



ASPEN FIRE PROTECTION DISTRICT

Job Description

Position: Division Chief of Training / Human Performance and Optimization

Staff Member Type: Administration

Reports To: Deputy Chief

Department: Training / Human Performance & Optimization

FLSA Status: Full-Time; Exempt

Supervisory: Yes

GENERAL STATEMENT:

The Division Chief of Training / Human Performance & Optimization (HPO) is a command-level officer responsible for the leadership, administration, and strategic development of all training, wellness, and professional development programs for the Aspen Fire Protection District (AFPD). This position serves as the architect and champion of the District's Human Performance & Optimization model — a people-first framework that integrates tactical proficiency, physical readiness, cognitive performance, emotional resilience, and leadership development into one cohesive readiness strategy.

Under the direction of the Deputy Chief, the Division Chief of Training / HPO ensures that all District personnel are prepared to meet or exceed applicable federal, state, and NFPA standards, while advancing the District's strategic goal of achieving and maintaining an ISO Public Protection Classification rating of 2/9. The position requires the ability to function as both an administrative leader and an operational officer, including participation in emergency response and incident command as required.

The Division Chief of Training / HPO serves as a member of the District's leadership team and plays a critical role in workforce readiness, safety, and organizational culture. This position provides direct oversight of three functional branches:

TECHNICAL SKILLS	WELLNESS & HUMAN PERFORMANCE	LEARNING & DEVELOPMENT
All Hazard Technical Skills	Human Performance	Higher Learning
Job Performance Related Skills Evolutions and Education	Physical Readiness, Emotional Resilience, Peer Support Oversight	Education Pathways for All Members (Operations and Admin)

The Division Chief is a full-time administrative position. The Fire Chief reserves the right to reassign any Division Chief to another division or to change the organizational structure based on the needs of the District.

SUPERVISORY AUTHORITY:

The Division Chief of Training / HPO directly or indirectly supervises the Training Lieutenant, Human Performance Specialist, instructors, and all assigned HPO Division personnel, as well as others as may be appropriate and assigned by the CEO/Fire Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the duties and essential functions of the position and do not include other non-essential or marginal duties that may be required. The District reserves the right to modify or change the duties or essential functions of this position at any time.

Leadership and Management

- Provides multidirectional organizational leadership to foster continuous development and professional growth throughout the organization.
- Lives and models the Aspen Fire culture and organizational values; creates a welcoming culture of inclusivity, accountability, candor, and transparency; builds and strengthens relationships with all members of the organization.
- Coordinates all operations of the HPO Division Branches; establishes goals and objectives; and implements short- and long-range plans that achieve maximum, positive impact on professional development and performance optimization to support AFD's primary value: our people.
- Provides leadership and commitment to excellence by inspiring, empowering, and motivating personnel; participates in the selection and training of members; evaluates performance; provides coaching and mentoring; and takes corrective measures, including disciplinary actions, as necessary.
- Provides management, supervision, and coordination of HPO Division personnel, including scheduling and assigning work; allocates resources; assists in the coordination of contracted personnel (instructors, vendors, specialists, etc.).
- Works in coordination with the Deputy Chiefs to develop, implement, and enforce policies and procedures related to member performance and professional development; recommends and implements changes to improve efficiency and operational effectiveness.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources; initiates, coordinates, and enforces systems, policies, and procedures.
- Plans, directs, and coordinates work activities; assigns projects and programmatic areas of responsibility; assesses and monitors workload; reviews and evaluates work methods and procedures; meets with staff to identify and resolve problems.
- Explains, advocates for, and defends programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Maintains a safe and healthy working environment by establishing and enforcing safe work practices consistent with AFD organizational values and applicable legal requirements.

Operational

- Performs oversight, control, and monitoring of the HPO Division budget; reviews and approves purchases, monitors resources, and ensures budgetary compliance throughout the fiscal year.
- Represents AFD to outside agencies, regional fire departments, and community organizations; builds and maintains effective communication and working relationships with external partners.
- Serves as AFD's representative to the Regional Training Consortium, a collaborative body of training chiefs from fire agencies across the Western Slope; actively participates in consortium meetings, planning sessions, and decision-making processes that shape regional training offerings in fire suppression, EMS, rescue, and leadership development; provides insight, leadership, and feedback that advances the interests of Aspen Fire and its partner agencies; supports the cost-sharing mission of the

consortium to expand training access and reduce financial burden on individual districts throughout the Roaring Fork Valley region.

