



**Job Title:** Academy Coordinator  
**Department:** Fire Department  
**Reports To:** Fire Chief/Training Officer  
**FLSA Status:** Non-Exempt  
Salary Grade: 95  
**Prepared By:** Human Resources  
**Approved By:** Fire Chief  
Approved Date: 1/18/2019

### **SUMMARY**

Plans, organizes, and manages the annual Recruit Firefighter Academy. Period of work will be from February 28, 2019 to June 29, 2019. This is a part-time non-benefited position not to exceed 25 hours per week. The hours will include Wednesday and Thursday evenings and Saturdays.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Plans, organizes and manages the Annual Recruit Firefighter Academy.

Develops annual Recruit Academy Schedule. Schedules and assigns all instructors as to date and subject matter. Insures that any Assistant Coordinators are assigned according to the schedule and discretion of the Academy Coordinator.

Responsible for the supervision and safety of all academy practical drill days including specific drills, burn house, evolutions, etc.

Responsible for assigning Safety Officers, Drill Ground Assistants, Driver/Operators, etc. when required.

Coordinates with and seeks information from the Fire Training Officer when necessary, and follows all rules and policies of the Golden Fire Department.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND/OR EXPERIENCE**

Associate's degree (A.A.) or equivalent from a two-year college or technical school (Bachelor's degree preferred); a minimum of 5 years experience as a fire fighter in a career or combination career/volunteer department. Experience as a fire service instructor or Training Officer preferred. Experience working with, supervising, and training volunteer firefighters desirable. Working knowledge of MS Office.

### **LANGUAGE SKILLS**

Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Past or current certification to the Colorado State Firefighter II Certification level or above or its equivalent.

Current CPR/AED Certification.

Valid Colorado Driver's license and good driving record.

**OTHER SKILLS AND ABILITIES**

Ability to work effectively with volunteer firefighters and career employees. Must have advanced knowledge of and demonstrate the applications of principles and practices of up-to-date fire and emergency services practices and tasks. Ability to maintain knowledge, skills, and abilities through recurrent training to perform the tasks assigned as required by the Fire Chief.

**MATERIALS & EQUIPMENT DIRECTLY USED**

Equipment used directly includes all fire equipment, instructional equipment, and office equipment of the department. Materials directly used include incident command materials, safety materials, instructional materials, computer materials and other materials as determined necessary to train personnel to become or remain competent in a wide variety of activities and tasks associated with the delivery of fire services.

**PHYSICAL DEMANDS**

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.

Must have the physical endurance and agility necessary to meet the demands of the job. Must be able to climb stairs, or other spaces as required. Perform the duties of the position which may include the demonstration of skills and tasks to firefighters.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; risk of radiation; and vibration. The noise level in the work environment is usually loud.

**COMMENTS**