

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: SAFETY TRAINING CENTER MANAGER

DEPARTMENT: PUBLIC WORKS – FLEET AND FACILITIES

BASIC FUNCTION:

Under general direction of the Public Works Manager, manage, operate, plan, organize, direct and coordinate activities of the Carlsbad Safety Training Center (STC) in accordance with city policy. Responsibilities include developing a business model, resource identification, planning, marketing, lease operations, providing training support activities, equipment research, budgeting, firearms range management, safety oversight, hazardous materials management and other related functions pertaining to first responder or public safety training facilities.

KEY RESPONSIBILITIES

Develop and execute a business plan that involves development of facility pricing, marketing and rental of the facility and its various training components.

Schedule and coordinate use of the training center facility/equipment and classes for City of Carlsbad staff and external users.

Serve as the STC liaison with the city's first responder agencies within the Police, Fire, and Departments in the Public Works Branch and all other key facility stakeholders.

Manage and coordinate day-to-day operations and maintenance of the facility including: maintenance, physical security, parking, custodial services, multimedia and specialized equipment support, classroom set-ups, purchasing, contracting and safety protocols.

Manage lease agreements, facility fee reviews, insurance requirements, liability matters and invoicing requirements of users.

Develop, monitor and manage the facility's budget including revenue and expenses; account for facility usage at the individual component level for both internal and external users.

Establish and implement an effective marketing plan.

Oversee preparation of and maintain marketing information for the facility including the facility's web page.

Ensure that the facility is being operated and used in a safe and responsible manner at all times.

Establish standard operating procedures for high-risk and first responder training resources.

Collaborate with internal users to resolve facility maintenance and operational issues.

Supervise and/or oversee any contracted staff and/or service providers as required.

Perform firearms range management activities including supervision of staff, both internal and external, performing range safety activities.

Develop range safety officer course to align with facility capabilities and provide instruction to both internal and external range safety officers.

Manage compliance with hazardous materials business plans (HMBP) and facilitate inspections by regulatory agencies.

Establish written safety plans including emergency action plans, facility and training resource inspections, and other written plans as required by the California Occupational Safety and Health Agency (Cal/OSHA) and National Institute on Safety and Health (NIOSH).

Understand and implement requirements guiding the use of firefighting training equipment as set forth in the National Fire Protection Agency (NFPA) standards 1402 and 1403.

Develop training plans for training center staff including safety training related to facility activities.

Conduct incident and mishap investigations to include recommendations to prevent future incidents of the same in nature.

Coordinate with risk management and legal departments on all liability issues to include reporting of high-risk incidents or mishaps.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures, techniques, laws and regulations pertaining to full operations of a business unit.
- Relevant codes, standards, policies and procedures pertaining to municipal planning, building, law enforcement, fire service and finance.
- California Occupational Safety and Health Agency (Cal/OSHA) and National Institute on Safety and Health (NIOSH) related to general industry.
- Hazardous materials management, stormwater compliance and other environmental and regulatory activities.
- Department of Transportation (DOT) and Combined Federal Regulations (CFR) 49 applicable to transportation of hazardous materials.
- National Fire Protection Agency (NFPA) standards 1402 (Standard on Facilities for Fire Training and Associated Props) and 1403 (Standard on Live Fire Training Evolutions).
- Firearms range design, operations and management.
- Firearms safety and handling to include identification of ammunition.
- Equipment systems required to support law enforcement and fire service training activities.
- Organizational and management principles and practices.
- Computer software spreadsheet and word processing applications.
- Effective public and business relations techniques.

Ability to:

- Plan, develop, manage, coordinate and promote a business development plan.
- Interpret, apply and explain applicable laws, codes, standards, policies, and regulations.
- Develop policies procedures and where appropriate, identify, recommend and implement policy and procedure changes.
- Work in a safety training center environment with exposure to the outdoors, loud noises, aircraft, explosives, toxic materials, firearms, firefighter training including live fire and training smoke and other potentially stressful and high-risk situations.
- Ability to travel to different sites and locations, attend evening meetings and work under pressure.
- Instruct others on the proper, safe and efficient use of materials, tools, equipment, firearms, ammunition, explosives and hazardous chemicals.
- Coordinate activities with other city departments, divisions and outside agencies.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing; present ideas and concepts persuasively in speaking and clearly for written publication.
- Establish and maintain effective relationships with city officials, employees, representatives from other agencies, the public and those contacted in the performance of responsibilities.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to completion of a Bachelor's degree from an accredited college or university in the field of business administration and management or a closely related field; and a minimum of five (5) years of increasingly responsible experience in a related field. Experience in running a small business and familiarity with law enforcement, public safety or a related field is highly desirable.

Ten (10) years of progressively responsible firearms range safety experience in the military or law enforcement or comparable experience which provides the knowledge, skills and abilities to meet the qualifications as described above.

SPECIAL REQUIREMENTS

Must be able to drive and maintain a California Class C Driver's license or ability to arrange transportation for fieldwork or visits to other facilities when necessary.

Possession of a Range Safety Officer (RSO) certification from one of the following agencies; the Police Officers Standards and Training (P.O.S.T.), Department of Defense (DoD), or the National Rifle Association (NRA).

Possession of, or ability to obtain, CPR and first aid certification/instruction.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

Incumbent is regularly required to sit; talk or hear, in person and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Incumbent is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of work assignments.

Incumbent will potentially be exposed to risks of damage to person or property including, but not limited to, personal property damage, personal bodily injury, mental or psychological effects, gunshot wounds, small explosions, strikes from bullet fragments and shell casings, falls from high structures, trip and snag hazards, falls on wet surfaces, lead contamination, falling debris, motor vehicle accidents and/or other known and unknown hazards that may result in serious bodily injury or death.

Incumbent is regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under strict deadlines; and interact with others encountered in the course of work.

Incumbent will work in a variety of environmental settings, such as in the office, in and around storm water, wastewater, hazardous materials and hazardous waste, and on firearms ranges. Incumbent must be able to work in the field, walk over rough, unstable terrain and steep slopes while carrying equipment.

Incumbent must be able to climb ladders, with sufficient strength and stamina to lift, carry and manipulate objects weighing up to 50 pounds and heavier equipment with the aid of lift equipment;

Must be willing to work in confined places, work with exposure to potentially hazardous materials, and work at heights up to 30 feet.

This is an at-will management classification.

DATE APPROVED: May 28, 2021