

# *Job Opening*

## **Harris County Emergency Services District #13**

11900 Cypress N. Houston  
Cypress, Texas 77429  
(281) 894-0151

**Position:** Division Chief of Training and Professional Development

**Status:** Full-time Employee, Salaried Exempt

**Reports to:** Assistant Chief of Operations

**Salary:** Starting \$78,000+ annual depending on qualifications and employment history.

**Shift:** 40-hour workweek with flextime

**Closing Date for Application:** **October 15, 2021 at 4:00pm**

### **Minimum Job Requirements:**

- 7+ years fire service experience
- TCFP Intermediate Structural Firefighter Certification, able to obtain Advanced within 1 year of employment
- TCFP Fire Officer II Certification
- TCFP Incident Safety Officer Certification, within 1 year of employment
- TCFP Instructor II Certification, obtain TCFP Fire Instructor III within 1 year of employment
- TDHS EMT-B Certification
- SFFMA Training Coordinator within 1 year of employment
- Blue Card Incident Command Certified, within 1 year of employment
- Courage to be Safe Certified
- Traffic Incident Management Certified
- NIMS 100, 200, 700, 800
- NIMS 300, within 1 year of employment
- Valid Texas Drivers' License Class B (Firefighter Exempt), or permit and obtain license within 30 days of employment
- Driving record that currently meets departmental driving guidelines.
- Must permanently reside within 100 miles radius from the intersection of Grant Road and Jones Road or relocate within that limit within 1 year of employment.

### **Preferred or Desired Qualifications:**

- TCFP Firefighter Advanced, Master Structural Firefighter Certification
- TDH EMT-I, or EMT-P Certification by the Texas Department of Health
- TCFP Instructor III Certification
- TCFP Fire Officer III and IV Certification
- TCFP Driver Operator Pumper and Aerial Certification
- TCFP Fire Investigator Certification
- TCFP Fire Inspector Certification
- TCFP Safety Officer Certification
- Hazardous materials, rescue, or other special operations training and or certifications
- Blue Card Incident Command Instructor Certification

- SFFMA Training Coordinator Certification
- Experience with Emergency Reporting Software for training records management
- Experience managing TCFP, SFFMA compliant training programs.
- Experience in TCFP FIDO online management platform.
- College Education (A.S., B.A., B.S. or M.S.) from accredited college or university with a concentration in fire science, public administration, education, or subject field related to the position is preferred

### Primary Job Responsibilities:

See attached job description

### To Apply:

**Current HCESD 13 personnel** may apply online through their Paycom ESS portal (Company Information -> Job Opportunities) or <https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=21393&clientkey=2DA3415D968E9C506214AA738060CF0D&jpt=e46ce8a3529bd72f993ed0ac63f9695d>

**External applicants** may apply with the below link: <https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=21392&clientkey=2DA3415D968E9C506214AA738060CF0D>

### Hiring Process:

- Applications must be received by **4:00 pm October 15, 2021. Only complete applications will be considered.**
- Applications will be reviewed, and qualified candidates will be sent a Training Department vision statement and asked to write an essay on how they would implement this vision in the department. Candidates will also be asked to comment on any changes they would make to the vision statement. Essay instructions will be sent via email **October 15, 2021**. Essays must be returned to [hr@hcesd13.org](mailto:hr@hcesd13.org) in PDF or MS Word format no later than **4:00 pm October 22, 2021**
- Interviews will be conducted **November 3, 2021**.
- Start date to be determined.

### Current Benefits:

- TCDRS Retirement, 7% employee contributions, 2:1 employer match, 5-year vesting.
- Health Insurance, 100% employee coverage, 80% dependent coverage.
- Employee Life and ADD covered 100%.
- Vision, Dental, and Optional Life coverage available at employee expense.
- AFLAC available, first \$100 paid by ESD, the employee selects plans and coverage.
- TASC Flex Spending account available.

### Work Location & Conditions:

Most of the administrative duties will be in the office. Adverse or potentially hazardous environments will be routinely present during training exercises and/or emergency response operations. Moderate to heavy lifting, with protective clothing and SCBA, will be required.

