



## **Notice of Job Vacancy #22-016**

Posting Date: August 11, 2021

Position: EPIC WV Public Service Training Specialist

Number of Positions: One (1)

Employment Term: Full-time / 240 days per fiscal year

Salary: Based on the EPIC Professional Salary Scale with education and related experience

### Qualifications:

- Bachelor's degree in business, education, communications, or other related field preferred, but years of related experience may be substituted
- Must hold or be willing to obtain a WV Adult Permit for EMS and Fire Service with the WVDE within one year
- Must have experience in Fire, EMS, and Law Enforcement Education
- Must have experience with Microsoft Office products and database management
- Must be organized with effective time-management skills
- Must have excellent communication skills
- Must hold a valid driver's license
- Must be available to travel throughout the region as needed, which could include evenings and weekends

### Job Responsibilities:

- Coordinate general Fire, EMS, and Law Enforcement Classes
- Coordinate all CPR and First Aid programs
- Coordinate all Industry Programs
- Quote billable programs from Public Service Training
- Coordinate, manage, compose, and implement regional schools
- Co-Coordinate the state instructor's conference-ASSET
- Implement procedures and policies in conjunction with the WVPST Coordinator.
- Identify voids and create documents, programs, procedures, etc. to increase efficiency and effectiveness of WVPST.
- Instruct field programs when needed
- Coordinate technology for public service training
- Assist with instructor certifications, regulations, and quality control.
- Develop relationships with international speakers that will serve our area in their respective field of expertise
- Interact with other WVPST coordinators, specialists and state officials in all subject matters to better our service to the public.
- Establish rapport and network with industry contacts
- Coordinate equipment and purchasing of new equipment as well as inventory WVPST equipment, fill O2 bottles, and ID all equipment that services field personnel.
- Administer, grade, and record tests as needed.
- Co-Coordinate and implement instructor in-services region wide.

Reports To: The EPIC WWPST Coordinator and EPIC Administrator

Conditions of Employment: Recommended by the EPIC WV PST Coordinator and EPIC Administrator; Confirmed by the EPIC Advisory Council

Start Date: Immediately after the approval process is complete

Application Process: You may submit your application one of the following ways:

**ONLINE application** can be made via Search Soft by clicking on the link below:

[https://ats1.searchsoft.net/ats/app\\_login?COMPANY\\_ID=00012808](https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808)

Please note: If you cannot see our position posted with the Search Soft platform, be sure you have selected EPIC as one of your location options and be sure you have selected PROFESSIONAL as one of your job category preferences.

**HARD COPY EPIC application** can be found at [www.epicresa8.org](http://www.epicresa8.org)

You may print a copy of the application and complete it by hand, or you may enter your information digitally on the application as it is a fillable PDF document. To submit it once completed electronically, be sure to save it on your device and submit a copy to us so that your information will be saved. If you have any trouble, email [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org) for help.

1. Submit hard copy applications and cover letter to:  
EPIC  
109 South College Street  
Martinsburg, WV 25401 Attention: Shannon Johnson, Human Resources Director
2. A copy of the EPIC application with cover letter may be submitted electronically to [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org).
3. A copy of the EPIC application and cover letter may be FAXED to 304-267-3599 Attention: S. Johnson

**Applications will be considered through August 22, 2021 or until the position is filled.**