

## 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.