

## **RIO HONDO COMMUNITY COLLEGE DISTRICT**

### **DIRECTOR OF FIRE ACADEMY**

#### **DEFINITION**

Under the administrative direction of the Dean of Public Safety, the Director of Fire Academy plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Rio Hondo Fire and Wildland Academies, both on-campus and at off-campus training locations. Provides administrative direction and oversight to the Dean, and serves as the EMT Program Director. Works with regional fire agencies to establish and maintain strong working relationships, awareness of employer needs, and job market for Firefighter 1 Academy and EMS program graduates, and seeks opportunities for collaboration with local agencies and municipalities. Due to special expertise, when required or directed, may provide technical advice in coordination with other campus administrators. This position requires a thorough working knowledge of various College procedures, board policies, and federal and state regulations. This position is an overtime-exempt supervisory classification.

#### **SUPERVISION EXERCISED**

The incumbent exercises general direction and supervision over professional faculty, technical, and administrative support staff.

#### **CLASS CHARACTERISTICS**

This is a Program Director classification that manages all activities of the Fire Technology/Firefighter 1 Academy/EMT and Wildland programs. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Dean in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in managing departmental work.

#### **Essential Duties/Major Responsibilities:**

- a. Serves as designated California State Fire Marshal's Office, Fire Fighter 1 Academy Director; oversees activities within all Firefighter 1 Academy offerings to include monitoring enrollments, recruitment, retention, problem solving, testing, test control, student welfare and safety, and new student orientation; plans, organizes, coordinates, manages, and evaluates the day-to-day activities and functions of the Rio Hondo Fire Technology/Firefighter 1 Academy/EMT and Wildland programs both on-campus and at off-campus locations used in Fire Academy Training (i.e., athletic fields, fitness areas, off-site specialty training locations). E
- b. Acts as a liaison for the College with local, county, and state and federal fire agencies. E

- c. As required, coordinates with private and governmental agencies in the areas of training, firefighting rescue, fire prevention, and similar emergency response activities. E
- d. Works with regional fire agencies to establish and maintain strong working relationships, awareness of employer needs and job market for Firefighter 1 Academy and EMS Program graduates, and seeks opportunities for collaboration with local agencies and municipalities. E
- e. Participates in a variety of committees and meetings related to the Fire Technology/Firefighter 1 Academy/ EMT and Wildland Fire programs, which may involve travel outside the College or state. E
- f. Plans, organizes, coordinates, manages, and evaluates the day-to-day activities and functions of the Rio Hondo Fire Technology/Firefighter 1 Academy/EMT and Wildland programs, both on-campus and at off-site locations used in Fire Academy Training (i.e., athletic fields, fitness areas, off-site specialty training locations). E
- g. Using input derived from faculty, advisory committees, and oversight organizations, ensures compliance with external accreditation standards for developing, updating, modifying, or submitting for deletion Fire Technology/Firefighter 1 Academy program and/or curriculum forms and supporting documents so that the programs courses and degrees meet or exceed all applicable county, state, and national training standards. E
- h. Ensures that all Firefighter 1 Academy hazardous training exercises are conducted within the guidelines of a nationally recognized standards organization such as the NFPA. E
- i. Administers the fire programs occupational safety program as specified by Cal-OSHA, or NFPA. E
- j. Provides for the day-to-day management and supervision of all Fire Technology/Firefighter 1 Academy/EMT and Wildland programs students and students records. E
- k. Complies with local, state, and federal Firefighter 1 Academy training mandates and recordkeeping standards. E
- l. Ensures that all Fire Technology/ Firefighter 1 Academy/EMT and Wildland programs training and personnel records are accurately maintained. E

- m. Implements, reviews, modifies, and complies all Fire Technology/ Firefighter 1 Academy/EMT and Wildland programs standard operating procedures, guidelines, goals, and mission statements. E
- n. Writes and updates all Fire Technology/ Firefighter 1 Academy/EMT and Wildland programs standard training evolutions, including live fire or similar hazardous activities to comply with local, state, federal, and national safety standards, guidelines, laws, and similar regulatory requirements. E
- o. In conjunction with the Division Dean, receives, reviews, investigates, forwards, and/or reports on all Fire Technology/ Firefighter 1 Academy/EMT and Wildland programs student, faculty, and staff complaints. E
- p. Coordinates with the Colleges Financial Aid Office to maintain currency with federal and state financial aid requirements. E
- q. In conjunction with the Division Dean, support staff, and full-time faculty, assists, develops, proposes, justifies, and modifies all Fire Technology/ Firefighter 1 Academy/EMT and Wildland programs budgets and new budget requests. E
- r. As required, approves the timely processing all Fire Technology/ Firefighter 1 Academy/EMT and Wildland programs purchase orders and time records for compliance with the Colleges policies and procedures and with state and federal codes, regulations, standards, or laws. E
- s. Oversees all Fire Technology/ Firefighter 1 Academy/EMT and Wildland programs fund-raising efforts. E
- t. Maintains contracts for Firefighter 1 Academy off-site locations and/or negotiate for new sites. E
- u. Troubleshoots issues related to use of facilities. E
- v. Seeks out and applies for grants and other funds, which will supplement the current and future fire course deliveries. E
- w. Contacts public and private agencies seeking donation of surplus or retired equipment (i.e., fire engines, tools, and equipment). E