- Assists the Deputy Chiefs in long-range planning pertaining to the HPO Division and coordinates with the Fire Chief and Board of Directors on budgetary and strategic planning needs.
- Works closely with the Deputy Chiefs, Financial Manager, and other organizational personnel to communicate and coordinate service delivery and share resources as needed.
- Prepares written and verbal reports for the Deputy Chiefs and others regarding HPO operational and administrative issues; ensures policies and procedures pertaining to HPO are enforced throughout the organization.
- Develops and implements a strategy for marketing and communicating the services provided by the HPO Division across the organization and to external stakeholders.
- Develops and monitors metrics and continuous improvement plans for assigned branches; tracks and reports on measurable performance outcomes to justify program scaling and resource allocation.
- Responds to emergency incidents as required and functions within the Incident Command System; may serve as Incident Commander or Command Staff Officer when assigned.
- Ensures training facilities, apparatus, equipment, and props are maintained in safe operating condition; participates in pre-planning, special operations training, and operational readiness initiatives.

Training

- Develops, implements, coordinates, and evaluates all District training programs, curricula, and schedules; ensures training is accomplished in a timely, cost-effective, and safe manner.
- Ensures training programs align with NFPA standards, Colorado Division of Fire Prevention and Control (DFPC) requirements, District policies, and ISO Public Protection Classification benchmarks required to achieve the District's target rating of 2/9.
- Develops and maintains an ISO roadmap and training documentation framework; ensures standardized competency tracking across all ranks and classifications, including career, volunteer, and civilian members.
- Develops training programs using accepted instructional design models and adult learning principles; develops material with an appropriate adult learner approach that addresses different learning styles using a combination of multimedia, lectures, and practical drills; develops meaningful and validated testing criteria to ensure assimilation of training.
- Implements instructor development programs to improve incumbent instructor skills and to recruit and train new instructors; utilizes specialty instructors when topics demand a high level of expertise.
- Oversees the Training Lieutenant in the development of lesson plans, training evolutions, documentation, and competency tracking; ensures training schedules maximize volunteer engagement through flexible delivery including evening and weekend drills.
- Facilitates multi-company drills, officer development simulations, acting officer preparation, and integrated volunteer training to ensure high performance across all teams.
- Promotes and manages training facilities; maximizes utilization of facilities; takes an active role in hosting recognized national and local speakers; utilizes other departments' participation to defray the cost of training events.
- Facilitates accreditation processes for applicable programs via the Community College system or applicable certification bodies.
- Monitors changes in IFSAC, ProBoard, NWCG, Colorado DFPC, and other certification bodies; maintains currency with evolving standards and regulatory requirements.
- Establishes performance standards and ensures timely achievement of training and certification requirements; conducts continual assessment of training effectiveness through drills, critiques, evaluations, and after-action reviews.

- Participates in local and regional training associations, committees, and councils; coordinates training opportunities with regional fire departments, academies, and professional organizations.
- Champions regional collaboration as a core organizational objective; recognizes that the long-term success of Aspen Fire and all fire agencies in and around the Roaring Fork Valley depends on strong interagency relationships; leverages consortium membership to identify joint training opportunities, share instructional resources, coordinate specialty training, and build mutual aid capacity across the region.
- Supports and participates in a culture of fitness and wellness by taking personal initiative to maintain physical fitness and overall wellness appropriate to the demands of the position.

Wellness and Human Performance

- Oversees the functions of the Wellness and Human Performance Branch; establishes goals and objectives consistent with the District's mission, strategic plan, and HPO model; aligns wellness needs of the organization with training and professional development needs.
- Provides leadership and guidance for the Human Performance Specialist; collaborates regarding best practices pertaining to member physical readiness, injury prevention, nutritional support, emotional resilience, and cognitive performance under stress.
- Oversees implementation of structured strength and conditioning programs, baseline physical performance assessments, injury prevention strategies, sleep hygiene education, and fatigue management programming designed to reduce injury rates and improve long-term workforce durability.
- Provides formal oversight of the Peer Support Team; establishes clear reporting relationships, activation protocols, documentation practices, and integration with officer education; maintains contracted clinical oversight.
- Oversees and monitors the Wellness and Human Performance budget; evaluates bids from vendors for services or equipment purchases; makes recommendations to the Deputy Chief on budgetary needs.
- Provides leadership education for officers to recognize and respond appropriately to member wellness needs; integrates wellness considerations into operational planning, scheduling, and after-incident protocols.

