



Heartland Fire Training Authority

Invites applications for the position of

Training Manager

Salary Range

\$65,000 – \$85,000 Annually

Full-Time Position-40 hours per week

Contracted

Closing Date: Continuous

Applications accepted until filled

Mail or deliver applications in person to:

1301 N. Marshal Ave. El

Cajon, CA 92020



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www.heartlandfiretraining.org

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HEARTLAND FIRE TRAINING AUTHORITY

The Heartland Fire Training Authority (JPA) exists for the purpose of providing ongoing training for local fire departments at its primary facility: the Thomas H. Owen Heartland Fire Training Facility. What makes this particular training facility unique is the fact that it is funded and operated by a Joint Powers Authority (JPA), which consists of the Cities of El Cajon, La Mesa, Lemon Grove, and Santee; The Fire Protection Districts of Alpine, Bonita-Sunnyside, Lakeside, and San Miguel; The Viejas and Barona Reservation Fire Departments.

THE POSITION

Heartland Training Facility Authority is accepting applications for qualified candidates for the position of Training Manager.

Training Manager. The Training Manager will demonstrate the values of the organization by oversight of the facility in collaboration with fire service leaders in the delivery of various types of training. Under direction of the Heartland JPA Board of Chiefs (BOC) the Training Manager will direct, supervise, coordinate projects and services; supervise staff; perform technical, administrative, and programmatic work in support of the facility. This position will provide support and assistance to the Authority members, the JPA Commissioners, outside agencies, and the general public.

Essential Functions. Coordinate the organization, staffing, and operational activities of the Fire Training Center projects, and services; assume responsibility for the day-to-day coordination of activities and operations. Participate in the development and implementation of goals, objectives, policies, and priorities; recommend and implement resulting policies and procedures. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate staff; implement improvements. Manages the Fire Academy.

- A. Direct, coordinate, and review the work plan for assigned services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.



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- B. Participate in the selection of assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- C. Participate in the development and administration of assigned program budget; forecast funds needed for services, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary; review, approve, and execute financial requests as needed.
- D. Prepare and coordinate agendas and reports for Commission, BOC, and Training Officer meetings with staff, legal counsel and Administrative Analyst and attend such meetings. Respond to inquiries.
- E. Prepare various reports on operations and activities including evaluation of the department safety and training programs operations, activities, program, and policies; recommend improvements and modifications.
- F. Attend and participate in professional training organizations and committees; read journals, newsletters, and other publications to review and analyze current information regarding training and safety training policies, practices, and laws.
- G. Maintain an inventory of all equipment assigned to the Training Center; maintain reservation calendar on equipment; inspect equipment to ensure good working condition; arrange for the service and repair of all equipment; recommend the replacement and purchase of new equipment.
- H. Meet with vendors and consultants to review training and intervention offerings; with assistance from legal counsel and BOC Training Chair as needed, prepare consultant service agreements, requests for proposals, and related contract documents.
- I. Interface with supervisors and technical staff to determine new procedures or changes to existing procedures that may be required; participate in the development of new procedures to ensure efficient work processes; incorporate new procedures into existing or new training modules.
- J. Develop and maintain JPA training records; notify JPA of scheduled training; track training attendance; maintain pass/fail records; coordinate, submit and process invoices; monitor expenditures.



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- K. Market and outreach to promote the facility to local, state, and regional fire and EMS agencies and to private industry users when there is availability; coordinate marketing materials.
- L. Assess and or direct the assessment of JPA training needs and requirements; identify outside training sources as well as develop in-house training seminars; prepare course materials and act as course/facilitator instructor; conduct intervention meetings, team building, and problem-solving exercises.
- M. Maintain records concerning operations and programs; prepare reports on operations and activities for the JPA.
- N. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of employee development and training; incorporate new developments as appropriate into programs.
- O. Facility Maintenance. Ensure the facility remains in serviceable condition, coordinate repairs with El Cajon Public works and other cooperators, perform maintenance and cleaning as needed, recommend large repairs as needed.
- P. Perform related duties and responsibilities as required.
- Q. Coordinate with Miramar College and other entities to offer classes on-site.
- R. Manage and Coordinate the Heartland Fire Academy.

Qualifications

Two years of responsible operations, facility management, coordination experience, to include two years of administrative and/or lead supervisory experience. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

- A. Knowledge of operations, services, and activities of employee development programs and facility management; principles and practices of program development and administration; principles of supervision, training, and performance evaluation; principles of budget preparation and control; grant application and administration principles and practices; operational characteristics of training facility; recent developments, research methods, current literature, and sources of information related



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to assigned programs and service areas; terminology used in area of assignment; Fire Service Operations, related Federal, State & Local Training requirements is desirable. Purchasing and contract processing; principles and procedures of record keeping; principles of business letter writing and report preparation; modern office procedures, methods, and equipment including computers; computer applications such as word processing, spreadsheets, and statistical databases; open meeting and conflict of interest laws pertaining to local agencies; other pertinent federal, state, and local laws, codes, and regulations.

- B. The ability to coordinate and direct assigned operations, programs, and services; supervise, direct, and coordinate the work of lower level staff; select, supervise, train, and evaluate staff; recommend and implement goals, objectives, policies and procedures for providing assigned services; understand the organization and operation of the JPA and of outside agencies as necessary to assume assigned responsibilities; understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations; participate in the preparation and administration of assigned budgets; plan and organize work to meet changing priorities and deadlines; effectively represent the JPA and JPA to outside individuals and agencies to accomplish the goals and objectives of the unit; work cooperatively with other departments, government officials, and outside agencies; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, staff, or other agencies on sensitive issues in area of responsibility; perform responsible and difficult programmatic and administrative duties involving the use of independent judgment and personal initiative; manage, and coordinate exercises that involve JPA personnel and local agencies in coordination and collaboration with JPA; identify and respond to community and organizational issues, concerns, and needs; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; prepare clear and concise technical, administrative, and financial reports; operate and use modern office equipment including a computer and various software packages; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; and interact and be responsive to Board members.
- C. Valid California driver's license.



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EDUCATION

An Associate or Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field is highly desirable.

WORK SCHEDULE

Forty (40) hours per week on a traditional eight (8) hour day schedule. A 9/80 schedule is negotiable.

HOLIDAYS/SICK LEAVE

This is a paid holiday position. Employee is entitled to 120 hours of Personal Time Off along with all observed holidays in accordance with the City of El Cajon employees' calendar.

BENEFITS

This position does **not** offer medical benefits, deferred Compensation Program, or Retirement.

APPLICATION PROCESS

All candidates must submit a cover letter and resume. **Completed packets will be accepted until the position is filled.** Failure to submit a completed packet will disqualify the candidate from consideration.

Please submit packets in person to:

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Resumes will be reviewed to determine the most appropriately qualified candidates who will be invited to interview. Final candidate will have a thorough background check conducted that may include Live Scan and credit check.