



GA Public Safety Training Center

1000 Indian Springs Drive; Forsyth, Georgia 31029

Job Vacancy Announcement # 24-03017

Open to All Qualified Applicants

Open Only to Current GPSTC Employees

POSTED: 03/13/2024

DEADLINE: 05/10/2024

(The application period may close earlier if a satisfactory applicant pool is reached before the posted deadline.)

JOB TITLE: **Public Safety, Trainer Supervisor (Fire Academy –Emergency Communications)**

Full-Time

Part-Time

Salary Range: **\$65,276.80 - \$67,276.80 (\$5,439 - \$5,606 per month)**

*Salary amount will depend on whether selected candidate currently possesses the GA POST General Instructor certification.

To Apply: Submit required application and supplemental documents to Human Resources – GPSTC; 1000 Indian Springs Drive; Forsyth, Georgia 31029, or email application packet to employment@gpstc.org OR fax to (478) 993-4229 no later than 5:00 p.m. of the deadline date. Contact (478) 993-4411 with any questions.

Initial screening: Submitted application & documents will be reviewed to determine those applicants selected for interview appointment.

Link to Job Application: www.gpstc.org/careers

GPSTC is an Equal Opportunity Employer.

Application Requirements:

- State of Georgia Application for Employment (completed & signed)
- Copy of GPOSTC and/or GFSTC transcript reflecting certifications, employment and training records recorded by the Georgia Peace Officer Standards & Training Council and/or Georgia Firefighter Standards & Training Council, as applicable.
- Resume (summary of duties performed in current/past employment.)
- Copy of DD214 (as applicable)

Not sure if you meet the listed requirements? Apply today and let our team take a look.

Description of Duties & Responsibilities: Under the limited supervision of the Fire Academy Director, supervises and instructs in the courses conducted by the Emergency Communications Section of the Georgia Fire Academy Division. Duties and responsibilities include, but are not limited to,

- Supervising professional staff in the development, review, and revision of the assigned training programs as well as the administrative operations and special projects for the section; and,
- Maintaining all necessary accreditation for assigned training programs while ensuring compliance with internal and external training standards and requirements for statewide training programs; and,
- Assisting in the administration of the assigned budget items.

Essential Functions of this position may require long periods of standing, bending, and squatting required. Year-round training in all weather conditions.

Minimum Qualifications: Minimum 3 years progressive experience with an emergency response or emergency communications agency with at least 1 year experience completing duties at a supervisor level with personnel and budgetary responsibilities. Be in possession of an associate degree, or currently matriculating to that end, from an institution of higher learning accredited by an agency recognized by the U.S. Department of Education.

Special Qualifications: Must have excellent writing, research, and computer skills. Must be able to perform research in a variety of mediums and develop lesson plans. Must possess strong interpersonal communication skills and have the ability to teach complex topics in a clear, concise and easily understandable manner.

Preferred Qualifications: Preference may be given to those applicants who, in addition to meeting the minimum training & experience requirements, possess one or more of the following:

- ICS-300: Intermediate ICS for Expanding Incidents
- Experience supervising a cadre of instructors.
- Experience supervising a training facility and related equipment/facilities.
- Experience in the planning and development of training programs that have specified goals and objectives and/or state mandates for training.
- Certification as a Georgia P.O.S.T. Communications Officer.
- Certification as a Georgia P.O.S.T. General Instructor.

Required Certifications: Must currently hold, or be able to obtain within three months, certifications as a Georgia P.O.S.T. General Instructor and as a Georgia P.O.S.T. Communications Officer. Note: Training required to obtain necessary Georgia certifications will be provided to selected candidate not currently possessing.

Other Remarks: Selected candidate subject to criminal records background and drug screening clearance.