

Job Title	Fire Training Coordinator
Job Code	
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Fire Training Coordinator, under general supervision, coordinates, manages, and delivers specialized leadership and professional development training to employees. Provides course instruction and support for leadership and professional development training. Participates in emergency response operations.

Essential Duties and Responsibilities

- Monitors performance of instructors to ensure course quality. Prepares and completes reports and training records.
- Coordinates the delivery of emergency management and wildfire training courses.
- Provides course instruction and support to internal and external courses. Develops, evaluates, and revises training course materials and curriculum.
- Participates and leads Incident Management Teams and emergency response operations (including wildland fire) with related response training and preparedness.
- Provides leadership and promotes interaction with emergency responders and community leaders and citizens.
- Promotes training programs and other initiatives that increase response capabilities at the local, regional, and statewide level.
- Analyzes feedback from course participants to identify changes needed to improve curriculum. Maintains appropriate educational standards through periodic evaluation of programs.
- Assists in answering customer inquiries and resolving customer complaints.
- Manages and accounts for assigned credit cards, vehicle log books, daily activity time reports, and assigned equipment in accordance with applicable laws, rules, procedures, and guidelines.
- Complies and 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 in emergency service, response, or military with a recognized emergency response, military, or wildland fire agency.

Knowledge of – Knowledge of education systems, course development, and course revision. Knowledge of training management principles, instructional processes, and methods of adult education. Knowledge of leadership training and employee development. Knowledge of National Incident Management System Incident Command System (NIMS ICS), wildland firefighting, and all-hazard emergency response.

Ability to – Ability to multitask and work cooperatively with others. Ability to work in a high stress environment. Ability to present information clearly and concisely.

Licensing / Professional Certification – Valid driver's license or ability to obtain state of Texas driver's license.

Physical Requirements – Ability to exert moderate force. Ability to walk two miles in 30 minutes or less while carrying a 25 pound backpack.

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 wildland and all-hazard incidents will be required.

Approved by:	
Date approved:	
Reviewed:	