Work environment characteristics described here are representative of those that must be met

by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions

While performing the duties of this job, the employee may be exposed to weather conditions. The noise level in the work environment is usually moderate.

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Communicating with others.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include but are not limited to the following:

- Observing fire suppression activities
- Running, walking, crouching, or crawling during emergency operations
- Moving equipment and injured/deceased persons
- Climbing stairs/ladders
- Walking, standing, or sitting for extended periods of time
- Performing lifesaving and rescue procedures
- Operating assigned equipment
- Wearing assigned protective clothing and equipment

Effectively deal with personal danger, which may include exposure to:

- Hazardous chemicals and materials
- Fumes and smoke
- Intense heat
- Electrical hazards
- Confined or high workplaces

**Disclaimer:**

The job description is intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not intended to be construed as an exhaustive list of all employees' responsibilities, duties, skills, and behaviors in this job. It is intended to describe the position's essential functions that a qualified individual must be able to perform, either with or without reasonable accommodation.

Harris County Emergency Services District 13 is an equal opportunity employer that promotes a drug-free workplace. Selection for this position will be based on job qualifications without regard to race, color, sex, religion, national origin, age, disability, marital status, veteran status, or any other protected category.

Employment is contingent upon passing the Departmental physical, drug screens, and background check.

**Harris County Emergency Service District 13  
Cypress Creek Fire Department  
Job Description**

Revision No.: 3

Effective Date: 8/1/2021

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## Division Chief: Training

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**POSITION:**

Title:	Division Chief, Training
Selection:	Vetted thru the hiring process with Fire Chief Approval
Reports to:	Assistant Chief
Positions Supervised:	All Personnel Assigned to the Training Division
Rank Designation:	Three Gold Crossed Trumpets
Classification:	Full-time ESD13 employee, salaried exempt
Work Schedule	40-hour workweek with flextime

**DUTIES:**

Training Chief shall:

1. Conduct themselves with the utmost professionalism, honor, and courtesy when working with firefighters, customers, other public safety organizations, and the public at large.
2. Be fully responsible for the proper leadership, morale, efficiency, and discipline of personnel under their supervision.
3. Make it their primary training priority to seek leadership, incident command, officer development, and personnel management training.
4. Seek out and identify station personnel with leadership potential and mentor/coach them to develop their leadership potential. The end goal is to develop personnel to assume officers positions in the future.
5. Lead by example and require that personnel complete training assignments or work proficiently and in accordance with the Department's high standards.
6. Enforce the standard operating procedures, policies, and guidelines of the organization.
7. Be an advocate for and ensure safe operations at all incidents and department events.
8. Observe on-scene operations and make recommendations to the Assistant Chief to address potential operational deficiencies.
9. Must possess a thorough knowledge and proficiency in computers, M.S. Office, automated fire reports software, and communicate effectively using the same.

**MINIMUM JOB REQUIREMENTS:**

7+ years of fire service experience.  
TCFP Intermediate Structural Firefighter Certification, able to obtain Advanced within 1 year of employment.  
TCFP Fire Officer II Certification.  
TCFP Incident Safety Officer Certification, within 1 year of employment.

TCFP Instructor II Certification, obtain TCFP Fire Instructor III within 1 year of employment.  
TDHS EMT-B Certification.  
SFFMA Training Coordinator within 1 year of employment.  
Blue Card Incident Command Certified, within 1 year of employment.  
Courage to be Safe Certified.  
Traffic Incident Management Certification.  
NIMS 100, 200, 700, 800.  
NIMS 300, within 1 year of employment.  
Valid Texas Drivers' License Class B (Firefighter Exempt), or permit and obtain license within 30 days of employment.  
Driving record that currently meets departmental driving guidelines.  
Must permanently reside within 100 miles radius from the intersection of Grant Road and Jones Road, or relocate within that limit within 1 year of employment.

**REQUIRED SKILLS:**

Knowledge of current TCFP certification requirements for firefighter personnel.  
Able to communicate effectively, both verbal and written, in English.  
Strong team building, leadership, and interpersonal skills.  
Able to work well without supervision.  
Able to handle sudden changing work conditions and assignments.  
Working knowledge of emergency operations management and emergency tactics.  
Ability to pass Departmental Physical and Respiratory Protection medical examinations.  
Ability to pass a drug screen.

