

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

FIRE TRAINING FACILITY MANAGER

POSITION OVERVIEW

Initially reporting to the Dean of Maritime Training, this full-time, calendar-year staff position will manage all undergraduate and Center for Professional Maritime Development (CPMD) firefighting training as well as the ongoing maintenance of the facility and equipment. Other responsibilities include working with administrative staff to schedule all fire training class lectures and live fire training. Position is responsible for hiring teaching assistants and assistant instructors through a rotational pool for scheduled live burn dates. Employee is responsible for training all instructors and TAs in approved USCG/NFPA instructional methods to include creating and providing an SOP and other related training documents. Provide mentoring, guidance, and supervision of the students. Responsible for the safety of all students, instructors, and any other personnel on the training site. High degree of public contact, must be able to represent the Academy, the Center for Professional Maritime Training, and the training facility appropriately.

DUTIES

- The safety and welfare of the students and staff on the burn field is the number one priority.
- Employee must follow all NFPA 1403 "Live Fire Evolution Safety Standards".
- Assists site project manager during construction phase of facility. Responsible thereafter for the ongoing maintenance of the facility.
- Responsible for identifying needed repairs, overseeing the repairs and testing of completed repairs of the fire facility.
- Responsible for the safe storage, operation, maintenance, testing and instruction in use of the fire facility's firefighting equipment.
- Primary instructor for all USCG level marine firefighting lectures and labs to the license track freshman.
- Primary Instructor for all STCW marine firefighting professional development training classes for mariners renewing their license.
- Develops and teaches all other marine or land based firefighting classes or training for other groups as required – both STCW approvals and non-STCW.
- Develops coursework, some for U.S. Coast Guard approval utilizing International Maritime Organization (IMO) format.
- Writes and updates safety management manual and standard operating procedures (SOP) for all fire-related training.
- Responsible for working with human resources to hire teaching assistants and instructors abiding by MMA hiring policies and procedures in the process.
- Responsible for ensuring safety standards are adhered to as person-in-charge of high risk fire training. Acts as on-site incident commander.
- Implements all NFPA regulations on the fire field.
- Coordinates and supervises all live burn employees, to include: TA's, assistant instructors, safety officer, rehab personnel, and others as needed depending on the class. Holds employees to high standards of conduct and monitors their ability to train others.
- Responsible for ensuring all instructors are trained in MMA methods of instruction.
- Generates and maintains student records in accordance with all applicable laws.

- Fire budget manager. Must become familiar with MMA purchasing policies and procedures. Responsible for fire facility spares and equipment to be requisitioned.
- First Aid & CPR instruction.
- Utilizes campus software to upload courses and grades.
- Must become familiar with MMA policies and procedures and properly execute same.
- Other duties as assigned.

This job description reflects the general duties of the job but is not a detailed description of all duties, which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Well-developed ability to teach all ages, and other forms of public presentation.
- Ability to work collaboratively.
- Professional presentation, appearance and work ethic.
- Commitment to high quality teaching and fostering a positive learning environment for students.
- Commitment to MMA's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all genders, cultures and backgrounds.
- Excellent interpersonal, organizational and communication skills (written and verbal) are essential.
- Ability to maintain composure in stressful situations.
- High degree of professionalism.
- Demonstrated integrity and ability to maintain confidentiality.
- Demonstrated ability to adapt to changing priorities and conditions.

QUALIFICATIONS

- Bachelor's Degree.
- Employee must meet the NFPA 1041 Standards for Fire Service Instructor Professional Qualifications.
- Ability to teach NFPA firefighting and USCG approved Basic and Advanced Shipboard Firefighting classes and First Aid & CPR Experience with NFPA 1402 facilities.
- Firefighter I, Fire Instructor I, Fire Officer I certification is required.
- EMT 1. Approved certification to instruct First Aid & CPR.
- Firefighter II, Fire Instructor II, and Fire Officer II certification is preferred.
- ProBoard certification is preferred.
- Computer literate, to include Microsoft Office Products and ability to learn the Academy's campus learning management system.
- Ability to become a USCG Approved Basic Advanced Shipboard Firefighting Instructor.
- Two years of demonstrated service preferred.
- Prior teaching experience is required.

SPECIAL REQUIREMENTS

- Criminal Background check required
- Tobacco-Free workplace

PHYSICAL REQUIREMENTS

- Ability to work on project site in inclement weather

- Ability to work irregular / extended hours/weeks, including evenings and weekend duties as required
- Ascending or descending ladders, stairs, ramps, poles, and the like, using feet and legs and/or hands and arms.
- Lifting, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, and pulling are required frequently.
- Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Tobacco-Free workplace

Maine Maritime Academy
Position Factor Evaluation

Job Title:	FIRE TRAINING FACILITY MANAGER	Job Code:	
Wage Grade: 23		Total Points:	514

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	6	216
2	Effort		
	I. Mental and Visual Effort	5	40
	II. Physical Effort	4	40
3	Responsibility for Cost Control	5	40
4	Responsibility for Others		
	I. Injury to Others	5	40
	II. Supervisory Responsibility	4	32
	III. Sensitive Information and Records	3	24
5	Working Conditions	5	50
6	Responsibility for External and Internal Relations	4	32

Date of last reclassification	02/2019
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