

Skagit County Recruit Academy

1901 North LaVenture Rd. Mount Vernon, WA 98273

www.sctoa.net (360) 336-6277

KNOWLEDGE

DEDICATION

PRIDE

Location: Skagit County Recruit Academy

Job title: Chief

Reports to: Skagit County Training Officers Association (SCTOA)

Level/Grade:

Academy Admin Staff

Type of position:

Instructional and Support

Appointee:

Interview process set up by the Executive Board

General Description:

Person in charge of the Skagit County Recruit Academy and to act as the liaison with Skagit County Chief Officer Association (SCCOA) and Training Officer Association (SCTOA).

Work experience requirements:

- Previous experience with SCRA or equivalent.
- Washington State Fire Service Burn-to-Learn Co-op instructor.
- Minimum 5 years as an active firefighter.
- Training Officer Experience or equivalent within the previous 2 years of appointed date.
- Current member in good standing with a Fire Department within Skagit County.
-

Education Requirements

- High school diploma or GED
- NFA Leadership I, II and III courses or equivalent.
- NFA MCTO I, II and III courses or equivalent.
- NFA ICS course or equivalent.
- NFA ISO Course or equivalent.
- Washington State Instructor I and II or equivalent.
- Washington State Firefighter 1 and II or equivalent.
- Washington State Company Officer 1 or equivalent.

New educational requirements to be outlined in the 5-year training plan for the SCRA.

Duties: May include but not limited to

- Address concerns and expectations of the Skagit County Fire Chief's and Training Officer Association.
- Implement the training curriculum in accordance with standard fire fighting procedures.
- Be responsible for the finances and disbursements of funds relating to the academy.
- Oversee general operations of the academy.
- Be involved in decisions related to course curriculum.
- Be involved with decisions related to instructors and company officer selections.
- Be involved with decisions related to rules and regulations of the academy.
- Have final say in areas listed above.
- Delegate responsibilities as deemed necessary.
- Shall keep all Officers, Instructors, and members of the academy apprised of any changes, which may occur in the operations of the academy.
- Shall insure that all resources, materials, and equipment for the academy are available to the instructors and staff.
- Evaluate Academy Administrative staff.
- Maintain a current inventory of all equipment.

Reviewed by: Zdenek Weig

Approved by: SCTOA

Revision Date: March 2006