



CITY OF HARRISONBURG
invites applications for the position of:

Training / Health & Safety Officer

An Equal Opportunity Employer

SALARY:

Hourly	Biweekly	Monthly	Annually
\$29.53 - \$33.96	\$2,362.40 - \$2,716.80	\$5,118.53 - \$5,886.40	\$61,422.40 - \$70,636.80

OPENING DATE: 02/04/20

CLOSING DATE: 03/05/20 05:00 PM

DESCRIPTION:



Do you want to utilize your emergency services background to ensure the Harrisonburg Fire Department has outstanding programs related to training, health, safety, and wellness? If so, consider applying for the Fire Department's Training / Health & Safety Officer! The Harrisonburg Fire Department is an ISO-Class II All-Hazards municipal agency providing essential emergency and non-emergency life safety services to the public who live, work and travel in Harrisonburg. Located in the central Shenandoah Mountains of Virginia, the Department is home to a regional Heavy Technical Rescue Team (HTR), Hazardous Materials Team and Swift Water Team. More information about the Fire Department is available on-line at www.harrisonburgva.gov/fire or on Facebook©, Twitter© and Instagram©.

The Training / Health & Safety Officer is a full-time position with benefits and a preferred starting range of \$29.53 - \$33.96 per hour (equivalent to \$61,422 - \$70,636 annually). The ideal candidate for this position will perform advanced technical and skilled work in the field of emergency operations training and health/safety. Additional compensation may be available for advanced certification as a Paramedic, Hazardous Materials Technician/Specialist, and/or HTR Technician.

The Training / Health & Safety Officer has two main sets of essential job functions, as follows:

• Training Coordination Functions:

- Responsible for the administration of the entire operations division training program, including the full range of activities required to: create, implement, manage, maintain, and update training; maintain efficient and complete records; establish teaching standards; develop instructional methods; test individual knowledge, skills and abilities; evaluate progress and set education and learning standards;
- Responsible for developing, coordinating, scheduling and implementing the daily training schedule for assigned on-duty operational personnel;
- Recruits, selects, trains and evaluates instructors;
- Maintains training quality by creating and sustaining effective evaluation, testing, and modification methods;

- Ensures that all training conforms to applicable national, regional and local standards, guidelines, and regulations;
 - Assures training program activities support and reinforce quality service program goals and objectives;
 - Reviews bids from external trainers and makes selection recommendations to Deputy Chief;
 - Provides effective training to individuals with diverse backgrounds, learning styles, and skill levels by teaching classes and maintaining current knowledge of fire service methods, equipment, tools, vehicles, technology, and operations;
 - Utilizes a wide variety of current teaching methods, media, and procedures to create effective and dynamic training;
 - Measures retention, skills development and expertise of operations staff and assists in the development of promotional training programs for staff.
- **Health and Safety Functions:**
- Serve as the Fire Department Health and Safety Officer, developing and maintaining the Safety Program to incorporate daily operations, as well as, fire ground operations;
 - Coordinates and supervises the department's Health, Safety and Wellness Program;
 - Manages the investigation of all fire department accidents, injuries and near misses;
 - Initiates action to correct activities that create an imminent hazard to fire department members;
 - Serves as back-up fire department Infectious Control Officer;
 - Functions as the department's OSHA Designated Officer;
 - Develops and maintains a medical surveillance and wellness program for department personnel;
 - Serves as Incident Safety Officer when on emergency scene, or as directed by Incident Command (IC).

Physical Requirements: This is heavy work requiring the exertion of 75 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a respirator. The worker may be exposed to bloodborne and airborne pathogens and will be required to wear specialized personal protective equipment.

The incumbent of this position may be called upon to: perform firefighting duties and operate a full range of individual and crew-served firefighting apparatus, equipment and vehicles; and may be assigned to or work in hazardous work areas such as fire scenes, emergency scenes, rescues or accident scenes.

MINIMUM QUALIFICATIONS:
Minimum Requirements:

- High school diploma or GED with coursework in fire science or related field and considerable experience in emergency services training methods and techniques, or equivalent combination of education and experience. Undergraduate degree in a related field is preferred but not required.
- Valid driver's license.
- Available and willing to work a schedule that may occasionally include nights, weekends, and holidays.

