

50 Years Forward



## Position Vacancy Description

**Position:** Public Services Training Facility Coordinator

**Division:** Instruction

**Reports to:** Dean of Workforce Continuing Education

**Responsibilities:** The Public Safety Site Specialist will be a multi-skilled position that will require the ability to coordinate classroom schedules, use of the burn building, minor maintenance, site training and development, plus the delivery of instruction. Due to the nature of the training required for the Public Safety sector, the position will be required to maintain a flexible work schedule that can include early mornings, late afternoons and weekend hours at times.

### Classroom Coordination

1. Maintain a master schedule for each classroom
2. Maintain a master schedule for the burn building
3. Facilitate meetings with the area coordinators weekly to ensure no scheduling conflicts arise.
4. Work with Public Safety officials to ensure training schedules are maintained.

### Maintenance

1. Classroom set-up
  - a. Cleaning, upkeep and repair of all apparatus' and equipment used for training.
  - b. Ensure all devices are functional prior to training. IE projectors, smartboards, and computers.
  - c. Audits of training/instructors for effective delivery.
2. Burn building responsibilities
  - a. Operation and oversight of the natural gas controls for all start-up and shutdown processes
  - b. Building cleaning and inspection after each live burn
  - c. Repair/replace burn panels after each live burn
  - d. Natural gas usage monitoring
  - e. Water usage monitoring
  - f. Environmental monitoring of all activities to ensure EPA compliance in regards to water run-off and chemical usage in the burn building.
  - g. Site inspections of all working and walking surfaces prior to classes utilizing the burn building.
  - h. Rigging and railing inspections prior to all repelling activities
  - i. Monitoring of the grounds for any unsafe conditions.
  - j. Documentation of any abatement measures taken during inspections
  - k. Record retention of all inspections.

### Site Training and Development

1. The Public Safety Site Specialist will be required to develop and maintain training for the safe use and operation for all of the facilities of the HCC Public Safety Training Complex.
2. Conduct initial training for all instructors and maintain the training records
3. Conduct annual update training for all instructors and maintain the training records
4. Develop SOP's for the safe use and operation of all equipment.

**Instruction**

1. The Public Safety Site Specialist will be expected to deliver training in their area of expertise as time allows.

Other duties may be assigned as deemed appropriate and/or necessary by the President of Haywood Community College.

**Qualifications:** Minimum requirements: Associate's in Fire, Criminal Justice, EMS or Nursing. Ability to use hand tools. Excellent computer skills in Microsoft Office and Outlook. Excellent communication skills. Valid NC Driver's License

Preferred qualifications: Bachelor's in Criminal Justice, Nursing or Emergency Management. HAZWOPER Certification

**Salary Range:** \$39,994 - \$51,992

**Status:** Full-time; 12 month position;

**Proposed Hiring Date:**

**Deadline to Apply:**

**About the College:** Located in the Great Smoky Mountains, Haywood Community College is a small comprehensive community college of about 2,000 students enrolled in day, evening, and on-line programs with curricula in business, education, information systems, natural resources, nursing, advanced technologies, professional crafts, and the liberal arts. Its main 83-acre campus is a beautifully-wooded site about one mile from Interstate 40, five miles east of Waynesville and twenty-five miles west of Asheville. The College serves a Haywood County population of about 50,000 residents. Haywood Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. For more information visit the College's web site at <http://www.haywood.edu>.

**Contact:** Kerrie Mock, HR Specialist/Recruiter  
Human Resources Department  
Haywood Community College  
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**To Apply Submit:**

- Official Haywood Community College employment application online found at [www.haywood.edu](http://www.haywood.edu), click on the Jobs tab then select position applying for.
- Application must be complete for consideration- do not reference resume. **Unofficial** transcripts will be accepted for the application process. Most unofficial transcripts can be downloaded from college/university websites.
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- References may not be current HCC employee.
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- College screening committee is responsible for application review, interviews, and recommends the final candidate to the college president.
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- HCC is a tobacco free campus.
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- HCC is an Equal Employment Opportunity Institution.

## DRAFT

# PUBLIC SERVICES TRAINING FACILITY

Operations and Maintenance Costs

5 Year Projected Average based on Local Case Studies

- Housekeeping = \$13,000/yr avg.
- Plant Maintenance/Service Contracts = \$22,000/yr avg.
- Electricity = \$10,000/yr avg.
- Propane/Natural Gas = \$8,500/yr avg.
- Water/Sewer = \$2,500/yr avg.

Total Operations + Maintenance = \$56,000/yr avg.