Director, ACC Fire Academy

FLSA Status: Exempt
Pay Grade: 18
Job Title ID: 230502
Job Series/Job Family: Academic Program Support Series / Academic Program Support Family

Reports To

Department Chair

Job Purpose

To direct and manage the programs and staff at the ACC Fire Training Academy.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Reviews course curriculum and Commission certification requirements; updates with new course curriculum; prepares course schedules, and instructor assignments.
2. Prepares and manages operational budget; processes requisitions, purchase orders and financial data; conducts annual budget review.
3. Reviews and updates operational policies.
4. Hires and supervises office and instructional staff; provides counseling as appropriate.
5. Reviews and approves payroll.
6. Maintains and repairs training equipment.
7. Ensures compliance with all health and safety rules and processes.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Principles, best practices, and trends in fire training and management.
- Supervisory principles, practices, and methods.
- Certification standards.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Leading and coordinating the activities of subordinate personnel.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Routine lifting and moving of objects up to 80 pounds.
- Standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, and stooping.
- Work environment includes both inside and outside environments with exposure to extreme heat.

Work Experience

Required

- Two years related work experience.

Preferred

- Five years experience as Line Fire Fighter.Five years experience as Company Officer. Five years experience teaching experience.

Education

Required

- Associate's degree or two-year technical certificate in fire fighting or related area.

Licenses/Certifications

Required

- Intermediate Fire Fighter Certification, and Intermediate Instructor Certification with Methods of Teaching.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.