



CYPRESS CREEK FIRE DEPARTMENT
Harris County ESD #13
11900 Cypress N. Houston
Cypress, Texas 77429-5948
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Richard Lieder, EFO CFO
Fire Chief

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Harris County Emergency Services District 13 and Cypress Creek Volunteer Fire Department are seeking applications for a full-time training manager.

The Training Manager's function is to plan, conduct, direct, review the training and personnel development activities of the Fire Department; and to coordinate assigned activities with the Harris County Emergency Services District 13 (ESD 13) leadership, other county departments and emergency services agencies. The Training Manager is responsible for directing personnel development activities of the Fire Department. The Training Manager is responsible for ensuring volunteer and paid firefighter and officers have adequate training opportunities. The Training Manager is also responsible for ensuring that fire department training equipment and certain other assets are in good working order. He/she will develop and implement policies and procedures concerning firefighter training and personnel development in accordance with applicable policies and laws.

Cypress Creek Volunteer Fire Department is a combination agency consisting of 25 part-time paid and 96 volunteer personnel. We serve the northwest area of Harris County just outside of Houston TX from four fire stations. We provide fire suppression, rescue, and EMS first responder services to our 33 square mile district and to the greater FM1960 area in conjunction with our automatic aid departments.

Further information on the department can be found at: [facebook.com/ccvfd](https://www.facebook.com/ccvfd) and ccvfd.com

Please send a letter of interest and resume to the above address. Deadline for submissions is 17:00 Friday February 10, 2012.

Harris County Emergency Services District 13 and Cypress Creek Volunteer Fire Department are equal opportunity employers who promote a drug-free workplace. Selection for this position will be based on job qualifications without regard to race, color, sex, religion, national origin, age, disability, marital status, veteran status, or any other protected category.

The Training Manager is a full-time salaried exempt professional position with a projected salary of up to \$60,000 annually, depending on qualifications. Certain benefits including health insurance and retirement benefits may be available. The salary and benefits are subject to change and/or elimination consistent with applicable state and federal laws. These benefits may or may not be available to individuals employed in this capacity. The Training Manager is expected to devote his full time, attention, and energies to the business of the District. The position reports to and is supervised by the Fire Chief.

Thank You,

Richard Lieder

GENERAL SUMMARY

To plan, conduct, direct, and review the training and personnel development activities of the Fire Department. Also, to coordinate assigned activities with the Harris County Emergency Services District 13 (ESD 13) leadership, other county departments and outside agencies. He/she is responsible for directing personnel development activities of the Fire Department. The training manager is responsible for ensuring volunteer and paid firefighters fire fighters and officers have adequate training opportunities. The training manager is also responsible for monitoring fire department training equipment and certain other assets on a regular basis and maintaining the equipment in good working order. He/she will develop and implement policies and procedures concerning firefighter training and personnel development in accordance with applicable policies, state and federal laws.

SUPERVISION

General supervision is provided by the Fire Chief.

SUPERVISORY RESPONSIBILITIES

Supervises training lieutenants and other officers either directly or through subordinate officers; including organizing, planning, and controlling the work of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Develop, review, implement, and enforce personnel development policies and standard operating guidelines (SOGs) in accordance with county, state, and federal regulations.

Review and analyze of the state of department training and personnel development, on an ongoing basis, in order to identify deficiencies so that corrective measures and programs can be implemented.

Observe, examine, and review, department on scene operations in order to identify deficiencies so that corrective measures and programs can be implemented.

Ensure effective personnel development and training programs are established, conducted, evaluated, and continually improved in order to ensure a safe, effective, and controlled response to calls for service by the department.

Develop training programs to address identified deficiencies and department goals that are specifically designed to work with the limited time and varying availability of volunteer personnel.

Maintain timely and accurate records of training and personnel development activities in accordance with applicable county, state, and federal, regulations and legislation.

Prepare reports on all areas of departmental training as required by the Fire Chief.

Monitor and implement the accurate expenditure/execution of the approved training budget.

Provide timely, accurate and thorough performance reviews for supervised employees.

Plan and implement Fire Department training and personnel development goals and objectives. Develop and administer policies and procedures.

Coordinate Fire Department training programs, services and administrative matters including attending meetings with administrative staff and keeping the Fire Chief informed of key needs, issues and support requirements.

Function as the department's State Fireman and Fire Marshal Association (SFFMA) Certifying Training Coordinator. Supervise entry into SFFMA and Fire House databases all training information in which individual members participate. Assign training hours and objectives to training events, where not clearly defined, to appropriate SFFMA categories. Provide all required information to the SFFMA and insure payment all appropriate fees regarding training records, membership census, and certification requests in order to keep CCFVD as an SFFMA member in good standing.

Maintain SFFMA Certifying Coordinator status by attending an SFFMA Certification Board Workshop at beginning of assignment and every two years following.

Assume management responsibility for all Fire Department training services and activities. Establish and maintain programs to ensure

departmental goals and objectives are met, including but not limited to fire fighter training, officer development, and professional staff development.

Direct, oversee and participate in the development of the Fire Department's training goals, objectives, work plan and budget.

Delegate work assignments, projects and programs; monitor work flow; and review and evaluate work products, methods and procedures.

Work with outside agencies and other departments to explain and justify Fire Department programs, policies and activities and to negotiate and resolve sensitive issues.

Develop, conduct, and support training programs that provide the necessary content to allow department personnel to achieve SFFMA Introductory fire fighter, fire fighter 1, and fire fighter 2 certifications. Provide members with information feedback on their progress toward various certification levels.

