

**TITLE: Director, Public Safety/Fire Technology**

**CLASSIFICATION: Management Team – Educational Administrator**

**SALARY RANGE: 22**

**SCOPE OF POSITION:**

Under the direction of the Senior Dean, Public Safety, plan, organize, and direct the program development, management and delivery of Fire Technology programs including the accredited Firefighter I Academy, certificate and degree programs and accredited in-service fire courses; develop, design and assess curriculum and program reviews; train, supervise and evaluate the performance of assigned faculty and staff.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Ensure compliance with State Fire Training (SFT) and Fire and Emergency Services Higher Education (FESHE) models to meet fire technology accreditation standards.
2. Develop, design and assess curriculum and program reviews including Program and Resource Planning Process (PRPP) Student Learning Outcomes for the District; schedule classes, develop lesson plans and prepare class rosters; prepare records related to student enrollment and grades; and maintain instructor files.
3. Train, supervise and evaluate the performance of assigned faculty and staff.
4. Collaborate and communicate effectively with faculty, staff, students, local Fire Chiefs, Training Officer Associations, Fire Technology Advisory committee, ROP programs, SFT accrediting agency and stakeholders; to coordinate activities and programs; receive, review and provide timely resolution to student, faculty and staff issues; resolve issues and exchange information.
5. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
6. Direct the preparation and maintenance of narrative and statistical reports and records related to personnel and assigned activities.
7. Participate in budget development for Fire Technology programs.
8. Operate fire apparatus, chainsaws, hydraulic rescue tools, and forklift and live fire props.

**KNOWLEDGE OF:**

1. Policies and procedures of the College and California community college system including Title V and Title VIII regulations; Vehicle Codes and Code of Federal Regulations related inspections and maintenance of fire apparatus.
2. Fire department operations and practices.
3. Curriculum development and design.
4. SFT policies and procedures.
5. Health and Safety codes related to an accredited fire academy/program.
6. Grant writing techniques.
7. Budget preparation and control.

### **KNOWLEDGE OF – Continued**

8. Oral and written communication skills.
9. Principles and practices of administration, supervision and training.
10. Interpersonal skills using tact, patience and courtesy.
11. Operation of fire apparatus and other tools associated with fire technology.

### **ABILITY TO:**

1. Effectively train, supervise and evaluate the performance of assigned staff.
2. Communicate effectively both orally and in writing.
3. Interpret, apply and explain rules, regulations, policies and procedures.
4. Establish and maintain cooperative and effective working relationships with others.
5. Operate a computer and assigned office equipment.
6. Analyze situations accurately and adopt an effective course of action.
7. Meet schedules and time lines.
8. Work independently with little direction.
9. Plan and organize work.
10. Direct the maintenance of a variety of reports, records and files related to assigned activities.
11. Demonstrate sensitivity to, and respect for, a diverse population.

### **MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

#### **Education:**

Master's Degree and ability to meet minimum qualifications for current SRJC faculty discipline.

#### **Experience:**

One year of formal training, internship or leadership experience reasonably related to this assignment.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California Class B driver's license or Firefighter endorsement.  
California Fire Training Instructor II and Lead Skills Evaluator certifications.

### **WORKING CONDITIONS:**

#### **PHYSICAL DEMANDS:**

Bending at the waist, kneeling or crouching.  
Lifting, carrying, pushing or pulling heavy objects as needed.

#### **HAZARDS:**

Working around and with machinery having moving parts.  
Working at elevated positions requiring fall protection precautions.  
Working in Immediately Dangerous to Life and Health (IDLH) environments requiring approved breathing apparatus and personal protective clothing (PPE).