- x. Oversees the purchasing, inventory management/tracking, security, repair, and operational safety of the tools, equipment, and supplies for the Fire Technology/Fire Academy/EMT/Wildland. E
- y. Maintains vendor resources to support academy and student supply/equipment needs. E
- z. Determines schedule for routine maintenance/replacement of equipment and troubleshoot maintenance problems. E
- aa. Due to special expertise, when required or directed, may respond to campus emergencies and provide technical advice in coordination with other campus administrators. E
- bb. May be required to assist with, or formally serve on, the colleges emergency preparedness, safety, crisis management, or similar committees. E
- cc. In collaboration with the Division Dean, participates in the selection, supervision, and evaluation of the performance of all Fire Technology/ Firefighter 1 Academy/EMT and Wildland programs faculty and staff. E
- dd. Update procedure manuals as needed for Firefighter 1 Academy professional and paraprofessional staff. E
- ee. Resolves personnel issues at the lowest possible level within the organization. E
- ff. Coordinates faculty assignments in the Fire Technology/Firefighter 1 Academy/ EMT and Wildland Fire. E
- gg. In conjunction with the Dean, plans, develops, submits, and modifies current and future all Fire Technology/ Firefighter 1 Academy/EMT and Wildland program schedules. E
- hh. Ensures that the all Fire Technology/ Firefighter 1 Academy/EMT and Wildland programs have well-structured websites that include current program, degree and course information. E
- ii. Performs and/or assists in special projects and assignments as directed. E

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**KNOWLEDGE OF:**

- Federal, state and College policies, procedures, and regulations related to fire department operations, and Fire training delivery.
- Current methodology, pedagogy, and andragogy concepts related to vocational CTE training and education.
- NWCG, CSTI, CAL-EMA, and the California State Fire Training System policies, course delivery requirements, code of ethical teaching standards, course management procedures, scheduling, and course processing requirements.
- Principles and practices associated with the maintenance of records, including computerized electronic data collection and reporting techniques.
- Current managerial and supervisory techniques for effective and efficient supervision, management, and leadership of faculty, staff, and classified personnel.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Computer technology, online course management systems, and technology-based education systems.
- Grant writing techniques.
- Program, degree, and course development and evaluation procedures.
- Student Learning Outcomes (SLO).
- Risk management assessment and techniques.
- California Title 5 regulations related to program, degree, and course development/delivery.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- EMT certification processes including National Registry testing and local Los Angeles County EMS protocols

**SKILLS AND ABILITIES:**

- Plan and administer complex, highly regulated emergency services programs.
- Solve complex program and course delivery problems in a timely, effective, and efficient manner.
- Make sound operational decisions.

- Professionally represent the College all Fire Technology/ Firefighter 1 Academy/EMT and Wildland programs in the local and statewide community.
- Supervise, coach, and evaluate the work of assigned staff.
- Effectively participate with federal, state, and local agencies.
- Demonstrate sensitivity to, and respect for, a diverse population.
- Chair committee meetings.
- Interpret and apply College policies and procedures, national safety standards, laws, and regulations
- Prepare and administer all Fire Technology/ Firefighter 1 Academy/EMT and Wildland programs budgets.
- Prepare written operating procedures and program standards.
- Effectively work with people at all levels, internal and external, to the organization.
- Communicate effectively orally and in writing.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Accurately estimate resources required to accomplish goals and work within project schedules.
- Work independently in the absence of specific instructions.
- Manage and inventory department equipment and supplies.
- Exercise discretion and tact in the handling and processing of sensitive administrative activities and operations.
- Hire, train, schedule, coordinate, and formally evaluate the work of others.
- Continuously monitor changes in regulations, policies and technology related to overall needs of the program.

**MINIMUM QUALIFICATIONS/EDUCATION AND EXPERIENCE:**

- Five (5) years of experience in a full time paid fire technology profession
- Two (2) years of supervisory and command level managerial experience within a fire agency
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

**Education:**

- Bachelor's degree from an accredited college or university. Master's degree is desirable.

**LICENSE(S) AND OTHER REQUIREMENTS:**

- Incumbents may periodically be required to operate a vehicle that necessitates possession of a valid California driver's license. Such employees must have the ability to secure and maintain a valid California driver's license.
- Must be able to serve as EMT Program Director per department of health services standards and policies.

**SPECIAL REQUIREMENTS:**

*Essential duties require the following physical skills and work environment*

**Working Environment:**

- Incumbents work in an office and open air environment with moderate noise levels, controlled temperature conditions. Incumbents will interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures. When required, employees will work in outside weather conditions and be exposed to extremely hazardous conditions and materials.

**Physical Demands:**

- Must possess mobility to work in a standard office and outdoor setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various College and meeting sites and off campus training sites (some sites are in rugged terrain); vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing and walking between work areas is required. Must possess the ability to lift, carry, push, and pull equipment, materials and objects related to the programs. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

**Range: 42**

**Effective Date:**

*The Americans with Disabilities Act (ADA) requires us to identify the essential (E) of the job duties/functions of the position. We have indicated those duties with an E on the job description.*