



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Karen Ensley, Human Resources Director
Date: July 12th, 2023
RE: Job Posting – **Full-time Public Safety Training Center Coordinator**
Department of Fire Services

Duties and Responsibilities: The ideal candidate must exercise independent judgement in needs and requirements of the fire training facility. Employee will be a liaison between the Henderson County Fire Rescue Association, Blue Ridge Community College, and emergency service agencies utilizing the facility. This position performs technical and specialized work at the Henderson County Fire Rescue Association Training Facility. Work involves coordinating training evolutions and activities, assisting in scheduling training classes and activities, maintaining the training props, equipment, located at the training facility. Assisting in coordinating and maintaining the buildings within the facility. Employee will also assist the fire, EMS and law enforcement agencies with any logistical needs pertaining to emergency services training being conducted at the facility. Employee will also be available for other needed response or tasks for the Henderson County Fire Marshal and Emergency Services. Reports to the Fire Marshal.

Qualifications: A thorough working knowledge of the fire service, equipment, and other emergency services functions, practices, and required training. The ability to work independently and be aware of the proper operations of the training props and buildings regarding both performance and safety. Graduation from high school supplemented by training or work experience in fire services, or related work with three (3) to five (5) years experience; or an equivalent combination of training and experience which provided the necessary skills, knowledge, and abilities.

Special Requirements:

- Must possess valid North Carolina driver's license.
- North Carolina or IFSAC Accredited Firefighter Level 2 required (or obtained within 18 months)
- NC Hazardous Materials Level 1 Responder required (or obtain within 18 months)
- NC Firefighter Level 2 Qualified Instructor Preferred.

Pre-employment drug test and background checks required of finalist applicants.

Applications must be obtained, fully completed, and submitted to Henderson County HRD by mail 112 First Avenue West, Hendersonville, NC 28792, by email (hrd@hendersoncountync.gov), or by fax (828) 698-6184. Please see our website, www.hendersoncountync.gov/hr and refer to the Additional Applicant Information section for more detailed instructions.

The deadline for application is: **Open Until Filled**

Salary Range: \$25.99 - \$34.00

Pay Grade: 76A

Hiring salary will be determined based on qualifications and internal equity.

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184

hrd@hendersoncountync.gov

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Henderson County is an Equal Opportunity Employer