Professional and Learning Development

- Oversees the functions of the Learning and Development Branch; establishes goals and objectives consistent with the District's mission, strategic plan, and HPO model; ensures learning opportunities are accessible to all members regardless of rank or classification.
- Provides leadership for Professional Development activities; collaborates on best practices pertaining to cognitive development, integrated training, and a holistic approach to the development of all members.
- Develops Individual Development Plans (IDPs) for members; supports professional education pathways including college coursework, online certifications, administrative skill development, and technical specialty training.
- Develops and implements a mentorship pairing program connecting career, volunteer, and civilian staff to support professional growth, career mobility, and succession planning for key operational and civilian roles.
- Develops and oversees the High School Fire Science / Explorer Program in coordination with Aspen High School and other community stakeholders; manages the program to engage local students through mentorship, skills exposure, and structured pathways into volunteer and career service, supporting long-term workforce sustainability and preservation of Aspen's combination department identity.
- Oversees and monitors the Learning and Development budget; makes recommendations to the Deputy Chief on budgetary needs for professional development resources, educational partnerships, and program expansion.

- Tracks and reports quarterly on learning participation metrics; uses performance outcomes to inform program adjustments and resource prioritization aligned with phased implementation goals.

General Responsibilities

- Establish metrics and continuous improvement plans for all assigned branches.
- Maintain effective relationships with partner agencies, educational institutions, and community stakeholders.
- Represent the District at meetings, conferences, and professional forums.
- Promote a professional image of the District at all times.
- Perform other duties as assigned by the CEO/Fire Chief.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge

- Strong knowledge of fire department management and administration theories, practices, and techniques, including budgeting, organizing, scheduling, supervising training, and resource management.
- Strong understanding of instructional design, adult learning principles, curriculum development, and training delivery methodologies.
- Knowledge of applicable federal, state, and local laws and regulations as they apply to fire services, emergency medical services, building and fire codes, personnel law, safety regulations, NFPA standards, local municipal codes, and departmental rules and procedures.
- Solid knowledge of modern fire suppression and prevention; fire and medical incident command; delivery of emergency services; emergency communications; and hazardous materials operations.
- Knowledge of ISO PPC rating methodology and documentation requirements for fire department training compliance.
- Knowledge of human performance principles including physical readiness, injury prevention, cognitive performance under stress, nutritional support, emotional resilience, and peer support program structure.
- Knowledge of principles and practices of learning and development, professional development pathways, mentorship programming, and succession planning.

Skills

- Strong verbal and written communication skills and the ability to interact effectively with staff, volunteers, civilians, partner agencies, and community members.
- Skill in developing, implementing, and managing policies, procedures, and strategic plans.
- Skill in giving presentations and facilitating group discussions with diverse audiences.
- Skill in providing effective, fair, and impartial evaluations for personnel, including disciplinary actions.
- Skill in demonstrating critical thinking and functioning under extreme stress.
- Strong organizational skills and the ability to effectively manage multiple priorities.

Abilities

- Ability to interact well with a diverse population including career, volunteer, and civilian members across multiple shifts and geographic locations.
- Ability to gather relevant data, analyze problems, evaluate alternatives, make sound judgments, develop conclusions, and present complex findings to a variety of audiences.
- Ability to select, supervise, train, motivate, and evaluate staff; ability to provide goals, direction, and effective leadership.
- Ability to manage interpersonal and organizational conflict and create a team-oriented, collaborative environment.

- Demonstrated commitment to valuing and respecting diversity with an understanding of how to effectively incorporate diversity initiatives into the organization.
- Ability to coordinate various prevention, mitigation, and emergency response activities and align them toward a common goal.
- Ability to maintain composure and effective decision-making in difficult situations and high-stress environments.
- Ability to operate assigned vehicles and respond to emergency incidents while functioning within the incident command structure.

