



Harris County Training Specialist - Full Time

SALARY	Depends on Qualifications	LOCATION	Humble, TX
JOB TYPE	Regular Full-time	JOB NUMBER	12661
DEPARTMENT	Fire Marshal's Office	OPENING DATE	04/24/2024
CLOSING DATE	5/4/2024 11:59 PM Central		

Position Description

The Training Specialist is a certified task-level position that is responsible for working within the Operations & Technical Service of the Harris County Fire Marshal's Office to plan, organize, develop, evaluate, and coordinate training internally within the Agency and externally with various partners. This position will be training firefighters in classroom and field activities. The Training Specialist reports directly to a Lieutenant and may report to any management member depending on assignment, and may work from either office or field location, depending on work assignment.

The Incumbent performs a variety of duties for the Operations and Technical Division - Training Section.

Duties and Responsibilities:

- Responsible for the development, implementation, and delivery of training (in-person and online)
- Coordinate amongst all groups and branches of HCFMO on their training needs to include scheduling of classes and facilities, assist in the scheduling of instructors, and ensure that all logistical needs are met.
- Maintain a working knowledge of training compliance for both the Texas Commission on Fire Protection along with Texas Commission on Law Enforcement
- Evaluate all training policies and procedures for the Agency.
- Assist with scheduling and coordinating training for both internal and external partners and stakeholders.
- Work closely with other training staff to ensure continuity and completion of projects.
- Manage training schedule and course registration.
- Collect and organize data to produce reports.
- Represent HCFMO and act as a liaison with other agencies for training.
- Assist in the development of strategic planning, goal setting, and objective establishment for the Training Division
- Assist in the management, development, and maintenance of training field props.
- Serve as a member of the Agency Safety Officer Program
- Assist in ensuring all training materials used by the Agency are compliant and updated.
- Performs other duties as assigned by direct supervisor and/or HCFMO management.

Harris County is an Equal Opportunity Employer

<https://hrrm.harriscountytexas.gov/Pages/EqualEmploymentOpportunityPlan.aspx>

If you need special services or accommodations, please call (713) 274-5445 or email ADACoordinator@bmd.hctx.net

Requirements

Education and Licensure/Certification:

- High School Diploma or G.E.D. equivalent from an accredited educational institution
- One (1) year of relevant experience.
- At the date of hire, be eligible to possess a valid license driver's license, State of Texas Class C.
- At the time of appointment, be eligible to be certified by the Texas Commission on Fire Protection ("TCFP") for ONE or MORE of the following:
 - Structural Firefighter,
 - Hazmat Technician
 - Fire Inspector
 - Fire/Arson Investigator
 - NFPA 1081 interior, exterior and leadership preferred.
 - Applicable out-of-state certifications will be considered with experience.
- At the time of appointment, be eligible for Texas Commission on Fire Protection certifications as a Fire Instructor. Incident Safety Officer and fire officer preferred. Applicable out-of-state certifications will be considered with experience.

Notice: Applicants for this position will be subject to a criminal background check that includes being fingerprinted. This applies to any position with network access to Criminal Justice Information Services (CJIS) or access to an area where CJIS is received, maintained, or stored either manually or electronically (i.e., custodian, maintenance).

Automatic Disqualification:

- Convictions, probation, or deferred adjudication for any Felony, and any Class A Misdemeanor.
- Convictions, probation, or deferred adjudication for a Class B Misdemeanor, if within the previous 10 years.
- Open arrest for any criminal offense (Felony or Misdemeanor)
- Family Violence conviction.

NOTE: Qualifying education, experience, knowledge, and skills must be documented on your job application. You may attach a resume to the application as supporting documentation but **ONLY information stated on the application will be used for consideration. "See Resume" will not be accepted for qualifications.**

Preferences

- Associate degree or above; and three (3) years' relevant experience.
- Texas Commission on Fire Protection (TCFP) in the following disciplines:
 - Instructor 3
 - Intermediate Structural FF
 - Hazardous Materials Technician
- Previously trained in NIMS IS-100, IS-200, IS-300, IS-700 and IS-800;
- Must be able to obtain 300 and 400 within one year if not already possessed.

General Information

Position Type and Typical Hours of Work:

- Regular Full-time
- Monday - Friday | 7:30 A.M. - 4:30 P.M.
 - 40 Hours per week.
 - May include nights, weekends, and holidays.

Salary:

- \$25.21 - \$35.41 Hourly
- Depending on Qualifications

Location:

- 2318 Atascocita, Humble, TX 77396

Other Position Details:

- The position of a Training Specialist may include the role of a peace officer if the individual holds a valid TCOLE license.

Employment is contingent upon passing a background check and drug screen.

Due to a high volume of applications positions may close prior to the advertised closing date or at the discretion of the Hiring Department.

Agency

Harris County

Address

1111 Fannin St
Ste. 600
Houston, Texas, 77002

Phone

713-274-5445

Website

<https://www.governmentjobs.com/careers/harriscountytx>

Training Specialist - Full Time Supplemental Questionnaire***QUESTION 1**

Which of the following best describes your highest level of education completed as it relates to this position?

- High School or GED diploma
- Associate Degree
- Bachelor's Degree
- Master's Degree or higher
- None of the above

***QUESTION 2**

Please describe your educational background including level of education completed, area of study and completed major and minor programs.

***QUESTION 3**

Which of the following best describes your verifiable relevant experience? (To be considered, qualifying experience must be documented in your application's employment history)

- Less than one (1) year

- One (1) year but less than two (2) years
- Two (2) years but less than three (3) years
- Three (3) years or more
- I do not have this experience

***QUESTION 4**

Please provide details about your verifiable relevant experience. Do not use "Please see Resume" or "See Resume" (To be considered, qualifying experience must be documented in your application's employment history) Please include your (a) role(s), (b) types of organizations, (c) scope of duties and responsibilities If you do not have this experience, please type "None" in the space provided.

***QUESTION 5**

At the time of appointment, will you be eligible to be certified by the Texas Commission on Fire Protection ("TCFP") for ONE or MORE of the following: Structural Firefighter, Hazmat Technician, Fire Inspector, Fire/Arson Investigator, or NFFPA 1081 interior, exterior and leadership?

- Yes
- No

***QUESTION 6**

At the time of appointment, will you be eligible for Texas Commission on Fire Protection certifications as a Fire Instructor?

- Yes
- No

***QUESTION 7**

Are you previously trained in NIMS IS-100, IS-200, IS-300, IS-700 and IS-800?

- Yes
- No

***QUESTION 8**

Which licensures from the Texas Commission on Fire Protection (TCFP) do you have in the following disciplines? Select all that apply:

- Instructor 3
- Intermediate Structural FF
- Hazardous Materials Technician
- N/A; None of the above

***QUESTION 9**

This role requires a Valid Driver's License (Texas upon hire) Do you have a Valid Driver's License?

- Yes, I have a Valid Texas Driver's License
- Yes, I have a Valid Driver's License but understand I must obtain a Valid Texas Driver's License prior to start date
- No, I'm not interested

* Required Question

