

Wayne Township Fire Department, IN

*Announces the open position of*

## Division Chief of Training



For more information and application details  
Visit [www.waynefire.org/career](http://www.waynefire.org/career)

An ISO Class 1 Fire Department

## Wayne Township Fire Department

Wayne Township Fire Department (WTFD) is located on the west side of Indianapolis. WTFD occupies 36 square miles of densely populated urban landscape, including multiple single family home neighborhoods, the second largest industrial park in the state, and one of the largest concentrations of students in a daytime setting in the state.

WTFD provides a multitude of services to our community, including Fire Suppression; Advanced Life Support Emergency Medical Services; Technical Rescue; Fire Investigations; Fire Prevention; Community Risk Reduction; Commercial Property Inspections; and a large number of Public Education Events.

WTFD serves a diverse population, in a community of 141,000, where almost 30 languages are spoken. Wayne Township's employees responded to over 21,000 calls last year, in an area with three interstates, 37 apartment communities, eight nursing homes, and 19 schools.

The department is staffed with three shifts, consisting of five engine companies, two ladder companies, four transporting ambulances, two special company apparatus, and three command vehicles.

*Community outreach is a cornerstone of the Wayne Township Fire Department service model. Preventing emergencies is more beneficial than responding to them.*



Indianapolis has been called the city with the small town feel. The 15th largest city in the country boasts a low unemployment rate, a vibrant sports scene, a welcoming community and a growing economy.

Indianapolis is the most populous city in Indiana, with 855,000 calling the city proper home, and more than 2 million residing in the metro area.

Indianapolis is ranked 21st in the US, with Forbes reporting that the cost of living in Indianapolis is 7.6% below the national average.







# The Ideal Candidate

The Division Chief of Training has the responsibility of managing training and certification requirements of a staff of approximately 190 personnel, in a fast paced, urban fire department that makes over 21,000 responses annually. The Training Division Chief is responsible for data collection and interpretation, forecasting, planning, program review, training oversight, budget preparation, day-to-day operations of the Training Division, overall management of recruit academies and other areas of responsibility.

- Must have proof of eligibility for employment in the United States
- Minimum of five years experience as a training officer in a metropolitan or urban fire department
- Associates Degree in a relevant field preferred
- Defined roles with progressive responsibilities within training and/or fire administration
- Experience with the National Incident Management System (NIMS) Incident Command System
- Working knowledge of NFPA 1670 and 1006

## Compensation

The annual salary for the incoming Division Chief of Training is \$98,000 to \$124,984, with an attractive benefits package, which includes:

- **Civilian PERF pension**
- **Deferred Compensation with matching**
- **Medical/Dental/ Vision Insurance**
- **Paid vacation**
- **Paid Holidays**

## To Apply

For application details, please visit [www.waynefire.org/careers](http://www.waynefire.org/careers) to view the most up to date information. Interested parties should apply before 4:00 p.m. on May 31, 2023, when the process will close.

Following the close of the process, resumes will be screened according to the qualifications outlined in the application. The top applicants will receive interviews beginning shortly after.

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*Finalist candidates will be asked to submit to a background check, drug testing and provide references. References will be contacted only following candidate approval. For questions, please contact the hiring manager at [hiring@waynetwp.org](mailto:hiring@waynetwp.org)*



# Job Description

## Title: Division Chief of Training

Effective: June 1, 2023

Revised: May 22, 2023

### 1. Scope and Purpose

- A. Scope:** This job description identifies the minimum job performance requirements for the appointed position of Division Chief of Training, whose primary duties include the overall management and direction of the Training Division.
- B. Purpose:** The purpose of this job description document is to establish a guideline for identifying the duties and responsibilities of the Division Chief of Training. The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related or logical assignment to this rank.
- C. General:** Job performance requirements will be in accordance with the requirements of:
  - 1. Wayne Township Fire Department Policies and Guidelines
  - 2. **NFPA 1500** (Standard of Fire Department Occupational Health and Safety)
  - 3. **NFPA 1001** (Standard for Firefighter Professional Qualifications)
  - 4. **NFPA 1021** (Standard for Fire Officer Professional Qualifications)
  - 5. IDHS Fire and Public Safety Academy
  - 6. **Title 655** - Indiana Board of Firefighting Standards and Education
  - 7. State of Indiana EMS Standards

### 2. Job Summary

- A.** The Division Chief of Training will oversee the Training Division including budget, planning, and inventory. Will coordinate incumbent and recruit training. Will identify goals and objectives of the Training Division.
  - 1.** Required Knowledge, Skills, and Abilities:
    - a. Knowledge of department structure and functions
    - b. Knowledge and understanding of department policies and guidelines
    - c. Knowledge of fire tactics and strategies
    - d. Knowledge of fire suppression theories, methods, and procedures
    - e. Knowledge of social operations, including, but not limited to, extrication, hazardous materials, water operations and rope rescue
    - f. Experience with Microsoft Office
    - g. Possess good oral and written communication skills
    - h. State of Indiana Instructor III or Instructor II/III
    - i. Merit Rank of Lieutenant or higher
- B.** To serve the Wayne Township Community through the support of programs designed to reduce the risk of life and property loss for our residents.

### 3. In General

- A.** The Training Division Chief operates under the direction of the Assistant Chief of Emergency Services.

- B. The Division Chief of Training is responsible for supervision of the Training staff, including the training captains.

#### **4. Essential Functions**

- A. Organizational Management - The Division Chief of Training must perform management skills including planning, prioritization, organization, control, coordination, delegation, evaluation, and program modification.
- B. Attend specific training classes to maintain current skills and acquire new skills. Such training includes but is not limited to:
  - 1. Emergency Medical procedures
  - 2. Fire Suppression simulations
  - 3. Specialized rescue techniques
  - 4. Hazardous Materials
  - 5. Fire prevention, inspection, and pre-plans
  - 6. Codes and standards; development, adoption and application
  - 7. Fire investigation, law, and court procedures
  - 8. Education, training, and learning characteristics of all age groups
  - 9. Computer operations
  - 10. Documentation
  - 11. Management education
  - 12. Leadership development

#### **5. Additional Requirements**

- A. Knowledge of current EMS skills, patient care and Marion County Protocols.
- B. Maintain knowledge of Wayne Township Fire Department Administrative Guidelines and Standard Operating Guidelines.
- C. Ability to manage personnel in emergency and non-emergency settings.
- D. Additional certifications and professional development may be required.
- E. Responds when assigned or requested to emergency incidents.
- F. Ability to manage time and complete any additional tasks assigned by the Assistant Chiefs or Fire Chief.

#### **6. Working Conditions**

- A. Most work will be done in an office environment, 40 hours per week. Hours will generally be between the hours of 0600 and 1800 hours as required.
- B. Emergency tasks may be performed outside, under stress, and in severe weather conditions for extended periods of time.

**9. Requirements for Maintenance of Position** - In order to maintain the position of Division Chief of Training, an individual must demonstrate expected standards of performance, conduct and certification:

- A. Throughout employment, maintain all hiring requirements, including a valid driver's license.

- B. Must maintain Instructor III or Instructor II/III certification throughout employment.
- C. Avoid any substance abuse or illegal behavior; demonstrate behavior worthy of public trust.
- D. The position of Division Chief of Training is an appointed position, appointed by the Fire Chief. The Fire Chief may remove the Division Chief of Training at any time, without recourse appeal out Merit Commission review.