

VILLAGE OF CLARENDON HILLS
PART TIME CAPTAIN/TRAINING OFFICER POSITION OPENING

The Village of Clarendon Hills, IL (Pop. 8700) is seeking an experienced Training Officer. The Training Officer performs, organizes, and selects specialized instruction for the Fire Department.

NATURE OF WORK - Under the general supervision of the Fire Chief, the Training Officer will have the primary responsibility for Fire Rescue related training and education programs as well as coordination of Emergency Medical Services training and other administrative functions for the Department. The Training Officer is considered an administrative officer with the rank of Captain, works independently and is part of the Department's senior staff.

This is a part-time position that will work no more than 29 hours a week. The pay for this position is \$29.95 an hour with additional compensation for various certifications.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Plans and schedules training including: drill scenarios, safety training and classroom lectures to be given to Department personnel.
- Maintains records on each member of the Department, including filing of proper certification.
- Evaluates all Department members ability to perform required tasks, as well as testing and reviews of their knowledge levels through written tests and practical skills demonstrations. The Training Officer identifies areas for improvement.
- Develops an annual training calendar or matrix in compliance with internal and external requirements.
- Coordinates training activities with other agencies, the State Fire Marshal program, local colleges and the Fire Service Institute. Prepares training reports for internal and external purposes.
- Attends and participates in Department Training Committee Meetings. Attends other professional meetings and maintains membership in state and national professional development organizations.
- Keeps up to date on public and private industry standards.
- Enforces Department rules, regulations and procedures in the training environment and on emergency scenes as necessary. Ensures compliance with policies, procedures, rules and regulations; maintains discipline; reports on or recommends disciplinary action.
- Provides effective and efficient customer services; promotes and maintains responsive community relations.

REQUIREMENTS OF WORK

- Must hold State of Illinois – Company Officer and State of Illinois – Instructor II.
- Ability to fulfill the MABAS Division 10 IMAT positions of Rehab Officer, Safety Officer, Staging Officer and RITO.
- Ability to obtain the State of Illinois Fire Officer II (Advanced Company Officer) and Training Program Manager, Fire Service Incident Safety Officer Certification within two years of starting the position.
- NIMS 100, 200, 700 and 800 at date of hire and NIMS 300 and 400 within two years of starting the position.
- Experience with live fire training and knowledge of NFPA 1430.
- Considerable knowledge of Village administrative regulations and ordinances as they apply to the Fire Department.
- Ability to train, instruct, lead, and supervise fire personnel effectively.
- Ability to establish and maintain effective working relationships with others
- Ability to maintain required records and prepare reports.
- Ability to meet such physical requirements as may be established by competent authority.
- Ability to deal effectively and tactfully with the public.
- Ability to analyze emergency situations and to quickly take decisive and effective courses of action.
- Ability to perform work in a safe manner, follows safe work procedures, and takes necessary safety precautions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand; walk; run; use hands and fingers to handle or operate objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is frequently exposed to life-threatening situations.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places, and with explosives; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, blood borne pathogens, extreme cold, extreme heat, and vibration.

HOW TO APPLY

If you are interested in applying for this opportunity, please visit the Village's website at <https://www.clarendonhills.us/Employment> and apply by completing an application and submitting a cover letter. Position open until filled, first review of applications January 10.

Please direct any questions to Mera Johnson Assistant Village Manager/HR Director 630-286-5404, mjohnson@clarendonhills.us.

The Village of Clarendon Hills is an equal-opportunity employer.