

Director, Fire Technology
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

The Director, Fire Technology, reporting directly to the Dean, Nursing/Allied Health is responsible for providing direction and coordination of the Fire and Emergency Medical Technology Programs and facilities. Position duties include community outreach to establish relationships and partnerships with fire and EMS agencies, program development, recruitment and supervision of faculty, staff, and students.

Examples of Duties

1. Directs and supervises current and future academic programs in fire services and Emergency Medical Technology training.
2. Assures compliance with policies, procedures, regulations, codes and other legal mandates at the local, state and federal levels for the fire and emergency medical training programs.
3. Acts as a training program liaison between the college, professional organizations, and the community.
4. Develops an annual training budget, monitors expenditures in a fiscally responsible manner, and contributes to the annual planning processes.
5. Supervises training staff and monitors the use, maintenance, and security of equipment and facilities.
6. Develops agreements and memoranda of understanding with public service agencies and private industries.
7. Provides leadership to the program staff by monitoring external trends and regulations affecting law enforcement agencies in our district.
8. Orients, supervises, evaluates performance, and provides leadership to assigned academic and classified employees in the Fire Technology/Public Safety Programs.
9. Participates in the resolution of student grievances, problems, or complaints.
10. Prepares a variety of reports and correspondence.

Example of Duties (continued)

11. Develops and approves academic schedule.
12. Participates in Fire Chiefs, Emergency Medical Services Authority (LEMSA) and advisory meetings.
13. Chairs or serves on various college committees as appropriate.
14. Seeks and applies for grants, donations and other funds to supplement the program.
15. Performs related duties as required/assigned.

Minimum Qualifications

- A master's degree in public administration, fire science, fire protection technology, or a related field AND one year of formal training, internship, or leadership experience reasonably related to the administrative assignment OR the equivalent.
- Three years of progressively responsible experience in a Fire Service Agency.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, the ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- Laws, rules, and regulations pertaining to California Community Colleges, and to Fire Service and EMT; teaching-learning process with special knowledge about career and technical educational programs.
- Governmental agencies involved in regulation of fire service and emergency medical services training.
- Current legislative and state regulatory changes within each of the state certified courses.
- Modern firefighting and rescue principles, practices, techniques and procedures, including the operation and maintenance requirements of various types of fire apparatus and equipment to be utilized in training.

Knowledge and Abilities (continued)

- The mission of community colleges, particularly California Community Colleges, including laws of federal, state and local governments, and the policies of the Kern Community College District.
- Basic computer skills, including a working familiarity with Word, Excel, PowerPoint or similar programs and social media such as Facebook and Twitter.

Ability to:

- Provide leadership, stimulate cooperation and collaboration of instructional staff and participate in professional organizations in Fire Service, Emergency Medical Services and education; administer the Fire Technology and EMT programs; supervise, evaluate, and assist assigned personnel; cooperate effectively with advisory committees, College committees, and accrediting and licensing agencies.
- Communicate effectively, orally and in writing, and to work effectively and harmoniously with students, colleagues, staff, and others is essential.
- Show willingness to work with students who have a wide range of skills, motivation, and academic, or vocational goals.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
3	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
3	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
3	Ability to operate office equipment.

Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)