

MEMBER COMPANIES

#1 – Mt. Airy ● #2 – Hampstead ● #3 – Westminster ● #4 – Manchester ● #5 – Taneytown ● #6 – Pleasant Valley ● #7 – Lineboro

#8 – Union Bridge ● #9 – Reese ● #10 – New Windsor ● #11 – Harney ● #12 – Sykesville ● #13 – Gamber ● 14 – Winfield



Carroll County Volunteer Emergency Services Association, Inc.

ORGANIZED 2004

50 Kate Wagner Road ● Westminster, MD 21157

Job Announcement – Training Center Coordinator
Posting Date: August 18th, 2024
Closing Date: September 3rd, 2024

JOB TITLE: Training Center Coordinator – Carroll County Volunteer Emergency Services Association

OVERALL RESPONSIBILITY: Training Center Coordinator coordinates specific functions regarding the operation of the Carroll County Public Safety Training Center (CCPSTC).

REPORTS TO:

President, Carroll County Volunteer Emergency Services Association (CCVESA)

RESPONSIBILITIES AND JOB FUNCTIONS:

- Receives direction from the CCVESA elected officers.
- Primary contact for EST Program, coordinates all EST activities.
- Maintain records, reports and database related to EST program.
- Oversees CCVESA SCBA equipment, maintenance and function.
- Orders, stores, and distributes supplies related to job functions at the CCPSTC.
- Ensures equipment is available and arrangements are made for the use/loan of CCVESA equipment at the CCPSTC.
- Establishes and maintains liaisons with services related to job functions in the county and region and related outside agencies.
- Research and proposes future needs of props/equipment.
- Maintain and update inventory schedule of Training Center Equipment.
- Secondary contact for Fire/Rescue classes needed for Carroll County Fire Departments (as needed)
- Acts as Safety Officer for the Carroll County Public Safety Training Center (CCPSTC) while on shift.

- Establishes guidelines for storage, maintenance and usage of reserve apparatus assigned to the CCPSTC.
- Inventory, maintain and ensure hose, ladder and annual pump test are conducted for the Reserve Engine assigned to the CCPSTC.
- Coordinates usage of the Reserve Engines, Ambulances, CCVESA vehicles and Health Department Light Tower.
- Maintains quarterly mileage reports and submits reports to County Fleet Management
- Coordinates with County Fleet Management and Fire Companies with Annual DOT Inspections.
- Attends CCVESA monthly and annual meetings as directed by the President of CCVESA.
- Represents CCVESA at County and State meetings as required by CCVESA
- Ensure compliance with National, State and County training standards.
- Serves as Instructor/back up Instructor as needed.
- Provides a monthly report of activities to CCVESA.
- Assist other CCVESA Staff as needed.
- Assist or serve on any committee of CCVESA with information as requested or directed by the President.
- Maintain CCVESA office as needed for operations of the association.
- Other duties as directed by the President

CONSULTS and INTERACTS with:

- Carroll County Volunteer Emergency Services Association
- CCDFEMS
- Training Committee
- CCVESA Staff
- Maryland Fire Rescue Institute
- Carroll County Emergency Management Team
- Carroll County Government
- Carroll County Board of Education
- Private Sector agencies (utilizing the facility)
- Out of County Fire and Rescue Agencies

KNOWLEDGE AND SKILLS:

- Preferred Level II Instructor certified from Maryland Instructor Certification Review Board. (MICRB)
- Must have a substantial background and experience in providing and managing emergency services.
- Knowledge of Carroll County Fire Departments is preferred.
- Knowledge of maintaining accurate records for training is also preferred.
- Working knowledge and experience using Microsoft Word and Excel.

- Have a working knowledge of records such as accident reports, inventory lists, CCPSTC usage forms, audio visual and library.
- Able to prepare forms, certification forms, and other forms used for training.
- Must have the ability to establish and maintain effective working relationships with others.

SPECIAL REQUIREMENTS

- Must possess and maintain a valid driver's license
- Must have completed training in the National Incident Management System to the supervisory/command level.
- Must be approved to drive by Carroll County Government Insurance (upon hiring).

Salary

- Negotiable depending on experience

To apply Please submit Resume with Transcript to President@ccvesa.org no later than September 3rd, 2024. Any Questions can be directed to President@ccvesa.org

