

THE ST. CLOUD FIRE DEPARTMENT IS SEEKING QUALIFIED APPLICANTS FOR THE POSITION OF **DIVISION CHIEF OF TRAINING**

FINAL DATE FOR
SUBMITTAL

NOVEMBER 9, 2025



V10.2.25

320-650-3500
WWW.CI.STCLOUD.MN.US
1201 7TH STREET SOUTH
ST. CLOUD MINNESOTA 56301



CITY OF
ST.CLOUD
MINNESOTA





OUR COMMUNITY

Located in the heart of Minnesota, on the banks of the Mississippi River, St. Cloud is approximately 70 miles northwest of Minneapolis-St. Paul and serves as a hub for commerce in Central Minnesota. St. Cloud is situated in the world-famous Lakes Region, and is one of Minnesota's fastest growing metropolitan areas, with a daily influx population of over 190,000, including thousands of students on the campus of St. Cloud State University. St. Cloud is recognized by Forbes Magazine as one of the best places in the country to live and do business. Our community's central location in the state has fostered a diverse, vibrant economy based on manufacturing, agriculture, national and international industry, and retail sales and services. With a colorful art scene, hundreds of restaurants and shops, exceptional recreational opportunities and welcoming business climate, St. Cloud is a coveted place to live and work.



OUR FIRE DEPARTMENT

The St. Cloud Fire Department is a full-service, fully-career organization currently operating out of five fire stations, with a sixth station including training facility coming soon. We have a motivated team that enjoys strong external stakeholder support within the community, quality equipment, and ongoing training for excellence.

Located in the heart of downtown St. Cloud, Fire Station 1 serves as the department's headquarters, housing our prevention services, administration, training and education services, and fire apparatus maintenance, in addition to housing three full-time emergency response units. Our crews staff stations 24 hours a day, 7 days a week, which allows for a quality response anywhere in the city.

Our emergency units respond to over 10,000 incidents per year. The St. Cloud Fire Department also provides hazardous materials incident response. Our Chemical Assessment and Emergency Response Teams provide primary coverage for eleven counties in central Minnesota.

The St. Cloud Fire Department offers quality Emergency Medical Services to ensure the highest level of care is provided by the closest unit responding. Additional services provided by the St. Cloud Fire Department include:

- Airport rescue and firefighting
- Confined space rescue
- Extrication and complex rescue services
- Ice and water rescue
- Technical and high-angle rope rescue
- Fire inspection and plan review
- Public fire education



OUR MISSION

To serve through prevention and protection; to lead with professionalism.

OUR VISION

To positively change lives in all we do.



