

Part-time Job Announcement

Combined Agency Response Team

Training Director

The Combined Agency Response Team (CART) is looking for an organized, self-motivated, and respected fire service training program manager to work under direction of the CART Central Board to coordinate, implement, and deliver the CART Central Board Technical Rescue Training Program and facilitate their activities.

Qualified Candidates should expect to;

- Evaluate the effectiveness of the training program to achieve CART “Team Goals”.
- Coordinate and supervise the training activities of CART assigned training Instructors.
- Supervise the delivery of training programs and evaluates performance of attending fire department personnel during CART training activities.
- Ensure accuracy of data through records management. Ensuring records management is sufficient and available to support member agencies effort to recertify their employees with the Office of The Illinois State Fire Marshal Recert program.
- Research training programs, develop new training curricula, and research new available technology for tools.
- Conduct annual validation of all teams.
- Serve on committees and task groups as assigned.

Work Hours / Pay – 16 hours per month flexible, \$50/ hour not to exceed 200 hours per year.

Formal Education: Work requires knowledge of a specific vocational, administrative, or technical nature.

Experience: Over five years of experience as a rescue technician or higher is required.

Driver’s License Required: a Class B non-CDL is preferred.

Illinois Office of the State Fire Marshal certifications:

- Rope Ops, Rope Tech, Confined Space Ops, Trench Ops, Trench Tech, Collapse Ops, Collapse Tech preferred
- Training Programs Manager preferred
- Fire Officer I or Company Fire Officer preferred

Please submit resume and contact information to Chief Steve Malone (smalone@manhattanfire.org)

Requests for employment will be due October 1, 2022

Questions can be forwarded to William Anderson (banderson@lemontfire.com)

CART Training Director:

Under direction of the CART Central Board, coordinates, implements, and delivers a Technical Rescue training program and activities. Evaluates the effectiveness of the training program to achieve CART "Team Goals". Coordinates and supervises the training activities of CART assigned training Instructors. Supervises the delivery of training programs and evaluates performance of attending fire department personnel during CART training activities. Ensures accuracy of data through records management. Ensure records management is sufficient and available to support the Fire Departments effort to recertify their employees with the Office of The Illinois State Fire Marshal Recert program. Researches training programs, develops new training curricula, and researches new available technology for tools. Conducts annual validation of all teams. Serves on committees and task groups as assigned.

Essential Functions:

Facilitate CART Tech Rescue Training (70%): Under direction of the CART Central Board, prepare, develop, and facilitate the delivery assorted training programs and activities for the CART. Research training programs, update existing programs, develop new training curricula, and research new available technology available for tools. Training programs and activities include, but are not limited to, tech level rescue operations, Rescue team leader development, Squad officer development and Command operations development. Prepare schedules and coordinate attendance of personnel and equipment for activities. Coordinate and supervise activities of all CART sanctioned training instructors as it pertains to training activities. Supervise the delivery of training programs and evaluate performance of Fire Department / CART personnel during training activities.

Ensure Currency and Effectiveness of Training Programs (15%): Evaluate the effectiveness of the training program to achieve CART Central Board goals. Evaluate new tech rescue equipment and training practices to ensure compliance with regulatory standards. Identify instructional needs by conducting a periodic CART training needs analysis. Review, revise and update training reference materials to meet CART needs.

Perform Training Division Administrative Duties (15%):

Perform/Provide monthly training division report at the Central Board meeting. Manage and maintain the CART's Vector Solutions Training management site to ensure team compliance and proper historical documentation. Develop forms and appropriate reports for documentation of training activities for CART Central Board and its member fire departments. Ensure all training reports are accurate, complete, and maintained in compliance with applicable standards and practices. Develop, plan, and schedule upcoming annual Central Board based training events prior to December 1 to ensure fire departments can schedule their employees participation to CART team events. Other duties and responsibilities as assigned.

Computer Equipment and Software: Computers, Microsoft Office Suite, GIS Software, Vector Solutions LMS, Vector Solutions check-it and other associated software.

Working Conditions

Work Schedule- 16 hours per month, It is anticipated the training director will invest 16 hours per month. These hours will be flexible and are intended not to exceed 200 hours per year.

Overall Working Conditions: Satisfactory: Occasional exposure to unpleasant environmental conditions and/or hazards.

Environmental Factors: Monthly exposure to extreme temperature, wetness and/or humidity, respiratory hazards, noise and vibration, and physical hazards.

Health and Safety: Occasional exposure to mechanical hazards, electrical hazards, fire hazards, communicable diseases, and physical danger or abuse. Rare exposure to chemical hazards and explosives.

Primary Work Location: Office environment, vehicles, and outdoors.

Protective Equipment Required: Safety shoes, Tech Rescue PPE, helmet, boots, SCBA, SABA, gloves, and eye protection.

Non-Physical Demands

Frequently requires time pressures, frequent change of tasks, performing multiple tasks simultaneously, working closely with others as part of a team, and noisy/distracting environment. Occasionally requires emergency situations and tedious or exacting work. Rarely requires irregular schedule/overtime.

Job Requirements

Formal Education: Work requires knowledge of a specific vocational, administrative, or technical nature.

Experience: Over five years of experience as a rescue technician or higher is required.

Driver's License Required: a Class B non-CDL is preferred.

Illinois Office of the State Fire Marshal certifications:

- Rope Ops, Rope Tech, Confined Space Ops, Trench Ops, Trench Tech, Collapse Ops, Collapse Tech preferred
- Training Programs Manager preferred
- Fire Officer I or Company Fire Officer preferred

Job Demands

Reading: Advanced Level: Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.

Math: Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Writing: Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

Human Collaboration Skills: Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. Work has a high impact on the organization. External contacts include other Regional and National Fire Service Instructors/Managers. Internal contacts include local Departmental Managers.

Management and Supervision: Work requires supervising and monitoring performance for a irregular group of employees including providing input on work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions. Complex scope of supervision. This position is responsible for mentoring and coaching the positions of all Tech Rescue Personnel.

Technical Skill: Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Comprehensive application: Consequences of work affect large groups as well as the customer-base at large.