**PREFERRED OR DESIRED QUALIFICATIONS:**

TCFP Firefighter Advanced, Master Structural Firefighter Certification.  
TDH EMT-I, or EMT-P Certification by the Texas Department of Health.  
TCFP Instructor III Certification.  
TCFP Fire Officer III and IV Certification.  
TCFP Driver Operator Pumper and Aerial Certification.  
TCFP Fire Investigator Certification.  
TCFP Fire Inspector Certification.  
TCFP Safety Officer Certification.  
Hazardous materials, rescue, or other special operations training and or certifications.  
Blue Card Incident Command and Instructor Certification.  
SFFMA Training Coordinator Certification.  
Experience with Emergency Reporting Software for training records management.  
Experience managing TCFP and SFFMA compliant training programs, including a basic fire academy.  
Experience in TCFP FIDO online management platform.  
College Education (A.S., B.A., B.S., or M.S.) from an accredited college or university with a concentration in fire science, public administration, education, or subject field related to the position is preferred.

**PRIMARY JOB RESPONSIBILITIES:**

- Management responsibility for all training services and activities.
- Effectively Communicate and Coordinate regularly with all Department training programs, services, and administrative matters up and down the chain of command. This includes attending meetings with staff and regularly keeping the Executive Chief Officers informed of crucial needs, issues, and support requirements.
- Assist, develop, administer, maintain training, and continue education programs comply with TCFP, SFFMA, and TDSHS requirements.
- Manage annual certification compliance for TCFP, SFFMA, and TDSHS.
- Develop, administer, and maintain NFPA Fire Fighter 1, 2 and TCFP Basic Structural training programs.
- Develop and manage professional development programs for all personnel.

- Assist with Executive Chief Officers to develop, review, implement, and enforce personnel development policies and standard operating procedures and policies per county, state, and federal regulations.
- Establish and maintain programs to ensure departmental goals and objectives are met, including but not limited to firefighter training, officer development, and professional staff development.
- Work with Chief Staff to obtain a strategic, operational plan that includes training to meet the department and personnel development goals and objectives.
- Observe, examine, and review Department on scene operations to identify deficiencies and implement corrective measures and programs.
- Review and analyze the state of department training and personnel development on an ongoing basis to identify deficiencies to implement corrective measures and programs.
- Ensure effective personnel development and training programs are established, conducted, evaluated, and continually improved to ensure a safe, effective, and controlled response to calls for service by the Department.
- Develop training programs to address identified deficiencies and department goals that are specifically designed to work with the limited time and varying availability of volunteer and part-time personnel.
- Prepare reports on all areas of departmental training as required by the Executive Chief Officers.
- Monitor and implement the accurate expenditure/execution of the approved training budget.
- Provide timely, accurate, and thorough performance reviews for supervised employees.
- Direct, oversee, and participate in developing the Department's training goals, objectives, work plan, and budget.
- Delegate work assignments, training, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Provide members with information feedback on their progress toward various certification levels.
- Research, develop, deploy and manage resources, such as online training courses, to enhance and expand personnel's ability to develop their professional skills.
- Look for appropriate extra-departmental training opportunities, notify personnel of the Department of these opportunities, and encourage participation by as many members as possible.
- Communicate and coordinate the permission to participate, registrations, fee payments, and other logistics required for these opportunities.
- Manage the training facility. Maintain facilities including, but not limited to, cleaning equipment and facilities, repairing or have repaired damaged equipment, keeping supplies stocked and ready for use, preparing center for an event, and restoring center to ready status after completion of the event.
- Promote facility used by both HCESD13/CCFD and other Fire Departments. Track use, particularly by outside agencies.
- Look for ways to develop further training props and equipment to improve firefighter skills.
- Provide leadership and monitoring for training events held at the training center.
- Other responsibilities and duties as directed by the Fire Chief and his Executive Staff.

**WORK LOCATION & CONDITIONS:**

The majority of administrative duties will be in the office. Adverse or potentially hazardous environments will be routinely present during training exercises and/or emergency response operations. Moderate to heavy lifting, with protective clothing and SCBA, will be required.