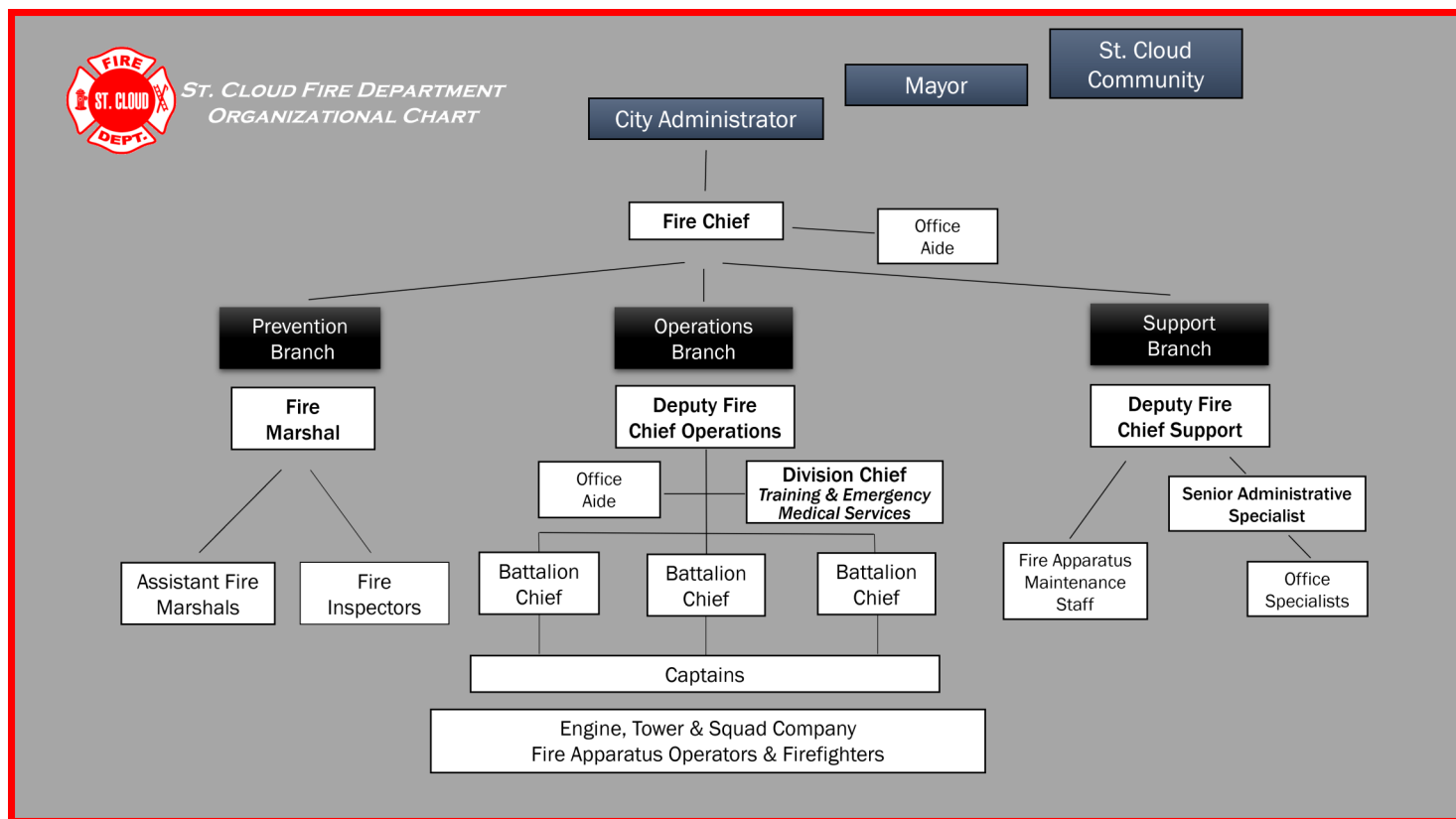
ORGANIZATIONAL STRUCTURE

Although the St. Cloud Fire Department provides many traditional emergency and non-emergency services, we also provide many enhanced services to best cater to the unique nature of our community.

We are proud to offer fire response, as well as emergency medical response and specialty services, to the citizens and visitors of our area. By offering these services, we can achieve faster emergency medical response and patient care times, as well as increased fire suppression capability.

The St. Cloud Fire Department incorporates a 2025 personnel allocation model using approximately 85 positions, which includes our emergency response personnel, safety and prevention team, and our administrative and support members. Resulting from a successful 2024 property tax referendum, the Department will be expanding facilities with a sixth fire station and state-of-the-art training facility, as well as several personnel increases in 2026 and 2027.

FIRE PREVENTION	4
FIREFIGHTERS	36
FIRE APPARATUS OPERATORS	15
CAPTAINS	18
ADMINISTRATIVE & SUPPORT STAFF	5
BATTALION CHIEFS	3
DIVISION CHIEF	1
DEPUTY CHIEFS	2
FIRE CHIEF	1
TOTAL PERSONNEL	85





DIVISION CHIEF OF TRAINING

OPERATIONS BRANCH

The Operations Branch manages all operational aspects of the organization, including emergency response. This branch is overseen by the Deputy Fire Chief of Operations, who works closely with operational and administrative staff to execute the operational mission of the organization. This includes response to emergency incidents, as well as non-emergency activities of our crews. Also incorporated in the Operations Branch is our Training Division.



TRAINING DIVISION

The St. Cloud Fire Department Division Chief of Training coordinates and manages all initial, ongoing, and advanced-level training. This includes development programs for the Firefighter, Fire Apparatus Operator, and Fire Officer. This division also manages all state and nationally required certifications. The Training Division coordinates promotional processes, hiring processes, and major incident reviews for the organization and other involved emergency service agencies.

SUPPORT BRANCH

The Support Branch manages many of the administrative and logistical aspects of the organization. This branch is overseen by the Deputy Fire Chief of Support, who works with internal and external staff to support the mission of the organization. Our administrative team manages everything from payroll and accounts payable, to budgeting and forecasting finances many years in advance. This branch provides support to all programs and divisions through document and policy management, purchasing processes, and budgeting. Also incorporated in the Support Branch are our fleet maintenance services.

FIRE PREVENTION BRANCH

Our Prevention Branch provides all prevention, community education, risk reduction, and code enforcement to our community. This includes fire and life safety inspections, fire investigations, as well as plan reviews. This branch also provides a variety of community outreach functions to educate our community, keep children safe in our schools, provide community information services, and much more. This branch houses the Fire Marshal, who oversees a team of Assistant Fire Marshals, Fire Plans Examiners, and Inspectors as well as coordinates with the City of St. Cloud Building Department.



OFFICE OF THE FIRE CHIEF

The Fire Chief oversees all branches, divisions, and programs of the department. The Fire Chief works closely with the Mayor and City Administrator to cohesively achieve the city and fire department's mission. The Fire Chief also serves as a member of the city's Executive Leadership Team, working with city department heads, administrative staff, and legal counsel on city-wide initiatives. The Fire Chief serves as the fire department's figurehead and Chief Public Information Officer.



