

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