

## FIRE AND RESCUE DIVISION ASSISTANT DIRECTOR

This is administrative and supervisory work as assistant director of the Fire and Rescue Training Division of the Department of Insurance.

Work involves planning and managing the operations of programs designed to teach municipal and rural fire fighters the proper use of equipment, methods, and procedures used in fire fighting. Work also includes managing the operations of programs designed to train volunteer rescue squads how to function in adverse circumstances. Work requires contact with a variety of volunteer groups and local government bodies for the purpose of identifying needs and scheduling training programs and assigning staff to conduct training. Contact must also be maintained with fire fighting equipment manufacturers to stay abreast of the latest equipment available and to plan procedures to test the equipment in live, but controlled situations. Employee reports to the Fire and Rescue Training Director and work may include other duties as assigned.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee coordinates the training activities of the division including fire suppression, rescue and fire education. A schedule listing activities on a quarterly basis is developed based upon an analysis of the needs of the communities in the state and strengths of the staff. Employee must analyze the state's training needs based upon requests for assistance and establish special programs or schools to accommodate specific needs or to incorporate the needs of a large group.

Organizing, and Directing - Subordinate employees are highly specialized and require minimal supervision or direction. Changes in methods, procedures, workflow, and assignments occur infrequently. Work assignments may be adjusted to meet critical demands.

Budgeting - Employee reviews quarterly reports to project budgetary needs of field staff on an ongoing basis. Budget changes or expanded budget requests are submitted to the Director.

Training - Employee reviews division and program training goals and progress in relation to the overall departmental goals and priorities. Specific technical training is delegated to the field supervisors.

Setting Work Standards - Employee has the authority to establish guidelines, policies, and standards for quantity and quality of work which would generally be conveyed to subordinate unit heads in conferences or staff meetings.

Reviewing Work - Work of subordinates is reviewed on an individual basis. Employee reviews individual performance for efficiency and quality of work, and collectively reviews the overall performance of the section to determine if departmental goals are being attained.

Counseling and Disciplining - Most situations of one-on-one employee counseling are delegated to unit supervisors. This employee, however, would be responsible for initiating any formal disciplinary activity and would make final decisions prior to referral to the Director.

Performing Other Personnel Functions - The employee interviews applicants and makes recommendations for hiring and evaluates performance of subordinate employees and makes recommendations for salary adjustments. Final decisions are made at the Division level, but recommendations of the employee are strongly considered.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - The basic functions of the section remain relatively stable over long-term periods.

Variety of Work Supervised - Work is specialized in the fields of fire and rescue training.

Number of Employees Responsible For - 13 employees.

III. EXTENT OF SUPERVISION RECEIVED: Long-term program goals are established jointly with the Director. Day-to-day decisions and general management of the fire and rescue training programs are carried out with considerable independence.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Not applicable

Fluctuating Work Force - Not applicable

Physical Dispersion of Employees - Employee supervises a staff engaged in providing training programs to organizations statewide, resulting in wide dispersion of subordinate employees.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of practices and methods of fire fighting and prevention and rescue operations. Thorough knowledge of the theory and design of fire fighting equipment. Thorough knowledge of the laws and regulations governing fire departments. Working knowledge of the chemistry of fire, characteristics of flammable liquids and gases and hazardous chemicals, and of electricity as applicable to rescue and protection practices. Working knowledge of building codes, NFPA codes and state fire laws. Ability to plan, develop, and administer the operation of a statewide training program. Ability to assess physical program and personnel needs and to recommend appropriate actions to management. Ability to establish and maintain effective working relationships with local, state, and federal agencies; volunteer groups; civic organizations; and the general public. Ability to prepare and present clear, concise reports in oral and written form. Ability to supervise others.

Minimum Training and Experience Requirements - Graduation from high school and five years of experience in conducting training programs on methods and procedures of fire fighting and prevention and rescue operations; or an equivalent combination of training and experience.