THE POSITION OF DIVISION CHIEF OF TRAINING

This position includes significant administrative, supervisory, and organizational leadership work that is comprised of, but not limited to: researching, planning, developing, coordinating and/or delivering the training and training programs of all Fire Department personnel, and ensuring compliance with state and federal guidelines and rules. In addition, this position will assist senior chief officers in various other administrative duties such as preparation of monthly and annual reports, preparation of annual department budget and special projects as assigned, as well as the completion of performance evaluations and performance management of employees. Work may also include the responsibility for directing and coordinating the activities of multiple fire companies during both training and normal firefighting operations. Work is performed with considerable independence as an upper mid-level officer under the supervision of the assigned senior chief officer. Work will be reviewed through inspection, review of reports and evaluation of the department's performance.



Minimum Requirements:

- High School Diploma
- Seven (7) years of full-time firefighting and prevention experience and experience at the Fire Captain level (or equivalent) or above.
- Current International Fire Service Accreditation Congress (IFSAC) Firefighter II Certification.
- Current IFSAC Fire Instructor I Certification.
- Current IFSAC Fire Officer I Certification.
- Must hold an IFSAC Fire Instructor 2 certification or secure certification within twelve (12) months of promotion.
- Minnesota Emergency Medical Services Regulatory Board (EMSRB) certified Emergency Medical Technician (EMT), or higher. Or secure certification within twelve (12) months of promotion.
- Must be a Hazardous Materials Technician or secure certification within twelve (12) months of promotion.
- Valid Minnesota issued driver's license that is unrestricted except for corrective lenses.
- In accordance with Minnesota Statute 299N.05, must possess a valid Minnesota Firefighters License.



ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the management of the department's training and emergency medical services divisions under the supervision of the assigned Deputy Fire Chief.
- Develop and maintain annual training plans.
- Develop and update lesson plans and drill scenarios and ensure compliance with current industry standards and regulations.
- Administer training record management systems that meet all agency and legal requirements.
- Develop guidelines for attendance at outside training, classes, seminars and conferences.
- Locate sources for and/or deliver re-certification for Emergency Medical Responder and Emergency Medical Technician level training.
- Develop and oversee department advancement from hiring processes, qualification and "acting" programs, to management of department promotional processes.
- Assist in coordinating department participation in area-wide disaster response exercises and joint training with multiple agencies both within and outside of the City of St. Cloud.
- Oversee and supervise instructors and/or participants during training to ensure applicable safety standards and practices are followed in addition to meeting training goals.
- Oversee the operation of internal and external training facilities and training programs, to include business operations of "enterprise" department operations.
- Act as department liaison to other city departments or other public organizations as assigned or required.
- Participate in, and actively support, the development and implementation of the department's Core Elements, such as mission, goals, and priorities as a Leadership Team Member.
- Assist in developing and updating department policies and standard operating procedures.
- Respond to on and off-duty emergency incidents, which may include serving as a command staff officer, filling command or general staff positions.
- Assist the Fire Chief and Deputy Fire Chiefs in preparing the department's annual budget.

Please see a full list of items in the job description.



COMPENSATION AND BENEFITS

The City of St. Cloud is offering a competitive compensation package to the selected candidate which is dependent upon experience and qualifications.

The annual estimated total Division Chief of Training compensation package range for 2024 is valued at \$156,544 to \$176,473.

*** Contract negotiations are currently being finalized to determine 2025 compensation rates and increases.**

Please see correlating documents, to include the most recent labor agreement, for pay rates. the above includes: base salary, family health, dental & vision, & retirement contributions.

Base Pay: The 2024 base Division Chief of Training salary range is \$102,111 to \$122,040 with a beginning salary of \$102,111 based on the current labor contract.

Employee and Family Healthcare: The City is proud to provide a compensative healthcare package which includes single insurance covered 100% by the employer and family coverage at 90%. Additional health and dental information are available upon request. Family health benefits are valued at an average of \$33,455 annually. Many voluntary benefits, including disability and flexible spending accounts, are also offered.

Retirement: An excellent retirement plan is provided by the City through the Public Employee Retirement Association (PERA). The employee contributes 11.8% of wages, and the City contributes 17.7% of gross salary, equaling a total contribution of 29.5%. Additional retirement plans are available in the form of a 457 Deferred Compensation Plan, as a deduction from pay.

Paid Leave: Vacation, Sick Leave, Personal Days and Holiday Pay can be found in the applicable Labor Agreement.

Education, Development and Training: Education, development, and training is encouraged by the Department and can be funded for the employee through an Education Plan.

Further benefit and salary information, labor contracts, and a position description, are available upon request.

This document does not facilitate an agreement, promise, or guarantee regarding its contents.





