



# CHENA-GOLDSTREAM FIRE & RESCUE

716 Chena Ridge Road, Fairbanks, Alaska 99709-5701  
(907) 479-5672

PRIDE, INTEGRITY, TEAMWORK

## **Closing Date: April 25, 2025 5:00 P.M.** **POSITION DESCRIPTION**

|                              |                                   |
|------------------------------|-----------------------------------|
| <b>Job Title:</b>            | <b>Assistant Chief - Training</b> |
| <b>Status:</b>               | <b>Regular Full-Time</b>          |
| <b>Classification:</b>       | <b>Exempt</b>                     |
| <b>Salary:</b>               | <b>DOE plus benefits</b>          |
| <b>Reports to:</b>           | <b>Deputy Fire Chief</b>          |
| <b>Positions supervised:</b> | <b>TBD</b>                        |

### **BASIC POSITION RESPONSIBILITIES:**

**The primary duties of this position shall be:**

- Responsible for the efficient management and implementation of department EMS & FIRE training programs for career and volunteer staff members.
- Responsible for the oversight of the recruitment and retention program of all member classifications.
- Duties include administrative, supervisory, staff training, instructing, technical fire and emergency service duties at all levels encompassing emergency response, participate in Battalion Chief Coverage, hands-on fire ground, EMS, rescue activities and serve as Incident Commander when needed. This position shall serve as an example in teaching, coaching, and mentoring all personnel.
- Maintain physical fitness to perform arduous emergency scene duties.

### **JOB RESPONSIBILITIES AND TYPICAL DUTIES:**

- Coordinate, research, plan and implement all department training programs related to safe and effective emergency services.
- Supervises the development of manuals, courses, classes, and other training methods used in the training development of all Chena-Goldstream members.
- Teach, coach and mentor career and volunteer staff members, and scholarships.
- Coordinate inter-department training activities with other departments and agencies.
- Assist with the development of policies, procedures, and guidelines for training, recruitment and health and safety programs.
- Assist the Fire Chief with the development, presentation, and justification of the annual budget for training, recruitment, and health safety program.
- Maintains and ensures the department's training records and fire reporting

(NERIS/ANFIRS) data are correct and up to date.

- Shares the Battalion Chief responsibilities associated with emergency response.
- Develop and revise promotional testing and evaluation processes to meet the department's changing needs.
- May assist in the investigation of accidents and complaints to ensure adherence to department policies and procedures and performance standards.
- Regularly review staff performance levels and facilitates an interactive process to address any performance concerns at a company, division, or individual level.
- Writes and conducts employee performance appraisals.
- Capable of responding to emergencies during low staffing periods in any department position from firefighter to Incident Commander or ambulance driver to lead medic or higher.
- Attends, prepares, and presents progress reports of programs at the annual General Membership meeting.
- Supervises the development, planning, and implementation of Public Education programs.
- Attend department annual meetings.
- Acts as liaison for the UAF/CTC Fire Science Program
- Oversees the CGFR Scholarship program
- Oversee volunteer recruitment and retention.
- Counsels all levels of staff on operations and training
- Oversees promotional testing and personnel evaluation processes to meet the department's changing needs.
- Assumes the position of Incident Commander during emergency operations.
- Coordinates activities with other departments and agencies
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

**Submit documentation with application to verify minimum qualifications.**

- High School diploma or equivalent
- Associate's degree in a general professional or technical field. Experience may be considered in lieu of education.
- Minimum of ten (10) years or Fire and EMS emergency service experience.
- Experience with a volunteer or combination fire department is preferred.
- It requires a comprehensive background investigation, including a local, state, and federal criminal history check and sex offender registry check.
- Valid Alaska driver's license
- Must meet insurance standards and maintain insurability under the Department's policy.
- Certified IFSAC/ProBoard Firefighter I
- Certified IFSAC/ProBoard Firefighter II
- Certified IFSAC/ProBoard Fire Instructor I or the ability to obtain within one (1) year (FSI II preferred)
- Certified IFSAC/ProBoard Fire Officer I (FOII preferred)

- Current EMT-3A, AK-AEMT, or paramedic certification or the ability to obtain within one (1) year
- I-100, I-200, I-700, I-800 certificates (I-300 and I-400 at the next offering if not already)
- Certified IFSAC Fire Apparatus Driver/Operator (FADO): Driver/Pumper Certification or the ability to obtain within one (1) year
- Certified IFSAC Fire Apparatus Driver/Operator (FADO): Pumper Certification or the ability to obtain within one (1) year
- Certified IFSAC Fire Apparatus Driver/Operator (FADO): Mobile Water Supply Certification or the ability to obtain within one (1) year
- Current BLS Provider certification
- Current BLS Instructor certification or the ability to obtain within one (1) year
- Rapid Intervention Technician documented training (preferred)

### **REQUIREMENTS TO PERFORM WORK:**

#### **Knowledge of:**

- Alaska Fire Standards Council and Bureau of Fire Accreditation, Standards and Training (BFAST) role and services available to the training division of fire departments and the training program audit process.
- Insurance Services Office (ISO) evaluation criteria for fire department training.
- Fire Department training requirements and instructional needs.
- Safety principles and practices of fire suppression and prevention.
- The safe use and maintenance of firefighting equipment and apparatus.
- Local geography, cold weather operations, and resources of the fire service area.
- Patient care in rural environments and off-road rescue operations.
- Firefighting equipment and apparatus
- Promotional processes.
- Applicable laws, regulations, city, borough, department policies and procedures, and quality and safety standards.
- Annual and long-range training plans.
- Local, state, and federal laws relevant to personnel matters.
- Procurement processes
- Fire Department data and record management system.
- Incident Command System staffing needs during emergencies and non-emergency events.
- Public Safety Record Management System software.

**Ability to:**

- Ability to write comprehensive reports and to verbally communicate effectively.
- Demonstrate competency in the use of computers (MS Word, Excel and PowerPoint are required), simulators and other education and training equipment technologies.
- Demonstrate progressive, innovative, creative methods of supervision and instructional delivery.
- Must have the ability to work independently of direct supervision.
- Demonstrate the ability to prepare formal oral and written reports clearly and concisely.
- Demonstrated ability to establish and maintain effective working relationships with management, coworkers, federal and state officials, public and private groups.

**JOB CONTACTS**

- General Public
- Chena-Goldstream Volunteer and paid emergency services personnel
- Chena-Goldstream Fire Service Area Commission and Board of Directors
- Fairbanks North Star Borough personnel
- Local, State and Federal elected officials
- Area fire departments and emergency services personnel
- University of Alaska Community and Technical College

**WORK ENVIRONMENT:**

- General office where conditions are pleasant, good, and clean.
- Ability to work at emergency scenes where hazards are present.
- Ability to talk, hear, sit, stand, walk; use hands and fingers to handle or operate objects, tools, or controls; and reach with hands and arms. Ability to climb or balance, stoop, kneel, crouch or crawl, and taste or smell. Ability to lift and or move up to 20 pounds and occasionally lift or move up to 50 pounds. Specific vision, peripheral vision, depth perception and the ability to adjust focus.
- The ability to work in extreme heat and cold conditions.

Interested personnel must submit a completed application and all supporting documents to:

Chena-Goldstream Fire & Rescue  
ATTN: Assistant Chief Recruitment  
716 Chena Ridge Rd  
Fairbanks, AK 99709

Phone: (907) 479-5672  
FAX: (907) 479-5858