



## CITY OF SPANISH FORT

7361 Spanish Fort Blvd.  
Spanish Fort, Alabama 36527  
(251) 626-4884  
(251) 626-4880 Fax

Michael M. McMillan  
Mayor  
Rebecca A. Gaines  
City Clerk/Treasurer

### **JOB ANNOUNCEMENT Fire Training Coordinator**

City Council

Carl L. Gustafson, Jr.  
Robert Curtis Smith  
Shane M. Perry  
Clewis W. Smith, Jr.  
Mary W. Brabner

Salary Range: \$20.94 – \$22.00 // Based on qualifications  
Scheduled Hours: Part Time  
Posted Date: 04-05-2024  
Closing Date: Open until filled

This is specialized work involving responsibility for developing and administering training programs for firefighters. This position will be responsible for the preparation and presentation of lessons and for follow through on applications at drills and fires. The work is carried out under the general supervision of the Fire Chief. Supervision will be exercised over personnel undergoing training.

Assignments focus includes:

- Maintenance of personnel training records
- Updating certification records
- Documenting and managing recertification cycle requirements
- Organizing and leading Fire trainings
- Support and manage the Department Training Calendar
- Procures curriculum, books and videos for a training library; maintains library
- Support recruitment process for Department Fire and EMS positions

Salary range: \$20.94 – \$22.00/hr starting wage.

Work Schedule: Flexible, One to three days a week. Must occasionally be available to lead drills and instruct regularly on normal drill nights, currently held on Tuesday and Thursday evenings from 6-9PM. This is an average 20 hrs/week position.

Minimum Qualifications:

- Three years fire service experience with two being career
- AFC Firefighter I and II
- AFC Fire Instructor I and II
- AFC Apparatus Operator – Pumper
- AFC Apparatus Operation - Aerial
- ICS 100, 200, 700, 800

The City of Spanish Fort is a Drug Free workplace and all applicants are subject to drug/alcohol testing in accordance with the Alabama Drug-free Workplace policy.

Applications may be obtained at Fire Station 1, 7580 Spanish Fort Blvd, Spanish Fort Alabama, Monday through Friday, 8:00am-4:00pm or by visiting our website at [www.spanishfortfire.org](http://www.spanishfortfire.org) then click the employment tab or at [www.cityofspanishfort.com/jobs](http://www.cityofspanishfort.com/jobs).

Applications will be accepted until the position is filled and may close without notice.

Applications may be emailed to [info@spanishfortfire.org](mailto:info@spanishfortfire.org)

**THE CITY OF SPANISH FORT IS AN EQUAL OPPORTUNITY  
EMPLOYER AND A PARTICIPANT OF E-VERIFY**