THE APPLICATION PROCESS

Applications are available online at www.ci.stcloud.mn.us, and at the City of St. Cloud Human Resources Office, located within St. Cloud City Hall at 1201 7th Street South, St. Cloud, Minnesota 56301.

Applications must be filled out completely, to include identified supplemental information. Incomplete applications will not be accepted. The position may remain open until filled; however, applications must be received by **4:00 pm Central Standard Time, on November 9th, 2025**, for review in this application period. Submittal of applications can be via e-mail, US Postal Service (or equivalent), and in person. To submit your application online, please send your completed application with all required certifications and supplemental documentation to hr@ci.stcloud.mn.us.

Applications will be screened as they are received. All application information will remain confidential and references will not be contacted until finalists are chosen, except where law prohibits. All dates are subject to change.

PROCESS SPECIFICS

Candidates who successfully meet all requirements will be contacted and invited to the assessment process.



*Further date notifications and scheduling will be made after application.
Persons needing an accommodation to apply should contact our Human Resource Department at
(320) 255-7200.*

Equal Opportunity Employer/Drug-Free Workplace/At-Will Employer/Veterans Preference



WWW.CI.STCLOUD.MN.US



Be Part of Something GREATER

ST.CLOUD

MINNESOTA



GREATER Living Community Education Business Health Care Employers

"If you're seeking a city that is 'just the right size,' then look no further than St. Cloud.

As the 8th largest city in Minnesota, we deliver urban perks in a welcoming, college-town setting along the mighty Mississippi River. Centrally and conveniently located in the heart of the Midwest, we boast big city business, amenities, and entertainment, balanced by the comforts and support of a smaller community. You'll get the best of both worlds in St. Cloud!"

MAYOR DAVE KLEIS



> GREATER LIVING

- ✧ **Best Hockey Town in America**
#8 of 123 U.S. cities *SmartAsset.com*
- ✧ **Most Exciting Place to Live in MN**
#5 of 10 MN cities *Movoto.com*
- ✧ **Most Vibrant Arts Community in America**
#16 of 900 U.S. cities *National Center for Arts Research*
- ✧ **Most Liveable City in the World**
#75,000 - 150,000 Population Category *LiveCom*

We love Midwest living. You will too! Make it the perfect community to put down your roots.

Explore and enjoy St. Cloud's outstanding recreational opportunities, friendly neighborhoods, historic downtown, beautiful parks, vibrant arts scene, and unique restaurants and shopping experiences.

Our convenient location on I-94 and Highways 10, 15, and 23 — only 70 miles from Minneapolis/St. Paul International Airport — makes it an easy destination for your out-of-town guests.

Munsinger Gardens and Clemens Gardens are two distinct but adjacent gardens on the banks of the Mississippi River. Both Gardens totalling almost 30 acres dazzle from late spring deep into fall.

Lake George offers a relaxing space right in the heart of the City and is home to the *Summertime by George!* concert series. It is the most high-profile entertainment event in the area, drawing up to 10,000+ people for a free weekly concert with nationally known musicians, 60+ food vendors, and lots of fun kids' activities.

From live theater to musical performances to stunning galleries, St. Cloud is definitely a leader in local arts initiatives.



Breathe in the great outdoors as you stand on the banks of the Mississippi River at Munsinger Gardens and Riverside Park.

- ✧ Sledding in the fresh air at Riverside Park.
- ✧ Stroll the Beaver Island Trail on the Mississippi River.
- ✧ National Night Out in Southside Park.



> GREATER Community

- ✖ **Best Small City in America**
#47 of 1,300 U.S. cities
NerdWallet.com
- ✖ **Most Dog Friendly City in MN and WI**
EdinaRealty.com

St. Cloud is a great community to call “home.” It’s a home you’ll grow in, but will never outgrow. A home where you can build a successful career and make lifelong friends. A home to raise a family or choose to retire. A vibrant community that celebrates growth and attracts innovation, while honoring the rich history of the Region. For these reasons and more we’ve earned the honor of being named a “Best Small City in America”.



Join us! Dine at one of the 40+ restaurants in historic downtown or jump feet-first into a quarry pond in the summer. There's always something greater to do in St. Cloud.

▲ Enjoy many outdoor dining opportunities in historic Downtown St. Cloud.

> GREATER Learning

✖ **Best Place for Teachers**
#4 of 917 MSA's *Goodcall.com*

✖ **Top MN STEM City**
Insurify.com

In St. Cloud, we know learning never ends. You'll appreciate our easy access to excellent education for students of all ages. We're proud of our learning institutions and the wealth of resources they bring to our community.

Pre-K - 12 Education

Our elementary and secondary schools provide the best in progressive education. We're home to St. Cloud Area ISD #742, the 15th largest public school district in Minnesota and is the only school district in the metro area with two language immersion programs; Spanish and Chinese. In addition, we have strong private schools that include the St. Cloud Catholic Schools system.

