

State of New Hampshire Job Posting
New Hampshire Department of Safety
Division of Fire Standards & Training and EMS
US:NH:CONCORD

Fire Service Instructor Supervisor

Labor grade 23

Position # 41187

\$47,444.80 - \$64,105.60

Closes 4/22/2016 at 11:59PM

The Department of Safety, Division of Fire Standards & Training and EMS is currently recruiting for the position of Fire Service Instructor Supervisor. This position is located in Concord. The salary range for this position is \$47,444.80 - \$64,105.60; typical starting salary not to exceed \$56,347.20. Three additional steps may be offered on subsequent performance evaluations.

Summary:

Coordinate and supervise fire service training programs in the field.

Responsibilities:

Coordinates training programs including but not limited to the evaluation of training sites, scheduling of classrooms, props and equipment, selection of instructors and required course paperwork.

Oversees the delivery of training programs assigned to the field region. Ensures each training program is following the approved curriculum and meeting all the required cognitive and psychomotor objectives.

Coordinates the planning, selection and development of specific technical rescue and aircraft rescue firefighter training programs.

Consults with fire chiefs, training officers, mutual aid organizations and other department officials and recommends courses, programs, equipment or facilities designed to meet specific training needs. Represents the Division at mutual aid, fire department and other meetings.

Serves as the Fire Academy liaison on visiting committees relating to all Firefighter programs. Reviews proposed training materials and recommends changes to enhance current standard changes and updates.

Oversees the Division communication, fleet and heavy fleet equipment ensuring that all apparatus is in operating condition and prepared for all training activities.

Recommends and initiates program and policy changes. Evaluates training programs to enhance delivery and revise work methods.

Supervises, recommends and issues discipline to employees and students assigned to training programs.

MINIMUM QUALIFICATIONS:

Education: Associate's degree from a recognized college or technical school with a major study in fire protection or fire science. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Seven years of experience in firefighting and/or in planning and conducting professional fire and emergency services training and education programs within a fire department, state fire agency, or district fire mutual aid system, three years of which shall have been at a supervisory level. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Eligibility for New Hampshire commercial driver's license and access to transportation for use in statewide travel.

SPECIAL REQUIREMENTS:

1. Must be certified to the level of Fire and Emergency Services Instructor I.
2. Must be certified to the level of Firefighter II or equivalent.
3. Must be certified to the level of Fire and Emergency Services Instructor II & III within one year of employment. A time extension may be granted for this special requirement by the Division of Fire Standards & Training and Emergency Medical Services if justified based on the availability of the required certification program.
4. Must be licensed as an EMT or higher.
5. Must be available on nights and weekends to attend meetings, training programs and examinations.
6. The selected candidate must undergo fingerprint-based background checks of both the federal and state repositories as well as a motor vehicle record check prior to employment.

Employees may be required to pay an agency/union fee.

In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature should be included with the application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office for the agency listed above.

Prior to applying, please be sure that you have completed your profile including your complete employment history, education history, credentials and contact information. Please bear in mind that your education and experience must be relevant to the specific position for which you are submitting an application. You are encouraged to provide a copy of your current resume, but resumes will not be accepted in place of a fully completed application for employment.

For further information please contact: Chief Jeffrey Phillips, jeffrey.phillips@dos.nh.gov, 603-223-4213