

HAZARDOUS MATERIALS REGIONAL TRAINING CENTER COORDINATOR

DEPARTMENT : FIRE RESCUE
SALARY :
FLSA : EXEMPT
CIVIL SERVICE : INCLUDED
BARGAINING UNIT : NON-BARGAINING

GENERAL STATEMENT OF DUTIES

Administrative, supervisory position responsible for implementing policies, programs and practices at the Hazardous Materials Regional Training Center including operation of training programs, budget and supervision. The work is performed under the general direction of the Fire Chief, but considerable leeway is granted for the exercise of independent judgment and initiative. Supervises one clerical employee and coordinates and schedules Fire Rescue and contract instructors and program coordinators.

EXAMPLES OF ESSENTIAL FUNCTIONS **(Illustrative Only)**

These functions are considered essential for successful performance in this job classification.

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| <ol style="list-style-type: none">1. Using assessment tools, maintains awareness of current regional hazardous material and safety training needs. These include meeting with advisory groups, State universities, community colleges and interviewing key people in the region; also, analyzing requests for instruction and keeping up-to-date on developments in related training fields and what implications they have on future programming.2. Researches and applies for applicable grants.3. Conducts and analyzes training needs for development of training programs within the limits of Federal and State standards, board policy and budget guidelines and submits resulting plans for approval.4. Develops approved program plans into quality programs and implements them by scheduling classes, securing qualified instructors, arranging for physical facilities, providing instructional materials and equipment, conducting participant registration and providing supervisory and administrative controls and direction to assure a quality program.5. Promotes and markets the HMRTC by speaking to community groups, meeting | <p>with community agencies, preparing and displaying exhibits, using newspapers, radio, television and brochures.</p> <ol style="list-style-type: none">6. Provides in-service training and guidance to instructors regarding curriculum planning and available resources to assure a quality program.7. Develops evaluation tools that measure how well program objectives have been met and makes appropriate revisions as necessary to achieve the desired goals.8. Coordinates and cooperates with outside agencies by developing cooperative projects, consultant services in connection with hazardous material, and training for other regional agencies.9. Completes reports and records required by the HMRTC and Fire Chief or checks for accuracy and credibility. Analyzes and interprets operating, administrative and financial reports.10. Establishes and maintains liaisons with other educational and government agencies, funding sources, State and Federal legislators.11. Establishes and maintains relationships with civic and public interest organizations to promote support for Hazardous Materials Regional Training Center. |
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12. Conducts ongoing evaluation of staff and program performance including completion of regular performance reviews of secretary and program coordinators.
13. Coordinates preparation of statistical tabulations, compiles information and develops reports for Fire Chief, Mayor and Council, auditors, and Chief Financial Officer as requested or required.
14. Compiles reports, performs data entry and completes forms on personal computer using the applicable software.
15. Maintains professional qualifications by attending conferences and workshops and reading professional materials.
16. Works independently and with others with limited supervision.
17. Attends work regularly at the designated place and time.
18. Performs all work duties and activities in accordance with City and Fire Rescue policies, procedures and safety rules.
19. Performs related work as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Extensive knowledge of hazardous materials and fire training requirements for public and private agencies and businesses.
2. Thorough knowledge of principles and practices of curriculum development and instruction techniques, the educational process and adult education requirements.
3. Working knowledge of SARA III, OSHA 1910.120, NFPA 1500 and related rules and regulations for both the public and private sector.
4. Knowledge of statistics, budgeting and financial reporting and ability to review operating and financial statements and administrative reports.

5. Personal computer skills and ability to learn related software applications, enter and retrieve information on a computer, develop computer-generated reports and update records.
6. Ability to supervise, direct, monitor and review instructional and clerical staff.
7. Ability to plan, organize and market Hazardous Materials Regional Training Center programs.
8. Ability to read, understand and follow government regulations and to analyze and interpret data, review materials on a variety of instructional programs and act as liaison with other teaching agencies, businesses and funding sources.
9. Ability to respond to questions from the media, elected officials, instructors and the public tactfully and in a clear, concise and easily understandable manner.
10. Ability to maintain effective working relationships with Fire Rescue personnel, elected officials, supervisors, coworkers and other educational and government agencies, private businesses, community and advisory groups.
11. Ability to coordinate and monitor financial records of Training Center to insure accuracy and accountability.
12. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. Bachelor's Degree in public administration, business management, marketing or closely related field with minimum five years progressively more responsible experience, including supervisory experience, in hazardous materials, fire training, curriculum development and adult instruction

OR

Any equivalent combination of education and experience that provides the knowledge,

skills and abilities necessary to perform the work.

2. Prefer proven marketing skills.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation.

1. Sufficient speech and hearing that permits the employee to communicate effectively with staff, elected officials, Federal, State and other government and educational agencies.
2. Personal mobility that permits the employee to operate a passenger vehicle safely, visit potential client sites, move from one City facility to another and attend meetings in and out of town.
3. Vision and manual dexterity that permits the employee to operate a personal computer, handle files and perform other administrative responsibilities.

MISCELLANEOUS

1. The City of Waterloo reserves the right to conduct a background investigation including employment and criminal history checks on any applicant being considered for this position.

2. Required to submit to Civil Service examination procedures including a panel interview.
3. Must maintain current Iowa driver's license and good driving record based on City of Waterloo insurability criteria.
4. The City of Waterloo reserves the right, following a conditional offer of employment, to require a physical examination by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.

WORK SCHEDULE

Generally 8:00 a.m. to 5:00 p.m. Monday through Friday with one hour unpaid lunch. Must also be available outside these hours for department or City activities, meetings or conferences that require the attendance of the HMRTC Coordinator. Will be required to travel out-of-town several times a year.