In 2019, Tech High School opened on the south side of the City providing state-of-the-art learning space for career and college readiness. In addition to collaborative learning spaces, the school houses athletic facilities, a pool, and a performing arts center.

Higher Education

We welcome more than 24,000 students to our community each year, the largest concentration of college students outside the Twin Cities. Our colleges and universities not only educate students from around the globe, but provide incredible learning opportunities for area residents. They strengthen our community by collaborating with local businesses to enhance education, innovate, and provide career opportunities for graduates.



- **New St. Cloud Tech High School.** *Photo: St. Cloud Times*
- **Visualization and Stimulation Lab in ISELF.**
Photo: St. Cloud State University
- **Student demonstrating learned automation skills.**
Photo: St. Cloud Technical & Community College



St. Cloud State University and St. Cloud Technical & Community College offer a variety of degree and certification programs including applied engineering, advanced manufacturing, automation, biomedical engineering, services.



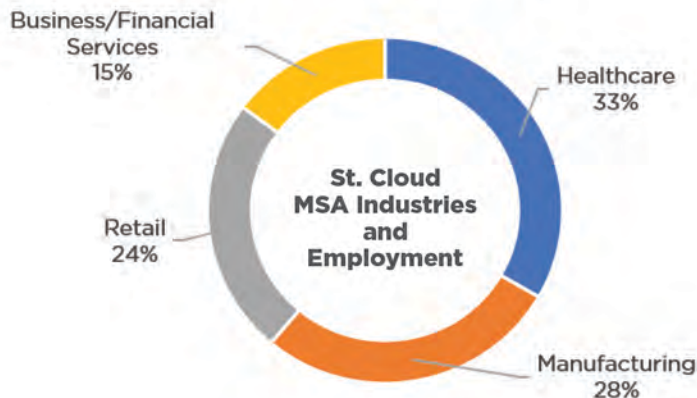
The unique Integrated Science and Engineering Laboratory Facility (ISELF) at St. Cloud State University is used by global market leaders, such as 3M. It was designed to be a collaborative space for the University, its students, and area businesses. Businesses gain access to resources, state-of-the-art lab facilities and a strong pool of faculty and student talent, while also retaining intellectual property.



GREATER Business

- ✧ **Fastest Growing U.S. City**
#7 of 500 U.S. cities *NerdWallet.com*
- ✧ **Best City of Young Entrepreneurs**
#28 of 181 MSA's *NerdWallet.com*
- ✧ **Best City for Gig Workers**
#4 of 376 U.S. cities *AdvisorSmith.com*

Top Sectors of Strength



It's an exciting time to be a part of the development boom in St. Cloud. With ample room for growth and comprehensive infrastructure, St. Cloud is an attractive location for new businesses to break ground and for existing businesses to expand. You'll be part of a diverse mix of companies — small and large, local and global — based here in St. Cloud.



Our economic success comes from our people. St. Cloud's one of the fastest growing metro areas in Minnesota and has the fastest growing labor force in the State. We boast a highly skilled, innovation driven, and educated workforce of over 111,000 people in the region.

✧ Downtown St. Cloud offers a wide variety of business and financial services.

Wellness > GREATER

✧ **Healthiest City in the Nation**
#12 of 24 U.S. cities 24/7Wallstreet.com

✧ **Bicycle Friendly Community**
The League of American Cyclists

Healthy living is second nature in St. Cloud. Just look around and you'll find 20+ miles of bike and walking trails, 1,500+ acres of green space and parks galore! Grab your putter and join a league at one of four golf courses in St. Cloud.

Your health is in great hands in St. Cloud. We are a regional medical hub, anchored by St. Cloud Hospital and the St. Cloud VA Medical Center, major clinics and a variety of private practices. These facilities serve 350,600+ annual unique patients in general and specialized care within our community.

We're family friendly for all ages with more than 35 senior living communities in the St. Cloud metro area. We have an active senior population, a thriving Whitney Senior Center, and a robust Retired & Senior Volunteer Program (RSVP) that keeps seniors young at heart, active, and engaged.

Make sure to check out our \$25 million St. Cloud Community Aquatics Center — a fantastic place to meet your new neighbors and stay active. It offers countless opportunities and activities, with 3 gyms, a walking track, 2 racquetball courts, fitness facilities, indoor and outdoor play spaces, and a multi-pool aquatic area all operated by the St. Cloud YMCA.



St. Cloud Hospital has been named a "100 Top Hospital® by Truven Health Analytics eleven times.



- St. Cloud Hospital on the Mississippi River.
Photo: St. Cloud Hospital
- CentraCareEarth Day Run.
Photo: CentraCare Health Systems
- Nurse comforting patient.



