



# Pittsboro Fire Department

Proudly Serving the People of Pittsboro and Middle Township

400 East Main St • Pittsboro, Indiana 46167 • (317) 892-4386 • Fax (317) 892-4123

**Fire Chief**  
Bill Zeunik

## **Division Chief of Training Opening**

### **IDEAL CANDIDATE**

The Pittsboro Fire Department is seeking a highly skilled, competent, team oriented, experienced, caring and compassionate individual for a part-time position as the Division Chief of Training. The ideal candidate will have excellent EMS, firefighting, communication, and problem-solving skills. They will possess the ability to lead by example, be self motivated, have the ability to get along with others, and will be physically fit.

### **Essential Duties**

- Plan, develop, schedule, coordinate, and implement the full range of training programs for the Fire Department; prepare lesson plans and training manuals; plan and schedule training exercises; teach classes in classrooms and at training grounds testing the knowledge and performance of fire personnel.
- Establish and supervise the maintenance of the training records system as required to renew and obtain certifications, and to ensure that all members receive the required training established by OSHA, NFPA, ISO, and other federal, state, and local entities.
- Participate in the development and implementation of goals, objectives, policies, and priorities for training activities; identify resource needs; recommend and implement policies and procedures.
- Participate in monitoring and evaluating employee performance; identify training needs; review training evaluation results with employee and work to correct deficiencies.
- Participate in the preparation and administration of the training budget; submit budget recommendations; monitor expenditures.
- Respond to incidents for critique purposes; for command assistance; to perform the duties of Safety Officer at fire scenes; or as incident commander, if command hasn't already been established.
- Represent the Pittsboro Fire Department, through the display of professionalism by demonstrating courtesy, appropriate tact, and discretion in all interactions with other employees and with the public.
- Respond to emergency/non-emergency incidents.
- Operate department apparatus, appliances, and equipment.
- Perform other duties as assigned.

### **QUALIFICATIONS**

- High school diploma or GED.
- Valid Indiana driver's license as required by the Indiana Department of Homeland Security and/or the Pittsboro Fire Department.
- State of Indiana Firefighter I & II.
- Current/active CPR certification
- Current/active Indiana EMT certification or paramedic license
- Indiana State certification Inspector I & II
- Indiana State certification Investigator I (preferred)
- Indiana State certification Instructor I, II, & III
- NIMS 100, 200, 300, 700, and 800

### **COMPENSATION AND BENEFITS**

- Annual Salary- \$25,000 \*This is a part-time position with a work requirement of 18-20 hours a week.
- Take-home staff vehicle including gas
- Cell phone
- Paid Training
- Annual physical

Interested candidates must submit their resumes to either: The Pittsboro Fire Department located at 400 E Main St. in Pittsboro, IN 46167 Attn: Chief Zeunik or to [bzeunik@pittsborofire.org](mailto:bzeunik@pittsborofire.org) by March 20, 2020 at 12pm.