- Current possession of the following certifications at hire date: Emergency Medical Technician, Fire Officer I, and Fire Instructor II.
- Current possession of or the ability to obtain the following certifications within 12 months of hire date: Virginia Department of Fire Programs Instructor, Incident Safety Officer, and Health & Safety Officer.
- Current possession of Emergency Medical Technician - Basic Instructor certification is preferred but not required.

The ideal candidate should have considerable knowledge of:

- Policies, rules, and regulations, including controlling laws and ordinances pertaining to firefighter training, skill development, accreditation, testing, and evaluation;
- Fire suppression methods, travel of fire, flame propagation, effects of building construction on fire spread and other technical aspects affecting fire control;
- Methods, materials, and equipment used in teaching and training adult learners;
- Principles, methods and procedures affecting the development of training systems, curriculum systems, effective class presentations and training program evaluation;
- Personal computer software, including word processing, database management, and desktop publishing applications.

The Training / Health & Safety Officer requires the ability to:

- Perform fire suppression and emergency activities, including administration of pre-hospital emergency medical care to the Commonwealth of Virginia EMT level;
- Express ideas clearly and concisely, both verbally and in writing, to groups and individuals, including effectively and tactfully communicating with employees, staff members, supervisors and the public regarding training program requirements, standards, achievements and compliance;
- Effectively conduct interviews and gather information from training program participants, consultants, vendors, peers and the public;
- Evaluate, approve and select various types of training systems, analyze training and education issues and develop objective solutions by applying innovative approaches to problem solving;
- Analyze and evaluate statistical data, create effective reports and recommendations and determine adherence to training requirement for all levels of staff;
- Work in a cooperative manner with staff members, agency representatives, the public and City staff to provide a high level of customer service in firefighter training, education and development;
- Maintain records and prepare reports in an efficient, well-organized and time-sensitive manner.

Successful applicants for this position will be subject to a DMV record check and must complete a satisfactory drug screen, physical, and criminal background check.

SUPPLEMENTAL INFORMATION:

Application deadline: All candidates must complete a City of Harrisonburg online employment application, a cover letter, and resume by 5:00pm EST on March 5, 2020 in order to be considered. Applicants who are unable to upload the cover letter and resume to their applications must email the documentation to employment@harrisonburgva.gov prior to the application deadline indicated above.

At a later step in the recruitment process, a Harrisonburg Fire Department Personal History Statement must be completed and submitted for review. Only qualified and eligible candidates will be notified of the Personal History Statement deadline once advanced to a later step in the recruitment process. Please do not submit a personal history statement prior to being provided with the notification of the deadline.

The City provides an excellent benefits package including health insurance, retirement (VRS Enhanced Hazardous Duty and ICMA-RC), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to

race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.harrisonburgva.gov/employment>

Job #5544 - (Feb 2020)
TRAINING / HEALTH & SAFETY OFFICER
CM

OUR OFFICE IS LOCATED AT:
409 South Main Street
Third Floor
Harrisonburg, VA 22801
540.432.8920
540.432.7796
employment@harrisonburgva.gov

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Training / Health & Safety Officer Supplemental Questionnaire

- * 1. What is your highest level of education?
 - Less than 8th Grade
 - Completed 8th Grade
 - Attended High School
 - High School Graduate
 - GED
 - Attend College
 - College Graduate
 - Attended Graduate School
 - Master's Degree
 - Graduate study beyond Master's
 - Ph.D. or professional degree
- * 2. Which of the following driver's license do you possess?
 - No Valid Driver's License
 - Valid Driver's License
 - Valid Commercial Driver's Learner's License
 - Valid Commercial Driver's License (Class A or B)
- * 3. Are you available and willing to work a schedule that may occasionally include nights, weekends, and holidays?
 - Yes
 - No
- * 4. Which of the following certifications do you currently possess? Please check all that apply.
 - Emergency Medical Technician
 - Fire Officer I
 - Fire Instructor II
 - Virginia Department of Fire Programs Instructor
 - Incident Safety Officer
 - Health & Safety Officer
 - Other
 - None of the Above
- * 5. If you selected "Other" for question 4 above, please enter the certification(s) below.

* Required Question