> GREATER Employers

✦ **Best City for Women
in Workforce**
#39 of 259 U.S. cities
NerdWallet.com

✦ **Best Place for
Business & Careers**
#24 of 184 U.S. cities
Forbes.com

Employment opportunities abound in St. Cloud. We're a regional hub for manufacturing, commerce, health-care, and education. Our exceptional training and research facilities and diverse set of innovative companies create a dynamic, creative, and entrepreneurial spirit. Advance your career with one of our world class major employers.

MAJOR EMPLOYERS	BUSINESS TYPE	# OF EMPLOYEES, ST. CLOUD, CITY
* CentraCare Health Systems	Medical Center	7,800
State of Minnesota (includes St. Cloud State University and St. Cloud Technical & Community College)	State Government	2,200
St. Cloud VA Health Care System	Medical Center	1,700
* St. Cloud Area ISD #742	Education	1,000
Fulfillment Distribution Center	Warehouse/Distribution	700
* Stearns County	County Government	700
Capital One	Financial Service Center	600
New Flyer of America, Inc.	Heavy Duty Bus Manufacturing	600
* Coborn's, Inc.	Grocery/Convenience Stores	600
Anderson Trucking Service, Inc.	Long Distance Trucking	600
* Essilor of America	Optical Lens Manufacturing	500
City of St. Cloud	City Government	400
Bluestem Brands, Inc.	Mail Order House	400
Wolters Kluwer Financial Services	Financial Technology Services	400
Woodcraft Industries	Wood Cabinets/Millworking	400
* Nahan Printing	Commercial Printing	300
Grede	Iron/Steel Foundry	300
Marco Technologies	Technology Services	300
Pan-o-Gold Baking Co.	Retail Baker	300
Speedee Delivery	General Freight Trucking	300

* Significant Regional Employer

Source: 2021 City of St. Cloud Major Employers



Capital One



Coborn's Inc.



Cathedral High School

CITY OF
ST.CLOUD
MINNESOTA USA



City of St. Cloud, Minnesota

Mayor's Office 320.255.7201

Economic Development 320.650.3111

Visit us at www.ci.stcloud.mn.us

BE PART OF SOMETHING
GREATER



#stcloudgreater

Position Title:	Division Chief of Training
Department/Division:	Fire Department/Fire
Status:	Full-Time, Exempt
Union/Range:	Law Enforcement Labor Services - Battalion Chief, Range 110
Adopted:	August 15, 2024

POSITION SUMMARY

This position includes significant administrative, supervisory, and organizational leadership work that is comprised of, but not limited to: researching, planning, developing, coordinating and/or delivering the training and training programs of all Fire Department personnel, and ensuring compliance with state and federal guidelines and rules. In addition, this position will assist senior chief officers in various other administrative duties such as preparation of monthly and annual reports, preparation of annual department budget and special projects as assigned, as well as the completion of performance evaluations and performance management of employees. Work may also include the responsibility for directing and coordinating the activities of multiple fire companies during both training and normal firefighting operations. Work is performed with considerable independence as an upper mid-level officer under the supervision of the assigned senior chief officer. Work will be reviewed through inspection, review of reports and evaluation of the department's performance.

Division Chiefs will fill other positions at the sole discretion of the Fire Chief when assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Any one position of this class may not include all duties listed, nor do listed examples include all duties that may be found in positions of this class.)

1. Responsible for the management of the department training and emergency medical services divisions under the supervision of the assigned senior chief officer:
 - Develop and maintain annual training plan and schedule to ensure essential knowledge, skills, and techniques are being imparted.
 - Develops and updates lesson plans and drill scenarios and ensures compliance with current industry standards and regulations.
 - Responsible for maintenance of skills and certification of all fire department personnel.
 - Develop and administer a training record system so information meets all agency and legal requirements and can be readily accessed.
 - Records all training activities completed by fire department personnel.
 - Develops guidelines for attendance at outside training, classes, seminars and conferences.
 - Locates sources for and/or delivers both initial and re-certification Emergency Medical Responder and Emergency Medical Technician level training.
 - Develops and oversees department orientation training programs and academies for all new hires.
 - Develops and oversees department advancement processes to include qualification and "acting" programs and manages department promotional and hiring processes.
 - Assists in coordinating department participation in area-wide disaster response exercises and joint training with multiple agencies both within and outside of the City of St. Cloud.

