



# GA Public Safety Training Center

1000 Indian Springs Drive; Forsyth, Georgia 31029

## Job Vacancy Announcement # 24-05031

Open to All Qualified Applicants

Open Only to Current GPSTC Employees

POSTED: 05/07/2024

DEADLINE: 05/31/2024

(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 –Field Delivery)**

Full-Time

Part-Time

Salary Range: **\$67,967.87 - \$69,967.87 (\$5,663 - \$5,830 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](mailto: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](http://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 Field Operations Section Manager, this position supervises courses in the Field Delivery Training Program. This position supervises 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. Maintains all necessary accreditation for assigned training programs while ensuring compliance with internal and external training standards and requirements for statewide training programs. Assists 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. Wearing of personal protective equipment: Full Turnout Gear.

**Position Requirements:** Excellent communication, presentation, and interpersonal skills. Strong organizational and time-management abilities. Proficient in adult learning principles and instructional design. Knowledge of various management styles and theories. Skill in using Microsoft Office Suite, Google Workspace, and other technology. Travel for off-site and overnight training to include other GPSTC locations may be required.

**Minimum Qualifications:** Minimum 3 years progressive experience with a fire service agency with at least 1 year experience completing duties at a supervisor level with personnel and budgetary responsibilities. Completion of GFA's Structural Fire Control Instructor class as well as be in possession of an associate's 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:

- P.O.S.T. General Instructor or Level 2 Instructor Certification
- Fire Officer II
- ICS-300 Intermediate ICS for Expanding Incidents
- Experience supervising a cadre of instructors or a fire-training complex 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

**Required Certifications:** Must currently hold, or be able to obtain within three months, certifications as a Georgia P.O.S.T. General Instructor.

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