

**Oak Hill Fire Department**  
**Travis County Emergency Services District #3**

**Station 301**  
**Circle Drive**  
**9211 Circle Drive**  
**Austin, Texas 78736**  
**512-288-5576**  
**Fax 512-288-5903**



**Station 302**  
**Barton Creek**  
**4111 Barton Creek**  
**Austin, Texas 78735**  
**Admin 512-288-5534**  
**Fax 512-288-5844**

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## Position Description

### Training Director

#### Summary of the Position:

The Training Director is a full-time FLSA Exempt position that is responsible for developing curriculum, scheduling instructors, and occasionally delivering instruction of educational material to aspiring first responders. The Training Director supervises Training Coordinators in their delivery of medical first response educational material and fire first response continuing education. In the discharge of their duties, the Training Director performs and oversees a wide variety of administrative, technical, developmental, and educational activities within the Fire and EMS first response field in a Training Academy environment. Work requires limited supervision and reports directly to the Assistant Fire Chief.

#### Essential Functions:

- Ensure Training Academies meet and maintain all applicable certifications, standards, and expectations
- Ensure Fire Academy course curriculum meets or exceeds established standards
- Coordinate and ensure appropriate instructor staffing for Fire Academy
- Develop schedules, instructors, preparation, and testing for the Oak Hill Fire Academy
- Enter and maintain all Fire Academy personnel records and files in Department's records management system to maintain state required standards
- Actively recruits potential students to maintain consistent Academy class sizes
- Oversee and assist Training Coordinators with delivery and coordination of specialty training classes (such as power saws, technical rescue, wildfire, and advanced medical courses (PHTLS, PEPP, etc.)) as needed
- Lead or assist with onsite Live Fire Drills as needed
- Oversee all drill field activities, including use by outside departments and entities
- Coordinate scheduling for the use of departmental training facilities
- Oversee training field updates, to include building, rebuilding, and maintain props and facilities as necessary
- Coordinate repair or service of any Fire and EMS related equipment assigned to the Training Division
- Perform Administrative Duties related to various Regulatory and Oversight Agencies
- Ensure Training Division participation in local and regional professional meetings
- Oversee task assignments with Training Division staff to ensure timely completion
- Provide input for and oversee approved Training Division budget categories
- Other tasks and duties as assigned

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## **Required Knowledge, Skills, and Abilities:**

Knowledge of:

- Basic and Advanced Firefighting principles, including enhanced knowledge of fire behavior and techniques for fire suppression
- Compliance requirements related to Firefighting personal protective equipment
- Operation, maintenance, and troubleshooting of typical Firefighting and Emergency Medical response tools, equipment, and supplies
- Instructional techniques and course design to facilitate high quality training products to adult learners in both fieldwork and classroom environments
- Live Fire training requirements of NFPA 1403 or successor standard

Ability to:

- Perform reading, writing, and mathematical skills proficiently
- Perform computer operations skills, including Microsoft Office Suite and Google Suite applications
- Operate office and classroom machinery and equipment, such as projectors, printers, and copiers
- Safely operate typical Firefighting tools, equipment, and supplies
- Perform strenuous work under adverse conditions for sustained periods of time
- Multitask often and work cooperatively with others
- Present information clearly and concisely in written, verbal, and presentation report styles
- Solve practical problems and deal with a variety of variables to formulate acceptable solutions
- Develop and interpret instructions and direction furnished in written, oral, diagram, or schedule form
- Ensure professionalism in all aspects of job performance and those being supervised

## **Additional Requirements:**

- Attend training or conferences for continuing education, including occasional out of area travel
- Occasionally work long hours with minimal rest periods or in inclement weather
- Ability to regularly lift and move up to 50 pounds
- Receive input and direction from Assistant Fire Chief and Fire Chief regarding special assignments or to meet Departmental needs
- Ensure the Fire Chief and Assistant Fire Chief are notified of any training-related injuries, disciplinary issues, and any related actions taken in a timely manner

## **Acceptable Experience and Training:**

- Must be a citizen of the United States
- Certification as Firefighter-Advanced or higher by the Texas Commission on Fire Protection or the ability to obtain within 6 months
- Certification as Fire Officer II (or higher) by the Texas Commission on Fire Protection or the ability to obtain within 6 months
- Certification as Fire Service Instructor III or higher through the Texas Commission on Fire Protection or the ability to obtain within 6 months

- Certification as Emergency Medical Technician-Basic or higher by the Texas Department of State Health Services
- Minimum of four years of supervising people, preferably in the Fire or Emergency Medical first responder training or operations environment
- Minimum of two years of teaching, training, or instructing Fire or Emergency Medical topics to first responders or in other adult learner environments

**Preferred Experience and Training:**

- TCFP Certification as Firefighter-Master
- TCFP Hazardous Materials Technician
- TCFP Certification as Driver/Operator
- TCFP Certification as Aerial Driver/Operator
- Wildland Firefighter, Type I or higher
- TEEX Live Fire Instructor Certification