- Create forms and appropriate reports for documentation of training activities for the department and individual staff members.
 - Assist in developing recommendations for policies to support the training program, ensuring training and department goals are achieved.
 - Select instructional staff that assist with meeting instructional goals.
 - Supervise instructors and/or participants during training to ensure applicable safety standards and practices are followed in addition to meeting training goals.
 - Develop a performance-based instructor evaluation plan ensuring instructors are evaluated at regular intervals.
 - Develop and implement a course evaluation plan that ensures training objectives are being met.
 - Administer oral, written and/or performance tests to ensure training goals are being achieved.
 - Evaluate findings and conclusions of all evaluations.
 - Identify instructional needs by conducting periodic department analysis.
 - Write program and course goals and objectives that are clear, concise, measurable, and correlate to department goals.
 - Develops and regulates budgets as assigned.
 - Purchases training supplies, programs, and training aids.
 - Coordinates and/or delivers joint training exercises with mutual/automatic aid departments.
 - Directly supervises training assistants assigned.
 - Performs other duties as assigned.
2. Schedules department activities under the supervision of the assigned senior chief officer.
 - Schedules monthly department activities including monthly training, facility tours, hose testing, capacity testing, crew fire prevention activities, station tours, etc.
 - Manage the operation of internal and externally utilized training facilities and training programs, to include business operations of "enterprise" department operations.
 3. Directly responsible for the day-to-day administration of assigned department divisions and programs.
 - Assists Deputy Fire Chiefs and the Fire Chief with planning and directs the implementation of activities.
 4. Actively participates as a member of the Fire Department Leadership Team.
 - Acts as department liaison to other city departments or other public organizations as assigned or required.
 - Participates in drafting specifications, development, and procurement procedures.
 - Actively participates in department staff meetings.
 - Defines organizational and work responsibilities for subordinate personnel.
 - Participates in, and actively supports, the development and implementation of the department mission, goals, and priorities as a Leadership Team Member.
 5. Assists in developing and updating department policies and standard operating guidelines.
 6. On and off-duty response to emergency incidents and may serve as a command staff officer during emergency incidents filling command or general staff positions or assigned to fill an operational position during emergency and/or normal daily operations.
 7. Assists Fire Chief and Deputy Fire Chiefs in preparing department's annual budget.
 8. Performs other work as required and assigned.

MINIMUM QUALIFICATIONS

- High School Diploma.
- Seven (7) years of full-time firefighting and prevention experience and experience at the Fire Captain level (or equivalent) or above.

- Current International Fire Service Accreditation Congress (IFSAC) Firefighter II Certification.
- Current IFSAC Fire Instructor I Certification.
- Current IFSAC Fire Officer I Certification.
- Must hold an IFSAC Fire Instructor 2 certification or secure certification within twelve (12) months of promotion.
- Minnesota Emergency Medical Services Regulatory Board (EMSRB) certified Emergency Medical Technician (EMT), or higher. Or secure certification within twelve (12) months of promotion.
- Must be a Hazardous Materials Technician or secure certification within twelve (12) months of promotion.
- Valid Minnesota issued driver's license that is unrestricted except for corrective lenses.
- In accordance with Minnesota Statute 299N.05, must possess a valid Minnesota Firefighters License.

DESIRED QUALIFICATIONS

- Associate degree or higher in Fire Science or a related field that can be demonstrated to be applicable in the position.
- Specific education in training program management and course design.
- Instructor Certification from Department of Transportation for Emergency Medical Instruction.
- Knowledge of existing organizational policy, procedures, and guidelines.
- Knowledge of learning theories, statistical analysis methods and resource evaluation techniques.
- Ability to write reports and analyze data.
- Ability to communicate effectively in writing and verbally.
- Ability to exhibit professional demeanor and use various means of information technology.
- Ability to lead effectively, maintain discipline, accept lines of authority, promote harmony, and cooperate with all department personnel.
- Ability to interact cooperatively with various departments within and outside of the City of St. Cloud during training evolutions and day-to-day operations.
- Ability to influence, teach, and monitor both instructors and students in training situations.
- Ability to perform as a member of command staff, firefighter, fire officer, or emergency responder when necessary during emergency incidents.
- Considerable knowledge of modern fire prevention, suppression, hazardous materials, and emergency medical principles, procedures, techniques, and equipment; considerable knowledge of the building, electrical, mechanical, and fire codes and the ability to pass that knowledge to others through training and day to day operations.
- Considerable knowledge of the operation and maintenance of various types of apparatus, tools and equipment used in firefighting and other emergency operations and activities, and the ability to supervise and instruct others in the effective use, maintenance and repair of such equipment and apparatus.

WORKING HOURS

Although the normal work week is Monday through Friday, this is an exempt position and all personnel filling this position are subject to be called at any time for emergencies or other Department needs.

Personnel filling this position are subject to alternate work schedules as assigned. This position facilitates training and training program management operations which take place outside of the normal workweek.

This exempt position may flex work schedules to achieve duties with supervisor approval.

