

Job Title	Chief Response Training Coordinator
Job Code	
Exempt Status	
Position Status	
EEO Classification	

Job Summary

The Chief Response Training Coordinator, under direction, serves as a member of the Texas Forest Service (TFS) Incident Response Program leadership. Provides supervision, leadership, and direction of the TFS emergency response training programs, including internal and external training courses and academies. Interacts with cooperators and stakeholders at the local, State, and National level.

Essential Duties and Responsibilities

- Ensures professional development of personnel and training staff. Manages and provides input on employee training, course development, employee development planning, policies, and strategic direction. Ensures compliance with policies, procedures, and reporting requirements.
- Assists, delivers, and manages special projects as assigned. Produces reports and presentations and serves as a professional representative for assigned departments.
- Supervises field delivery of wildfire and all-hazard emergency management training programs to fire departments and other emergency response entities.
- Provides leadership and promotes interaction with emergency responders, community leaders, and citizens.
- Promotes training programs and other initiatives that increase response capabilities at the local, regional, and statewide level.
- Maintains appropriate educational standards through periodic evaluation of programs. Provides oversight in the administration of assigned personnel and ensures successful delivery and support of additional programs and projects.
- Directs, trains, develops, and evaluates personnel. Identifies professional developmental needs and ensures development of permanent and additional duty staff.
- Ensures compliance with loss prevention, environmental health, and safety standards as established by applicable laws and rules.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in applicable field or equivalent combination of education and experience.

Experience – Five years of related experience as an instructor.

Knowledge of – Knowledge of word processing, spreadsheet, and database applications. Knowledge of education systems, course development, and revision. Knowledge of training management principles, instructional processes, and techniques of adult education.

Ability to – Ability to multitask and work cooperatively with others. Ability to communicate clearly and effectively to ensure understanding.

Licensing / Professional Certification – Valid driver's license and ability to obtain State of Texas class "C" vehicle operator's license. Basic TCFP Firefighter or SFFMA Firefighter II or (Accredited Advanced Firefighter certification issued prior to January 1, 2012), and TCFP or SFFMA Fire Instructor II certification.

Physical Requirements – Ability to exert moderate force.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally supervises employees.

Other Requirements

- Travel and/or working extended hours on short notice.
- Response to statewide wild land and all-risk incidents will be required. Serves on TFS Incident Management Team.

Approved by:	
Date approved:	
Reviewed:	