



## **PART-TIME FIRE TRAINING OFFICER/ADMINISTRATIVE AIDE**

The Village of Wheeling Fire Department seeks a Part-Time Fire Training Officer and Administrative Aide. This position will assist the Fire Chief and the Deputy Fire Chief in planning, coordinating, and directing the department's training activities, as well as preparing, investigating and completing special projects within the Wheeling Fire Department. This position will conduct studies to determine and/or develop new or revised training programs for the Fire Department in addition to coordinating hands on and live fire training exercises. The Part-Time Fire Training Officer develops, delivers and evaluates basic and advanced fire training courses. This position creates and maintains the fire certification processes for the Fire Department, responds to emergency incidents, and functions as administrative aide to the Incident Commander.

Requires an Associated Degree or equivalent; knowledge, skills and abilities may be substituted for this educational requirement. Must either possess or able to obtain a State of Illinois Office of the State Fire Marshal (OSFM) certification as a Fire Service Instructor II within six (6) months of hire. Knowledge and proficiency in Target Solutions ® and Image Trend Elite ® is preferred. Excellent computer and communication skills with the ability to establish and maintain effective and diplomatic working relationships with external and internal customers. Valid Illinois driver's license required.

Starting hourly rate is \$34.95; flexible work schedule; position averages 24 hours per week. Benefits include IMRF pension, life insurance, vacation, sick pay, personal days and Village designated holidays.

For additional information and to apply for the position, visit the Village of Wheeling's website at <https://il-wheeling.civicplushrms.com/careers/>

Position is open until filled. EOE.