ESSENTIAL JOB FUNCTIONS AND ENVIRONMENT

The work environment characteristics and physical demands described are representative of those an employee encounters while performing the essential functions of this job. In compliance with the Americans with Disability Act (ADA) requirements, the following functions have been determined essential to the successful performance of this position and are necessary qualifications of the candidate with or without reasonable accommodations:

- Must have the ability to prioritize, delegate, maintain quality control, and multi-task to achieve performance, quality, and timeline requirements of supervisors and the Fire Chief, managing schedules and tasks to achieve expectations despite estimated work periods and durations.
- Must have knowledge of successful leadership and management practices, techniques, and methods.
- Must have the ability to successfully demonstrate the leadership and management of other personnel consistently within Department standards.
- Must have the ability to plan, install, and carry out programs of departmental operations and activities, personnel training, and fire prevention.
- Must have the ability to establish and maintain effective working relationships with civic and official groups, and the general public, as well as to command and hold the respect of subordinates.
- Must have the ability to analyze organizational and operational problems, recommend, and implement effective improvements.
- Must have the ability to prepare clear and concise administrative and technical reports.
- Must have the ability to effectively influence, train, teach, monitor, and encourage in favor of a desired outcome.
- Must have the ability to exercise independent judgement to apply facts and principles for developing approaches and techniques to problem resolution.
- Must have the ability to safely drive and operate all assigned department apparatus and equipment.
- Must have knowledge of the city street system, physical layout of the city and locations of fire hydrants and principal buildings within assigned area.
- Must have the ability to maintain balance and safely work at considerable heights such as ladders, roofs of houses or office buildings under both emergency and non-emergency conditions.
- Must have the ability to reason and react calmly in emergency situations or situations involving personal danger; must have above average practical judgement in order to deal with unexpected, potentially dangerous situations in the course of duty; must be able to operate independently and be aware of surroundings at all times in order to recognize possible danger to self or others.
- Must have the ability to demonstrate superior knowledge and actions regarding incident command and management operations.
- Must be able to follow orders without resistance and with full intention to comply effectively.
- Must be able to read, write, and speak English sufficiently to perform all testing; to understand complex, technical information related to firefighting and emergency medical technology and all other types of emergency services; to effectively communicate both orally and in writing; to read and comprehend instruments, dials, and other equipment; to recognize hazardous materials; to report occurrences; to follow written and oral instructions; to follow and obey street signage.
- Must be capable of tolerating long and stressful hours of duty including and in excess of twenty-four (24) hour shifts, ability to work in areas with exposure to various environmental conditions such as dust, dirt, noise, disagreeable odors, humidity, and extreme temperatures.
- Must have the ability to learn a wide variety of firefighting equipment, duties, and methods within a reasonable working test period; must be able to learn the operation of heavy automotive equipment.
- Must demonstrate honesty and integrity in personal behavior and attitudes; must have the ability to establish and maintain effective working relationships with superiors, other employees and the general public; must be capable of controlling their own impulses or emotions to at least an average degree so as to ensure the safety of the public.
- Must be free of conditions which would endanger self or others in the carrying out of duties; must be free of substance abuse (legal or illegal) in order to maintain effective job performance; must demonstrate a level of social maturity and self-assurance sufficient to carry out tedious, unpleasant, or repetitious tasks.

- Must have the ability to distinguish colors - particularly red, green, and yellow - in order to operate equipment that has alarms and signals and to identify labels of potentially hazardous materials.
- Must have the ability to be mobile for long periods of time including but not limited to standing, walking, kneeling, crawling, crouching, bending, stretching, and working overhead.
- Must have the ability to climb ladders in excess of one hundred (100) feet in height, work while wearing a self-contained breathing apparatus and full protective clothing, and work in confined spaces.
- Must have the ability to perform duties in a highly stressful environment where encounters with violent, unpredictable and possibly contagious individuals as well as threats to life and personnel safety may occur.
- Must successfully complete a field agility and ability test administered by department personnel, and a physical examination by a licensed physician to determine that the applicant can meet the physical demands related to the job, as well as human performance testing such as aerobic fitness and body composition.
- Must have sufficient mobility to perform firefighting duties and treatment of emergency medical problems including moving necessary equipment and/or people weighing up to one-hundred and fifty (150) pounds.
- Must successfully complete an examination by a licensed psychologist to determine whether there may exist a mental, personality, or attitudinal condition that is incompatible with the work of this position.
- Specific vision requirements of this job include distance corrected vision of "20/20" or less in one (1) eye and at least "20/40" in the other; uncorrected must be less than "20/40" in one (1) eye and at least "20/100" in the other. Must have normal vision fields in order to perform firefighting tasks, respond to emergency medical calls, and perform inspections.
- Specific hearing requirements of this job include no hearing loss of twenty-five (25) decibels or greater in each ear at 500-1000-2000-3000 cycles (speech frequencies), in order to perceive detailed information through oral communication as well as to assist victims at fire and other emergency scenes and detect possible calls for assistance. Must be able to use a radio communication system.
- Must have the ability to detect hazardous odors.
- Must have sufficient ability and fine motor skills to assist in giving medications, perform treatments, take blood pressure, and perform other basic medical procedures as allowed by law for the level of training attained.