

EUREKA FIRE PROTECTION DISTRICT ASSISTANT CHIEF-TRAINING OFFICER

General Description:

The Assistant Chief Operations/Training Officer will perform a variety of technical, administrative, and supervisory duties as directed by the District. Provide day-to-day leadership and management that mirrors the Fire District's adopted mission and core values. The primary assignment of this position will be as the District's Operations Officer and fire training officer with a specialized focus on water rescue, confined space rescue, and rope rescue.

Resumes will be accepted September 29th, 2025, through October 10th, 2025.

Salary and Benefits:

The Assistant Chief is an exempt, salaried position. An excellent benefit package includes:

Salary: 2025 salary rate is \$126,795

Health, Vision, and Dental insurance provided.

Short-term and Long-term disability insurance.

Life insurance.

Defined contribution pension

Longevity Pay

Sick time buy-back incentive

District Assigned Vehicle

Qualifications:

Must live within 20 miles of the District

Must be a graduate of the St. Louis County Fire Academy

Must be currently licensed as a paramedic

Must hold the rank of Captain or higher.

Proven experience and leadership in emergency situations

Experience using Blue Card Command.

A minimum of 5 years as an instructor or training officer.

Experience using Microsoft Word, Excel, and PowerPoint.

Preferred experience with specialty rescue training (water, boat, rope, technical).

Preferred Education, Licensing, and Certification

- a. Fire Service Instructor 1 & 2 (Missouri, IFSAC, or Pro Board)
- b. Fire Officer 1 & 2 (Missouri, IFSAC, or Pro Board)
- c. Live Fire Instructor (Missouri, IFSAC, or Pro Board)
- d. ICS – 100, 200, 300, and 400
- e. NIMS – 700 and 800
- f. Incident Safety Officer
- g. Blue Card Command

*Any combination of education and experience relative to the position may be considered by the District.

Essential Duties and Responsibilities

- a. Shall be second in command and assume command of the Fire District in the event the Fire Chief is incapacitated for any reason. Shall remain in command until the Chief is able to resume his/her duties, or a successor is appointed.
- b. Collaborate with the management team to develop and implement plans for the operational growth of systems, processes, and personnel designed to accommodate the growth objectives of the Fire District.
- c. Assist in the formulation of policies
- d. Develop and maintain up-to-date Standard Operating Guidelines
- e. Review the work of all subordinate officers
- f. Investigate policy violations and recommend disciplinary action
- g. Attend staff meetings and board meetings and report vital information to the board.
- h. Authority to establish incident command and control for situations requiring incident scene management.
- i. Respond to alarms and assume an incident command role as directed.
- j. Work with other Senior Officers to handle personnel management issues, including procedure and policy interpretation, conflict resolution, and disciplinary actions.
- k. Oversee interviewing and selection of new employees.
- l. Participates in the development of promotional testing and evaluation processes.
- m. Member and Chair of Training Committee
- n. Member and Chair Safety Committee.
- o. Member of the EMS Committee
- p. Supervise the operation of departmental training activities.
- q. Locate, research, review, and introduce new techniques, knowledge, and equipment related to the advancement of the fire services.
- r. Reviews probationary manual with newly hired employees and monitors progress during their probationary period.
- s. Identifies training needs, assures effective delivery of training, and assesses the effectiveness of training.
- t. Recordkeeping and documentation of the District's training program.

- u. Plan, coordinate, and document the District's Personal Protective Equipment purchase and maintenance.
- v. Represent the District at various training meetings, including South County Training Officers and St. Louis County Fire Academy meetings.
- w. Serve as a representative of the Fire Chief in meetings with other governmental and civic organizations and the general public.
- x. Coordinate and oversee station, vehicle, and equipment maintenance.
- y. Oversee EMS operations

Skills and Attributes

- a. Thorough knowledge of principles, practices, methods, and techniques of modern fire prevention and suppression activities.
- b. Familiarization with District tools and equipment.
- c. Thorough knowledge of the Fire District suggested operating guidelines, policies, and procedures.
- d. Ability to develop, implement, and review policies and procedures.
- e. Ability to establish and maintain effective working relationships with Department members and the general public.
- f. Possess knowledge of incident scene safety.
- g. Ensure that all suggested operating guidelines, policies, and procedures are implemented and adhered to by all members of the Fire District.
- h. Knowledge of pertinent consensus standards (NFPA).
- i. Strive to continually improve the customer service performance of the Fire District.
- j. Ability to make independent judgments which have critical impacts on the organization.
- k. General understanding of computer operations.
- l. Ability to provide leadership, counsel, motivation, and constructive performance reviews to department personnel at all levels, securing their respective commitments to the department's goals.
- m. Ability to plan, develop, and coordinate strategic management plan goals and objectives.
- n. Knowledge and understanding of the district's mission statement.
- o. Ability to effectively communicate both in writing and verbally.
- p. Ability to effectively communicate during public speaking events.
- q. Ability to effectively use office equipment and software.

