

SOUTH WALTON FIRE DISTRICT

911 North County Highway 393, Santa Rosa Beach, Florida 32459

"Prompt, Competent, Caring Response in Time of Need"



Ryan H. Crawford
Fire Chief / Administrator

DIVISION CHIEF OF TRAINING

Great Pay & Benefits

Apply Now - Deadline March 24, 2023

The South Walton Fire District is currently seeking applicants for the position of Division Chief of Training. This position is a confidential management position and is excluded from the bargaining unit. This position is an at-will, exempt employee, who will normally work a 40-hour, Monday – Friday schedule, but will be expected to vary hours to fit the needs of the District. The Division Chief of Training works under the direction of the assigned SWFD Assistant Chief, to design, coordinate, implement, and monitor training programs within the South Walton Fire District ("District"). Additional duties to include the implementation of professional performance standards and will act as the "District" Safety Officer.

Major Duties:

- Coordinates training programs and classes with other chief officers in order to provide an effective management team.
- Reads and reviews materials to determine types of training; researches, develops and implements necessary training programs; schedules and coordinates various training schedules; prepares materials for distribution.
- Provides administrative and practical support for the District's overall day to day operations.
- Serves as an instructor for special programs or classes; assures appropriate level instructor is assigned to teach programs or classes.
- Maintains records and reports related to training and ensures that training is conducted in order to meet ISO recommendations.
- Creates public presentations and trains others in the methods required for effective delivery.
- Develops the annual & monthly training calendar.
- Assists with budget preparation as it relates to training, safety and career development.
- Performs other related duties as assigned.
- During occasions of local emergencies this position may be required to report to perform emergency tasks, which may result in extended work hours as well as extended periods of time away from family members.
- Reviews all safety incidents to include employee injury/accidents and makes recommendations for improvements.
- Acts as the District Safety Officer serving as the chair of an internal safety committee.

Knowledge Required for the Position:

- Knowledge of administrative functions of the District.
- Knowledge of laws, ordinances, policies and procedures governing Fire District operations, principles and practices of planning and organization.

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- Knowledge of principles of fire behavior and effect of weather conditions on fires.
- Knowledge of principles and practices of technical firefighting subjects sufficient to effectively train and direct staff in the use of equipment in fire tactics, strategy and control.
- Knowledge of fire control safety, practices and procedures.
- Knowledge of principles and practices of personnel administration as they relate to training, supervising, motivating and evaluating staff.
- Knowledge of budgeting techniques and record keeping practices.
- Knowledge of the staff, operations and equipment of other related agencies and mutual aid systems and knowledge of Fire District funding sources.
- Skill in the use of tools, equipment and apparatus to fight fires, rescue or provide emergency medical care.
- Effectively direct personnel as part of the command staff.
- Ability to assess job skill levels of staff to manage and lead fire companies.
- Ability to assess training needs and plan training programs accordingly.
- Ability to retain and recall technical information under stress.
- Ability to communicate effectively both verbally and in written form with technical accuracy in English.
- Ability to use a variety of computer programs to include Microsoft suite.
- Ability to keep records and answer correspondence with staff and the public with patience, tact and courtesy.
- Ability to direct and review the work of subordinates.
- Ability to establish and maintain cooperative relationships with fellow employees and the public.

Minimum Qualifications:

- An Associate Degree in Fire Service or related fire service field. Bachelor's degree preferred
- Seven (7) years' experience with progressive responsibilities in an organized fire department, two (2) years as a full-time supervisor at the Lieutenant level or higher. Previous experience in providing departmental training and professional development preferred.
- State of Florida Firefighter Certificate of Compliance
- State of Florida EMT or Paramedic Certification, BLS, and AHA ACLS if applicable.
- NIMS ICS 100, 200, 300, 700, 800
- Florida Forestry certifications of FFCA equivalent in S130/S190 for wildland firefighting
- Must possess or be able to obtain the following within eighteen (18) months of appointment:
 - (1) State of Florida Fire Instructor's II Certificate
 - (2) State of Florida Fire Officer II Certificate
 - (3) State of Florida Safety Officer Certificate
 - (4) State of Florida Live Fire Training Instructor I Certificate
 - (5) All Hazards Division/Group Supervisor L-960
 - (6) Florida Forestry certifications of FFCA equivalent S330 Strike Team Leader
 - (7) ICS 400
- Any equivalent combination of education and experience which demonstrates possession of the required minimum qualifications as may be determined by the Fire Chief.
- Must be a non-smoking/non-tobacco using person, both on and off the job, at the time of employment and maintain same non-smoking and non-use throughout the term of employment.

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- Must successfully pass the Fire District's medical/physical, drug screen and background check requirements as a condition of employment.
- Residency of within a 20-mile radius of South Walton Fire District Headquarters is required for participation in the district's take home vehicle program.

Supervisory Controls:

The assigned SWFD Assistant Chief assigns work in terms of Fire District goals and objectives.

Supervisory and Management Responsibility:

This position is one of program management with no direct personnel supervision.

Physical Demands:

The work is typically performed while standing, walking, bending, crouching, and stooping. The employee must frequently lift light and heavy objects, climb ladders, use tools and equipment requiring a high degree of dexterity.

Work Environment:

The work is typically performed at the fire station or at fire scenes. The employee may be exposed to inclement weather, extreme temperatures, smoke, fumes, and hazardous situations and materials that require the use of protective equipment.

NOTE: Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability.

If you are interested in this opportunity, complete the [APPLICATION](#) and return it to SWFD at 911, N. County Highway 393, Santa Rosa Beach, FL 32459-5371 no later than Friday, March 24, 2023. Completed applications/resumes and questions may also be emailed to career@swfd.org.

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