



## **Notice of Job Vacancy #26-011**

Posting Date: April 14, 2025

Position: EPIC WV Public Service Training Pineville Specialist

Number of Positions: One (1)

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

Salary: \$61,000

### 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 WVPST Pineville Coordinator and EPIC Administrator

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

Start Date: July 1, 2025

Application Process: **The EPIC application** can be found by [clicking on this link](#).

Once completed, you may submit it to EPIC one of the following ways:

[Use this link to upload your application to our secure portal.](#)

Email to [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org)

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources

Fax to 304-267-3599 Attention: Human Resources

**Applications will be accepted for this position through April 18, 2025.**