

VALLEY PARK FIRE PROTECTION DISTRICT

ASSISTANT CHIEF-TRAINING OFFICER

The Valley Park Fire Protection District was formed by a vote of the people in April of 1967. At that time the fire district consisted of one fire station, a handful of paid staff, and the rest volunteer firefighters. Today the fire district consists of two fire stations, twenty-seven career members, and 8 volunteers which we now refer to as our reserves. Station one is located at 840 St. Louis Ave. and station two is located at 55 Crescent Ave. which also serves as our administrative office.

The District covers 10 square miles of urban and rural properties with a population of approximately 16,000 citizens and includes the City of Valley Park, Village of Twin Oaks, portions of the City of Manchester, portions of Ballwin, and portions of unincorporated St. Louis County. Our coverage area includes Interstate 44, two major railroads, several types of industry and chemical plants, and retail shops. The community also enjoys multiple parks, trails, outdoor areas, and the Meramec River.

The District provides fire suppression, vehicle rescue, confined space rescue, water rescue, and emergency medical response and transport. All our staff has medical training up to at least EMT certification, and most are Paramedics. Response apparatus include one rescue/pumper, one 75' aerial, two ALS ambulances, two boats, and one all-terrain vehicle. This year the VPPFD is on track to run 2,300 calls.

General Description:

The Assistant Chief Training Officer will perform a variety of technical, administrative, and supervisory duties as directed by the District. Provide day-to-day leadership and management that mirrors the Fire District's adopted mission and core values.

Resumes will be accepted September 2, 2019 through September 13, 2019.

Salary and Benefits:

The Assistant Chief is an exempt, salaried position. An excellent benefit package includes:

Salary: \$88,500-\$103,000 DOQ

Health, Vision, and Dental insurance provided.

Short-term and Long-term disability insurance.

Life insurance.

Defined benefit pension

457 savings account

District Assigned Vehicle

Qualifications:

A minimum of 15 years of progressively responsible experience in emergency services.

Proven experience and leadership in emergency situations

Experience using Microsoft Word, Excel, and PowerPoint.

Education, Licensing and Certification

- a) Fire Service Instructor 1 & 2
- b) Fire Officer 1 & 2
- c) Live Fire Instructor
- d) Missouri State Firefighter
- e) Valid Driver's License
- f) ICS – 100, 200, 300 and 400
- g) NIMS – 700 and 800
- h) Associates Degree Preferred
- i) Missouri Licensed EMT/Paramedic
- j) St. Louis County Fire Academy

***Any combination of education and experience relative to the position may be considered by the District.**

*** Residency is required within 10 miles of the District boundary.**

Essential Duties and Responsibilities

- a) Shall be second in command and assume command of the Fire District in the event the Fire Chief is incapacitated for any reason. Shall remain in command until the Chief is able to resume his/her duties, or a successor is appointed.
- b) Collaborate with the management team to develop and implement plans for the operational growth of systems, processes, and personnel designed to accommodate the growth objectives of the Fire District.
- c) Authority to establish incident command and control for situations requiring incident scene management.
- d) Respond to alarms and assume an incident command role as directed.
- e) Work with other Senior Officers to handle personnel management issues, including procedure and policy interpretation, conflict resolution, and disciplinary actions.
- f) Provide annual Captain's evaluations.
- g) Participate in interviewing and selection of new employees.

- h) Participates in the development of promotional testing and evaluation processes.
- i) Member of Safety Committee.
- j) Member of Operations Committee
- k) Member and Chair of Training Committee
- l) Supervise the operation of departmental training activities.
- m) Locate, research, review and introduce new techniques, knowledge and equipment related to the advancement of the fire services.
- m) Reviews probationary manual with newly hired employees and monitors progress during their probationary period.
- o) Identifies training needs, assures effective delivery of training, and assesses effectiveness of training.
- p) Recordkeeping and documentation of the District's training program.
- q) Plan, coordinate, and document District's Personal Protective Equipment purchase and maintenance.
- r) Represent District at Tri-County Training Consortium, South County Training Officers, and St. Louis County Fire Academy meetings.
- s) Coordinate and approve all records and NFIRS reports.

Skills and Attributes

- a) Thorough knowledge of principles, practices, methods and techniques of modern fire prevention and suppression activities.
- b) Familiarization with District tools and equipment.
- c) Thorough knowledge of Fire District suggested operating guidelines, policies and procedures.
- d) Ability to develop, implement and review policies and procedures.
- e) Ability to establish and maintain effective working relationship with Department members and the general public.
- f) Possess knowledge of incident scene safety.
- g) Ensure that all suggested operating guidelines, policies, and procedures are implemented and adhered to by all members of the Fire District.
- h) Knowledge of pertinent consensus standards (NFPA).
- i) Strive to continually improve the customer service performance of the Fire District.
- j) Ability to make independent judgments which have critical impacts on the organization.
- k) General understanding of computer operations.
- l) Ability to provide leadership, counsel, motivation and constructive performance reviews to department personnel at all levels securing their respective commitments to the department's goals.
- m) Ability to plan, develop and coordinate strategic management plan goals and objectives.

n) Knowledge and understanding of district's mission statement.
Ability to effectively communicate both in writing and verbally.
Ability to effectively communicate during public speaking events.
Ability to effectively use office equipment and software.

Supervision

Received From: Works under general supervision of the Fire Chief
Exercised Over: Exercises supervision over Fire Department Personnel

Schedule:

Resumes will be accepted until 4PM on September 13, 2019.

Resumes may be delivered or emailed to:

Valley Park Fire Protection District
Attn: Chief Polk
55 Crescent Avenue
Valley Park, MO 63088
jpolk@vpfire.org

Initial interviews will be scheduled the week of September 16, 2019.