

## Position Description

<b>Position:</b>	Assistant Fire Chief/Training
<b>Department:</b>	Fire
<b>Reports To:</b>	Fire Chief
<b>Location:</b>	Ascension Island
<b>Type Of Position &amp; FLSA Status:</b>	Full Time / Exempt
<b>EEOC Job Category:</b>	First/Mid-Level Officials and Managers

### **Summary/General Description Of Job:**

This position will function as the Training Facilitator with responsibility for planning, developing and managing a comprehensive fire protection training program for all functional areas of the WCFS fire department. The incumbent is responsible for performing all of the duties as Chief In the absence of the Fire Chief.

### **Essential Duties & Job Functions:**

- Directs firefighting operations during emergencies and training evaluations.
- Plans, implements, and manages an effective training program, including recurring proficiency training in each functional area of fire protection.
- Recommends approval, modification or rejection of career development plans, training requests, employee utilization proposals and other similar matters.
- Manages the AF Fire Fighter Certification System and maintains a complete roster of all CERTTEST. Obtains, uses, and adapts pertinent materials from other agencies, manufacturers, or educational institutes.
- Participates in the unit firefighting training program to include the orientation, certification and proficiency training, firefighter physical conditioning, occupational safety and health, initial and annual hazardous materials refresher training, and other training programs required by the DODI 6055 & 32-2001, NFPA consensus standards and AFOSH Standards.
- Locate and arrange for training from military and outside sources for all members of the Department
- Serves as Incident Commander for all emergency response operations for protection of life and property.
- Inspects and ensures overall effectiveness of department operations in the absence of the Fire Chief.
- Assists in planning, developing and carrying out departmental policies.
- Conducts scheduled and unscheduled inspections of hangars, warehouses, etc., noting violations and recommending corrective action to ensure adherence to fire prevention measures.
- Identifies and reviews the status of fire deficiencies, and coordinates with the Fire Chief and other agencies for needed corrective action.
- Ensures department facilities, apparatus and equipment are in proper working order.
- Receives guidance regulations for procedures and disseminates the information to subordinates.
- Maintains records and prepares reports on a variety of department programs.
- Serves as technical advisor on fire protection matters in the absence of the Fire Chief.
- Interprets applicable fire protection technical publications and fire codes.
- Prepares written operating instructions, fire reports and general correspondence.
- Performs other related work as assigned.

### **Accountable For:**

- Timely and cost effective performance of duties.
- Harmoniously working with other employees and customers.
- Working with the Project Principals to fully coordinate all activities.





## Position Description (Continued)

- Effectively coordinate a number of projects simultaneously.
- Demonstrated ability to work well under pressure.
- Effective written and oral communication skills.
- Demonstrating initiative and problem-solving skills.
- Contributing to the successful completion of project initiatives.

### **Job Requirements (Education, Experience, Professional Associations):**

#### **Mandatory**

- High School Diploma or equivalent.
- Five (5) years' experience in a supervisory capacity of various fire department operations.
- Fire Officer III (DoD, PROBOARD, or IFSAC) certification.
- Fire Instructor III (DoD, PROBOARD, or IFSAC) certification.
- Fire Inspector II (DoD, PROBOARD, or IFSAC) certification.
- HazMat Incident Commander (IC) (DoD, PROBOARD, or IFSAC) certification.
- Airport Fire Fighter (DoD, PROBOARD, or IFSAC) certification.
- National Incident Management System (NIMS) IS – 100, 200, 300, 400, 700, & 800 certification.
- Experience in disaster preparedness planning and operations.
- Skill in the use of Microsoft Word, Excel, and PowerPoint at an intermediate level.
- Valid state Driver's License with acceptable driving record pertinent to the position.
- The ability to obtain and maintain a DoD security clearance at the Secret level.
- Ability to successfully pass any employment background check and/or drug testing required on the contract.
- Willing to live and work on the remote island of Ascension with no family accommodations available.

#### **Preferred**

- Bachelor's Degree in Fire Science or other related field.
- Experience working on government contracts.
- Knowledge of DoDI 6055.6, DoDI 6055.6-M, AFI 32-200, and all applicable NFPA standards, and OSHA regulations.
- Comprehensive knowledge of the installation/command mission and organization.

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