

DISTINGUISHING FEATURES OF THE WORK

Actively supports and upholds the Harris County Firefighter’s Association (HCFFA) stated mission and values. Under direct supervision of the Executive Board and in coordination with the HCFFA Training Subcommittee, member will oversee the administration and implementation of training programs and calendar for Harris County.

ADMINISTRATIVE DUTIES

- **Budgetary:** This job has partial responsibility for budgeting at the program level including developing budgets in support of approved fire/EMS training programs and ensuring training facility needs are managed.
- **Strategic Planning:** This job has shared responsibility with the HCFFA Training Subcommittee for strategic planning at the program level including developing an annual plan and priorities for training for the county. Plan approved by the Executive Committee.
- **Association Communications:** This job represents matters at Association meetings at the program level.

EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)

- Provides excellent customer service to both internal and external customers.
- Plans, develops, schedules, coordinates, and implements the full range of training programs for the Departments comprising the HCFFA Training Group.
- Plans and schedules training exercises in coordination with the HCFFA Training Subcommittee.
- Communicates effectively with the Board and provides timely and accurate information for the Board to function properly and make informed decisions.
- Ensures fiscal integrity of HCFFA Training Programs to include submission of a proposed annual budget and timely reporting of expenses to the Treasurer.
- Ensures fiscal management operating within the approved budget, maximum resource utilization, and maintenance of the organization in a positive financial position.
- Performs related duties, as assigned.

MINIMUM REQUIREMENTS

- Any combination of training, education, and experience equivalent to graduation from an accredited college or university with an Associate’s Degree, with major course work in fire science, emergency medicine, education, public administration, behavioral science, or related fields.
- SFFMA Instructor II or TCFP equivalent or higher
- SFFMA FFII or TCFP equivalent or higher
- At least 5 years’ experience working in or with a volunteer or combination fire department

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (ILLUSTRATIVE ONLY)

- Knowledge of:
 - Theories, principles and techniques used to facilitate adult learning
 - Project planning and execution of principles and methods
 - Fire service and standard operating procedures within it as well as safety requirements and best practices.
 - Certification standards
 - Standard office software applications
- Ability to:
 - Effectively use interpersonal and communication skills including tact and diplomacy
 - Effectively use organizational and planning skills with attention to detail and follow through
 - Establish effective working relationships with Department members, other agencies and the general public
 - Plan, coordinate and execute large public events or training programs
 - Develop and implement long and short range goals and objectives
 - Handle multiple projects simultaneously and use good judgment in prioritizing work assignments

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

- While performing the duties of this job, the member is frequently required to talk or hear; regularly required to sit, use hands or fingers to handle or feel, and reach with hands or arms; and occasionally required to stand, walk, climb or balance, and stoop, kneel, crouch, or crawl.
- Vision requirements for this position include distance, color, and peripheral vision, depth perception, and ability to adjust focus.
- Working conditions include: wet or humid conditions, work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme cold, extreme heat, and vibration.
- The noise level in the work environment is usually moderate.