EQUIPMENT, ENVIRONMENT, MENTAL & PHYSICAL ACTIVITIES:

- Ability to work in office and emergency response environments.
- Must be in excellent physical condition and be able to pass appropriate medical and physical examinations.
- Must be able to supervise or perform emergency scene duties safely and effectively while wearing all required personal protective gear, including self-contained breathing apparatus.
- Must be able to perform prolonged, possibly strenuous work under adverse emergency conditions involving physical and mental stress.
- Driving: Must be able to operate District vehicles in the normal course of duties.
- Office equipment: Able to operate a copier, fax, calculator, printer, scanner, phone, and cell phone.
- Computer equipment: Able to operate a personal computer, laptop, tablet, Microsoft Office, and other software used in the profession and department.
- Other equipment: Able to operate firefighting and medical equipment, tools, radios, and District vehicles, apparatus, and equipment.
- Language skills: Reads, interprets, and analyzes technical documents, codes and regulations, and professional journals; writes reports, business correspondence, procedures, and proposals; presents information and responds to questions individually and in small or large groups.
- Mathematical skills: Performs calculations utilizing basic mathematical formulas, budget projections, and data analysis.
- Reasoning ability: Applies principles of logic, scientific thinking, and fire service judgment to a wide range of intellectual and practical problems in order to collect data, establish facts, and draw valid conclusions.
- Physical activities: Sits for several hours at a time; may walk, stand, bend, stoop, reach, climb, carry and lift for short to long periods of time.
- Lifting: May lift/carry and push/pull up to 100 pounds and occasionally lift or move up to 180 pounds.
- Vision and hearing: Must be able to read paper and electronic documents; must differentiate colors, use peripheral vision and depth perception; must be able to see at night and/or in dark spaces; must be able to hear sufficiently to converse with others in meetings of large and small groups.

Note: Reasonable accommodation and consideration may be given for an otherwise qualified individual with a disability.

MINIMUM REQUIREMENTS:

- Be at least 21 years old
- Associate's degree or higher from an accredited educational institution, preferably within Fire Science, Public Administration, Business, Emergency Services or any equivalent combination of experience and training that provides the knowledge and abilities necessary to fulfill the requirements of the position.
- Minimum of 10 years of firefighting and/or EMS service with increasing responsibility in fire suppression, emergency medical response or fire prevention.
- Possess and maintain a valid Colorado Driver's License with satisfactory driving record or be able to obtain within 30 days of employment.
- Ability to successfully pass a background check commensurate with the position of public trust associated with firefighters and the fire service.
- Valid Colorado, IFSAC or ProBoard Fire Officer I certification (or higher) or approved equivalent
- Valid Colorado, IFSAC or ProBoard Fire Officer II certification (or higher) or approved equivalent, or ability to obtain within 12 months.
- Valid Colorado, IFSAC or ProBoard Fire Instructor I certification (or higher) or approved equivalent
- Valid Colorado, IFSAC or ProBoard Hazardous Materials Operations certification or approved equivalent
- Valid Colorado Emergency Medical Technician (EMT) or National Registry EMT certification and be able to obtain Colorado licensure within (2) months of hire
- Valid BLS for Healthcare Provider card or equivalent
- ICS 100, 200, 300, 400 and NIMS 700 & 800 certifications

Any equivalent combination of experience, training, or education which provides the knowledge, skills, and abilities necessary for this position may be considered.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree or higher from an accredited educational institution, preferably within Fire Science, Public Administration, Business or Emergency Services
- Valid Colorado, IFSAC or ProBoard Fire Instructor II certification (or higher) or approved equivalent.
- NWCG ICT4 (or higher)
- NWCG Single Resource Boss

SPECIAL REQUIREMENTS:

Must be able to respond to emergency incidents and fulfill incident command responsibilities when assigned or needed, as determined by the CEO/Fire Chief, including during off-duty hours. The Division Chief of Training is responsible for maintaining reliable transportation, communication, and availability necessary to meet these response expectations within a reasonable time.

HOURS AND WORK SCHEDULE

This is an exempt executive-level position that includes work during daytime hours, with potential evening, weekends and/or holidays should the need arise. This work may be required in emergency conditions, which might involve extreme danger and exertion under hazardous conditions (flames, smoke, hazardous materials, cramped conditions, charged or oxygen-deficient atmospheres, downed power lines, victims with severe injuries and/or death, and inclement weather, etc.).

NOTE:

Essential function, as defined under the Americans with Disabilities Act, may include the above listed tasks, knowledge, skills, and other characteristics. The list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

The District reserves the right to change, update and/or amend this job description as the needs of the organization changes.

ACKNOWLEDGEMENT:

I have read, understand, and agree to comply with the contents of this job description and understand that employment with the Aspen Fire Protection District is terminable at will of either the employee or the Fire District, at any time, without notice, without cause and/or without any specific disciplinary procedure.

Print Name: _____

Signature: _____ Date: _____