



Heartland Fire Training Authority  
1301 N. Marshal Ave.  
El Cajon, CA 92020  
(619) 441-1683  
[www.heartlandfiretraining.org](http://www.heartlandfiretraining.org)

## Training Manager

### EDUCATION

An Associate or Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field is highly desirable.

### EXPERIENCE

Previous experience in all areas of Fire Service training. Knowledge of Community College, California State Fire Training, FEMA, NWCG, and other outlets for fire related courses. Knowledge of public works projects and purchasing is highly desirable.

### WORK SCHEDULE

Forty (40) hours per week on a traditional eight (8) hour day schedule. A 9/80 schedule is negotiable.

### HOLIDAYS/SICK LEAVE

This is a paid holiday position. Employee is entitled to 120 hours of Personal Time Off along with all observed holidays in accordance with the City of El Cajon employees' calendar.

### BENEFITS

This position does **not** offer medical benefits, deferred Compensation Program, or Retirement.

### APPLICATION PROCESS

All candidates must submit a cover letter and resume. **Completed packets will be accepted until position is filled.** Failure to submit a completed packet will disqualify the candidate from consideration.

Please submit packets in person to:

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Resumes will be reviewed to determine the most appropriately qualified candidates who will be invited to interview. Final candidate will have a thorough background check conducted that may include Live Scan and credit check.