at the discretion of the Assistant Chief of Operations and the Departments Board of Directors.

The Training Captain is responsible for the following:

* Shall be responsible for the day-to-day functions of the Training Division
* Shall prepare a preliminary annual budget for the Training Division
* Shall present the preliminary annual training budget to the Assistant Chief of Operations during second week of July, every year.
* Shall manage the Training Divisions budget at the direction of the Assistant Chief of Operations
* Shall recommend new and/or necessary equipment or training classes for the next year to the Assistant Chief of Operations

**Qualifications**:

Candidates seeking the position of Training Captain shall possess the following minimum qualifications:

* Shall have no less than 10 years of Fire Service Experience
* Shall have been a Fire Officer (Lieutenant or Captain) for two years
* Shall have been a Fire Service Instructor for two years with a fire department or community college
* Shall possess a two-year Associate Degree in Fire Science (Bachelor Degree preferred)
* Texas Commission on Fire Protection (TCFP) certifications:
	+ TCFP Level III Fire Service Instructor
	+ TCFP Fire Officer Level II
	+ TCFP Structural Firefighter (Advanced) Certification
	+ TCFP Safety Officer (Preferred)
	+ TCFP Driver Operator with experience in both Engine and Ladder (Truck) company operations
	+ NIMS Training ICS 100, 200, 300, 400, 700, 800 and Command & General Staff (preferred)
* Shall be a SFFMA Certification Coordinator
* Shall have a TCFP Instructor Field Examiner Certification
* Shall obtain and possess a Class B Texas Driver’s License
* EMT-B Training or higher
* Excellent Written and Verbal Communication Skills
* Exceptional Interpersonal Skills
* Skilled with audio-visual equipment and computers
* Skilled in the use of PowerPoint and other training programs
* Shall possess a high school diploma or GED

**Compensation**:

Starting Salary: $65,000.00-$70,000.00/year DOQ (career/exempt employee)

Work Week: 40 hours

Paid Time Off: Includes vacation and sick leave

Funeral Leave

Holiday Pay Per Employee Handbook

Introductory Period Six (6) months

Health Insurance – Blue Cross & Blue Shield, premium paid 100% for the employee and 50% for spouse and dependent family members

Dental Insurance – Premiums paid100 % for the employee and 50% for spouse and dependent family members

Eye Care- Premiums paid 100% for the employee and 50% for spouse and dependent family members

401K Retirement – Up to 5% matching employer can contribute

Optional – Flexible Spending Account (FSA) up to $2,400.00/year

AFLAC – Voluntary choice to participate

Educational Reimbursement – subject to discretion of employer

Uniforms and Protective Clothing (PPE) is provided

Benefits subject to change at any time after the current year

**Hiring Process**:

Hiring is subject to approval of the West I-10 Fire Department Executive Board

Applicants shall request, complete and submit a department application packet along with a letter of interest and their qualifications by first class mail, facsimile or email no later than 5pm on Friday, December 5, 2014.

An application packet can be obtained by calling or emailing Fire Chief Jeffrey S. Hevey or Officer Manager Jenny Labourdette at 281-675-3600. The Fire Department’s web site is currently under revision so applications cannot be obtained from that location.

Chief Hevey – jhevey@westi-10fd.org

Jenny Labourdette – jlabourdette@westi-10fd.org

Send completed application packets to:

West I-10 Fire Department

Attn: Fire Chief Jeffrey S. Hevey

21388 Provincial Blvd

Katy, Texas 77450

281-675-3600 phone

281-675-3610 fax

jhevey@westi-10fd.org

**WEST I-10 FIRE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER**