

Genesee County Association of Fire Chief's Training Committee Firefighter Academy Course Manager Job Description

General Statement of Duties

Performs highly responsible and complex duties in the planning, development, implementation, and general administration of a Firefighter Academy; work is performed under the supervision of the Genesee County Association of Fire Chief's Training Committee and the Regional Representative of the Michigan Firefighter's Training Council. Performs related work as required.

Statement of Tasks

- Serves as a member of the Genesee County Association of Fire Chief's Training Committee (GCTC).
- Coordinates with other Course Managers' class schedules for Firefighter I/II academy training class, Driver's Training, HazMat Operations, Courage to be Safe (Everyone Goes Home), and any other academy-related courses, to ensure all academy schedules coincide.
- Coordinates the Academy and classes at the Course Managers' respective fire department.
- Contracts with instructors for teaching the various curriculum modules.
- Coordinates with new instructors that have not conducted a class in the academy and/or served as a mentor for new instructors in the academy.
- Insures no one instructor monopolizes instruction, but rather utilizes as many instructors as possible to provide a diverse teaching environment. The final listing of instructors shall be approved by the GCTC, prior to the beginning of academy course.
- Monitors class progress.
- Maintains attendance, homework, and other progress reports for all students on a per class basis. Does not allow paperwork to build up, thereby providing accurate and current records in the event a Course Manager replacement is required or an audit is performed by the Office of Fire Fighting Training. All records shall be up-to-date within 48 hours after each class is completed. Completed Student Grade book and Attendance records shall be emailed weekly, while class is in session, to the GCTC Chairman as a means of backup and compliance.
- Evaluations shall be performed for each instructor at least once during each fire academy associated course. All evaluations shall be given to the GCTC Chairman. If students wish to do more than one evaluation for any given instructor, a form will be provided to the student for completion. The instructor being evaluated shall in no way influence the evaluation. Students shall be encouraged to be truthful and thorough to insure an accurate evaluation.

In conclusion: The Statement of Tasks above are intended to be sufficient to fulfill the class requirements and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties the Course Manager may be required to perform.

Required Knowledge, Skills, and Abilities

Thorough knowledge of basic firefighting practices

Thorough knowledge of the laws that govern firefighters

Thorough knowledge of MIOSHA and NFPA standards that govern firefighting

Knowledge of computer applications, including Microsoft Excel, PowerPoint, and Word

Ability to work cooperatively with individual fire chiefs

Ability to communicate both orally and in writing

Ability to maintain good interpersonal relationships.

Minimum Qualifications

OFFTC Certified Firefighter II or equivalent and be a certified instructor with the Michigan Firefighter's Training Council.

Course Manager Complaints and/or Removal

- In the event a Course Manager fails to comply with any aspects of the job description, that person may be subject to removal from the position by the chairman.
- Any complaint directed toward a Course Manager shall be in writing, signed, and forwarded to the Chairman. If the complaint is regarding the Chairman, it will be turned over to the Secretary.
- An analysis of the complaint shall be made by the Chairman and will include an investigation and an interview with all parties concerned.
- Complaints received by an anonymous party will only be discussed between the Chairman and the Course Manager.
- A written analysis shall be made by the Chairman, documenting the discussion with the complainant and the Course Manager involved and presented to the GCTC for dispensation.
- In the event a recommendation is made by the Chairman to remove a Course Manager, a majority vote by the GCTC membership shall be required for removal. The Course Manager in question shall not be allowed to vote and will be required to leave the room.

Course Manager Succession

In the event a Course Manager needs to be replaced, the following steps shall be performed:

- The GCTC Chairman shall be notified of the vacancy.
- In the event a vacancy is caused while a course is active, the Chairman will appoint a temporary replacement to ensure the Course Manager duties are not interrupted.
- The topic will be placed on the next GCTC agenda for discussion.
- With GCTC approval, a group email shall be sent to active certified fire instructors requesting submission of resumes for the position being filled, with a deadline to be determined by the GCTC.
- Based on the resume deadline date, a meeting will be held by the GCTC to interview prospective candidates. If a member of the GCTC applies for the vacant position, that person will not be a part of the decision-making process.



Matthew T. Raysin, Chairman
Genesee County Training Committee

10-14-21

Effective Date