Develop, conduct, and support training programs that will allow station training lieutenants to conduct highly effective training programs, including but not limited to training programs related to engine, ladder, and rescue company operations.

Research, develop, deploy and manage new resources, such as on line training courses, to enhance and expand member's ability to develop their professional skills.

Look for appropriate extra-departmental training opportunities, notify the department of these opportunities, and encourage participation by as many members as possible. Coordinate permission to participate, registrations, fee payments, and other logistics as required for these opportunities.

Manage the CCVFD training facility. Maintain facilities including, but not limited to, cleaning equipment and facilities, repairing or have repaired damaged equipment, keeping supplies stocked and ready for use, preparing center for a particular event and restoring center to ready status after completion of event. Promote facility use by both CCVFD and other Fire Departments. Track use, particularly by outside agencies. Look for ways to further develop training props and

equipment to improve firefighter skills. Provide leadership and monitoring for training events held at the training center.

OTHER DUTIES AND RESPONSIBILITIES

As directed by the Fire Chief.

MINIMUM JOB REQUIREMENTS

EDUCATION

Bachelor's degree (B.A. or B.S.) from accredited four-year college or university with concentration in fire science, public administration, education, or subject field related to position is preferred.

EXPERIENCE

Minimum of ten years of increasingly responsible command and supervisory experience with a Local, State or Federal Fire Agency.

Experience in developing and delivering fire fighter training programs specifically targeted to volunteer personnel, including classroom, on-line, and practical evolutions.

Experience in developing and delivering fire officer and professional development programs specifically targeted to volunteer personnel, including classroom, on-line, and practical evolutions.

LICENSES AND CERTIFICATES

Possession of a valid Texas driver's license as required by the Texas Department of Public Safety.

Certification as a Basic Structural Firefighter by the Texas Commission on Fire Protection (TCFP). TCFP Intermediate or Advanced certification preferred.

Certification as a Level II Instructor by TCFP. TCFP Level III or IV Instructor preferred.

National Incident Management System 100, 200, 300, 400, 700, 704, 800 certifications.

Texas Department of Health EMT-B.

COMPETENCIES

An employee's performance review will be evaluated based on ten competencies.

1. Initiative
2. Teamwork
3. Customer Service
4. Flexibility
5. Interpersonal Skills/Diversity
6. Attendance/Punctuality/Dependability
7. Leadership
8. Communications
9. Information and Resources Management

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles of employee coaching, supervision and training.

Operation, maintenance and uses of modern fire fighting apparatus and equipment.

Approved procedures and policies for hazardous or toxic materials storage, transport, handling and clean-up.

Operational characteristics, services and activities of comprehensive fire suppression and prevention programs and emergency medical services.

Technical and administrative aspects of fire suppression and prevention and emergency medical services.

Pertinent federal, state and local laws, codes and regulations.

National Incident Management System (NIMS)

Modern office procedures, methods and equipment including computers and related software and equipment. Ability to effectively use Microsoft Office, Outlook, laptop/tablet computers, and smart phones as part of a distributed work environment.

Principles, practices, methods and techniques of modern fire suppression and emergency medical services.

Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Building construction techniques and the consequence of each type on fire suppression and prevention activities.

Safe work practices and procedures.

Advanced principles and practices of budget preparation and administration.

Skill in:

Compiling relevant data and preparing budget documents.

Negotiating and resolving difficult or sensitive complaints or concerns from departmental personnel or external sources.

Ability to:

Work under stress and use good judgment in emergency situations.

Tactfully respond to requests and inquiries from the general public.

Identify and respond to issues, concerns and needs of the Department.

Develop, implement and administer goals, objectives and procedures for providing effective and efficient fire prevention, fire suppression and emergency medical services training programs.

Implement the National Incident Management System and to serve in command, command staff, and general staff positions within the NIMS.

Safely operate department vehicles, apparatus and other emergency equipment.

Prepare and administer a complex budget.

Research, analyze and evaluate new service delivery methods, procedures and techniques.

Analyze problems, identify alternate solutions, project consequences of proposed actions and implement recommendations in support of goals.

Prepare clear and concise reports.

Plan, organize, direct and coordinate the work of supervisory and technical personnel; delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Work with staff to facilitate objectives of the Fire Department.

Provide professional leadership and direction for the Fire Department.

Establish and maintain cooperative working relationships with those contacted in the course of work including City and other government officials, community groups, the general public and media representatives.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Work irregular hours including weekends, and extended hours in order to deliver training programs to volunteer personnel.

Communicate clearly and concisely, both orally and in writing.

Pass a medical examination and all other examinations and tests required for promotion.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- o making observations
- o reading and writing
- o operating assigned equipment
- o communicating with others.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- o observing fire suppression activities
- o running, walking, crouching or crawling during emergency operations
- o moving equipment and injured/deceased persons
- o climbing stairs/ladders

- o walking, standing or sitting for extended periods of time
- o performing life-saving and rescue procedures
- o operating assigned equipment
- o wearing assigned protective clothing and equipment

Effectively deal with personal danger which may include exposure to:

- o hazardous chemicals and materials
- o fumes and smoke
- o intense heat
- o electrical hazards
- o confined or high work places

DISCLAIMERS

The job description is intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not intended to be construed as an exhaustive list of all responsibilities, duties, skills and behaviors of employees in this job.

It is intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.

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COMPENSATION

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