



TOMS RIVER TOWNSHIP JOINT BOARD OF OF FIRE COMMISSIONERS

JOB DESCRIPTION

JOB TITLE: Fire Academy Director	DEPARTMENT: Fire Academy
VERSION: 1	FLSA CLASSIFICATION:
	EFFECTIVE: March 10, 2014

GENERAL PURPOSE:

To actively support and uphold the Toms River Township Joint Board of Fire Commissioners mission and values. Serves as director of the Toms River Fire Academy and is responsible for the organization and oversight of the fire academy and personnel, all programs, projects, services and activities related thereto. Responsible for providing an evaluation of requested training waivers for fire officer positions, grant submittal and management, ensuring that all programs conform to State of New Jersey, PEOSH, Insurance Services Organization, NFPA and the Toms River Township Joint Board of Fire Commissioners mandates and requirements.

CLASSIFICATION SUMMARY:

The Fire Academy Director performs work independently using a wide range of skills brought to the job. Fire Academy Director reports to the District No. 1 and District No. 2 Business Administrators. Work performance is evaluated for the effective functioning of the fire academy.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administrative detail which involves supervision of instructional and other support personnel to ensure implementation of program objectives, communicating staff needs and/or budgetary needs to hire levels of management, developing grant proposals and record keeping systems, and representing the instructional training program on various committees.
- Training program planning and development which includes defining the scope, objectives, and goals of services, establishing methods for program development and evaluation, establish and enforcement of policies and procedures, rules and regulations, Standard Operating Guidelines and internal procedures to ensure conformance with PEOSH, Insurance Services Organization, NFPA and the laws of the United States of America and the State of New Jersey and the Toms River Township Joint Board of Fire Commissioners.

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- Organizes course schedules and ensures content is consistent with the New Jersey Division of Fire Safety, Insurance Services Organization, NFPA, PEOSH and the laws of the United States and the State of New Jersey.
- Prepares proposals for the expansion of the training curriculum.
- Makes recommendations to representatives of the governing body regarding improvements in the operation of the fire academy.
- Develops, duplicates and/or requests appropriate training materials.
- Schedules and evaluates qualified instructors for all training programs.
- Schedules and arranges appropriate facilities for specialized instruction.
- Develops and manages fire academy budget throughout the year. Provides recommendations that ensure instructional facilities, equipment, and supplies are adequate, suitable and safe for use and/or certification.
- Develops and updates as necessary a five year Capital plan. This plan shall be discussed annually at the budget hearing.
- Facilitates the promotion and marketing of academy and fire training programs.
- Through appropriate channels, promotes media recognition of instructors and students to enhance the image of the Toms River Township Fire Academy.
- Attends seminars and meetings of professional organizations to keep current with technical developments in the fire protection services field.
- Attends work on a regular and dependable basis.
- Performs other related tasks as required.

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REQUIREMENTS

EXPERIENCE: Persons applying for a position of this class should have any combination of the following experience and training. Experience can be waived at the discretion of the Toms River Township Joint Board of Fire Commissioners.

- Must possess a New Jersey Division of Fire Safety Level II Instructor certification.
- Must possess a New Jersey Division of Fire Safety Drill Ground Instructor certification
- Position is a maximum of forty (40) hours per week.
- High School Diploma or GED required.
- Minimum Ten (10) years' active experience in firefighting training needs and requirements.
- Minimum seven (7) years active Level II Instructor with a training agency within New Jersey.
- Minimum Five (5) years of demonstrated administrative supervisory experience.
- Experience in preparing and operating an annual budget
- Experience in preparing a 5-year capital plan
- Experience in creating and processing purchase requisitions
- Experience in computerized payroll systems

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- Demonstrate ability in the design, development, presentation and evaluation of technical, administrative, and specialized training programs.
- Possess strong verbal and written communication skills.
- Required to possess a valid New Jersey driver's license.
- Ability to perform the physical requirements of the position.
- Knowledge of work, analysis, judgment, planning and organizing, initiative, commitment to the fire academy, teamwork, dependability, work standards, sensitivity, informal communication, written communication, oral communication
- Ability to do typing and/or keyboard from varied types of copy.
- Ability to maintain records & files.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.
- Ability to understand, remembers, and carries out oral and written directions.
- Ability to learn assigned tasks readily and adhere to prescribed routines.
- Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the fire academy.
- Ability to make arithmetic calculations and tabulations with speed and accuracy.
- Knowledge of office methods, practices, routines, machines, equipment, and of the internal organization after their training period.
- Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible, or if the individual

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cannot perform the job without posing a serious threat of injury to the health and safety of the individual himself/herself or to the other employees or the public at large.

SPECIFICATIONS:

- Proficient in Microsoft Word, Excel, Power Point and Outlook.
- Proficient in Adobe Acrobat
- Prepares and maintains all necessary departmental forms for distribution as required.
- Composes and types basic correspondence, forms and reports.
- Prepares, keeps records and forms for distribution as require

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet, and database programs; typewriter; word processor; calculator; copy machine; telephone; fax machine.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time. Physical exertion may be required to lift items related to the operation of the fire academy.

The job description listed above is intended only as illustrations of the various responsibilities and types of work that may be or required to be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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