Supervision

Received From: Works under the general supervision of the Fire Chief
 Exercised Over: Exercises supervision over Fire Department Personnel

Assistant Chief /Training Officer Selection Process

Open Application Period: September 29th, 2025 – October 10th, 2025

Resumes will be accepted until 4 PM on October 10th, 2025.

A letter of intent is required to be submitted with a resume.

Resumes and letters of intent are to be submitted to Chief Barthelmass's office.

Questions or comments may be directed at Chief Barthelmass.

Training Plan Due: October 15th, 2025

A written training plan for 2026 is requested.

Candidates will be required to provide a detailed plan

Interview: October 22-23, 2025

Interviews will be conducted by outside evaluators.

The interview will include a review of resumes and submitted training plans.

The interview will include a series of scenarios as well, to evaluate the candidates' command/decision-making abilities.

Board of Directors/Chief Interview: October 27th, 2025

Candidates will be asked to outline their qualifications, vision for the District, and other questions

Recommendation to the Board of Directors/Decision to Hire: October 27th, 2025

Anticipated Start Date: November 10th, 2025

Eureka Fire Protection District Employment Application

Date of application: _____

Email: _____

Name: _____
Last First Middle Social Security Number

Present Address: _____
Street City State Zip Phone Number

If less than 3 years at the above address, please list previous address:

Previous Address: _____
Street City State Zip

Drivers License Number: _____ State: _____ Class: _____ Exp date: _____

Are you at least 18 years of age?	Are you a citizen of the U.S.?
YES / NO	YES / NO

In case of emergency notify: _____ Relationship: _____

Street City State Zip Phone Number

EDUCATION

Level	Name and Location of School	Dates Attended	Certification or License Number	Expiration Date
High School			N/A	N/A
College			N/A	N/A
Other Schools			N/A	N/A
CPR				
EMT				
EMT-P				
ACLS				
PHTLS				
PALS				
Firefighter I				
Firefighter II				

EMPLOYMENT RECORD (from the most current – backwards)

Name of present or last Employer:_____

Address: _____
Street City State Zip Phone Number

Starting date:_____ **Leaving date:**_____ **Reason for leaving:**_____
Month/year Month/year

Your Job Title:_____ **Name of Supervisor:**_____

Description of Work:_____

Name Employer:_____

Address: _____
Street City State Zip Phone Number

Starting date:_____ **Leaving date:**_____ **Reason for leaving:**_____
Month/year Month/year

Your Job Title:_____ **Name of Supervisor:**_____

Description of Work:_____

Name of Employer:_____

Address: _____
Street City State Zip Phone Number

Starting date:_____ **Leaving date:**_____ **Reason for leaving:**_____
Month/year Month/year

Your Job Title:_____ **Name of Supervisor:**_____

Description of Work:_____

REFERENCES - Please list names of three persons not related to you, whom you have known at least 3 years.

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>	<u>Years Acquainted</u>

MILITARY SERVICE RECORD

Branch of Service:_____ **Rank:**_____ **Dates Served:**_____

Discharge Date:_____ **Type of Discharge:**_____

GENERAL ITEMS:

List any experience you have in the emergency services field (Fire or EMS).

Briefly describe why you would like to be employed by the Eureka Fire Protection District.

AUTHORIZATION:

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if I am successful in obtaining membership, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above, to give any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and other persons, agencies and departments, as follows, but not limited to: all law enforcement agencies for a record check, the Veterans Administration, all branches of the U.S. Armed Forces, all federal, state or local government agencies, state and federal tax bureaus, credit bureaus, schools and universities, and release all parties from all liability for any damage that may result from furnishing same to you. I understand and agree that, my membership is for no definite period and may, be terminated at any time without prior notice."

"I am also aware that if selected for membership, I will be asked to take a pre-placement examination performed by a licensed physician selected by the Fire District. The Fire District will pay all cost for this examination. During the aforementioned examination, I am aware that drug testing will be done to determine the presence of any foreign substance in my body and if confirmed positive, I will not be eligible for membership with the Eureka Fire Protection District."

"I acknowledge that the District will check my driver's license status. I am aware that I must maintain a valid driver's license while a member of the Eureka Fire Protection District.

Signature of Applicant

Date of Application