

MEMBER COMPANIES

#1 – Mt. Airy #2 – Hampstead #3 – Westminster #4 – Manchester #5 – Taneytown #6 – Pleasant Valley #7 – Lineboro

#8 – Union Bridge #9 – Reese #10 – New Windsor #11 – Harney #12 – Sykesville #13 – Gamber 14 – Winfield

***Carroll County Volunteer Emergency Services Association, Inc.***



ORGANIZED 2004

50 Kate Wagner Road • Westminster, MD 21157



**Job Announcement – Training Center Manager**

**JOB TITLE: Training Center Manager – Carroll County Volunteer Emergency Services Association**

**Annual pay based on qualifications; \$57,200 to \$67,080**

**Monday through Friday 40 hour week with occasional Flex Time and weekends.  
6 Paid Holidays, 2 weeks vacation, cell phone reimbursement assistance.**

**OVERALL RESPONSIBILITY:** Training Center Manager oversees and directs the daily operation of the Carroll County Public Safety Training Center (CCPSTC).

**REPORTS TO:** President, Carroll County Volunteer Emergency Services Association (CCVESA).

**RESPONSIBILITIES AND JOB FUNCTIONS:**

- Receives additional direction from the Training Facilities Management Committee (TFMC).
- Coordinates and manages the scheduling of all training, meetings and education activities at the CCPSTC.
- Oversees CCPSTC usage by all other agencies
- Develops Policy and Procedures for CCPSTC use in conjunction with the TFMC and approved by CCVESA.
- Develops Standard Operating Guidelines for operations at the Training Center in conjunction with the TFMC and approved by CCVESA.
- Maintain records, reports and data base related to CCPSTC training activities
- Orders, stores and distributes supplies at the CCPSTC.
- Ensures equipment is available and arrangements are made for the use/loan of CCVESA equipment at the CCPSTC.

- Establishes and maintains liaisons with all public safety services in the county and region and related outside agencies.
- Assist in the preparation of an annual operating and/or capital budget.
- Research and proposes future needs of props/equipment.
- Maintain and update inventory schedule of Training Center Equipment.
- Contact for Fire/Rescue classes needed for Carroll County Fire Departments
- Attends or has qualified representative at live fire training burns conducted at the CCPSTC/Landfill
- Acts as Safety Officer for the Carroll County Public Safety Training Center (CCPSTC).
- Develops Site Safety Plan for the CCPSTC.
- Establishes guidelines for storage, maintenance and usage of reserve apparatus assigned to the CCPSTC.
- Inventory, maintain and ensure hose, ladder and annual pump test are conducted for the Reserve Engine assigned to the CCPSTC.
- Coordinates scheduling and usage of the Utility tow vehicle, Reserve Engines and Ambulances, Absorbent, Foam and Health Department Light Tower.
- Provides information for and participates in an annual insurance audit
- Maintains vehicle maintenance, DOT Inspections and emissions testing
- Maintains quarterly mileage reports and submits reports to County Fleet Management
- Coordinates with County Fleet Management and Fire Companies with Annual DOT Inspections.
- Provides a monthly report of CCPSTC usage, course offerings, and attendees to CCVESA.
- Attends CCVESA monthly and annual meetings as directed by the President of CCVESA.
- Represents CCVESA at County and State meetings as required by CCVESA
- Ensure compliance with National, State and County training standards.
- Serves as Instructor/back up Instructor as needed.
- Provides a monthly report of activities to CCVESA.
- Attends CCVESA monthly and annual meetings as directed by the President of CCVESA.
- Assist other CCVESA Staff as needed.
- Assist or serve on any committee of CCVESA with information as requested or directed by the President.
- Maintain CCVESA office as needed for operations of the association.
- Other duties as directed by the President

**CONSULTS and INTERACTS with:**

- Carroll County Volunteer Emergency Services Association

- Training Facility Management Committee
- CCVESA Staff
- Maryland Fire Rescue Institute
- Carroll County Emergency Management Team
- Carroll County Government
- Carroll County Board of Education
- Private Sector agencies (utilizing the facility)
- Out of County Fire and Rescue Agencies

**KNOWLEDGE AND SKILLS:**

- Must maintain Level II Instructor certified from Maryland Instructor Certification Review Board. (MICRB)
- Must have a substantial background and experience in providing and managing emergency services.
- Knowledge of Carroll County Fire Departments is preferred.
- Knowledge of maintaining accurate records for training is also preferred.
- Working knowledge and experience using Microsoft Word and Excel.
- Have a working knowledge of records such as accident reports, inventory lists, CCPSTC usage forms, audio visual and library.
- Able to prepare forms, certification forms, and other forms used for training.
- Must have the ability to establish and maintain effective working relationships with others.

**SPECIAL REQUIREMENTS**

- Must possess and maintain a valid driver's license
- Must have completed training in the National Incident Management System to the supervisory/command level.

**Please send application, resume and any supporting documentation to: [president@ccvesa.org](mailto:president@ccvesa.org) or mail to President, Attention TCM Job Application, 50 Kate Wagner Road, Westminster, Maryland 21157**