

ORANGE COUNTY CLASS SPECIFICATION

TITLE: ASSISTANT FIRE TRAINING CENTER MANAGER (Part-time) **GRADE:** 11

TITLE ABBREVIATION: ASST FIRE TRNG CNTR MNGR (P/T) **TITLE NO.:** 6071

JURIS.CL: NC **SALARY CODE:** 01 **EEO CODE:** PP **FLSA CODE:** NE

DEPARTMENT: EMERGENCY SERVICES **DIVISION:** FIRE

SUPERVISOR'S TITLE: FIRE TRAINING CENTER MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Fire Training Center Manager with the safe and orderly operation of the Fire Training Center. Responsible for assisting in obtaining and overseeing training services provided by consultants. Work is performed under the general supervision of the Fire Training Center Manager. May oversee and direct clerical and maintenance personnel. May be required to work nights and/or weekends. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Acts in place of the Fire Training Center Manager at the center and at required meetings when the Fire Training Center Manager is not available;
2. Assists in the coordination and scheduling of training programs at the Center for fire companies, police departments and emergency management personnel;
3. Assists in arranging for specialized training programs conducted by Vendor Consultants or State certified instructors;
4. Enforces adherence to the Center's safety rules and regulations;
5. Oversees and participates in the maintenance of Center equipment including, but not limited to, fire trucks and tank cars;
6. Maintains records for all fire companies participating in training programs at the Center;
7. Maintains training supply inventory and orders supplies;
8. Prepares reports as required.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern fire fighting and fire prevention methods; ability to establish and maintain good working relationships; ability to plan and coordinate training programs; ability to communicate both orally and in writing; working knowledge of budgetary and purchasing practices; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of active fire service as a paid fire fighter or eight (8) years of service as a volunteer fire fighter as well as one (1) year of responsible supervisory or management experience.

SPECIAL REQUIREMENTS: Possession and maintain a valid driver's license.

REVISED: 06/30/17 AT