



**PUBLIC SAFETY TRAINING FACILITY  
ASSISTANT GROUNDS COORDINATOR  
POSITION ANNOUNCEMENT**

Butler County Community College is currently accepting applications for Public Safety Training Facility Assistant Grounds Coordinator. This is a regular part-time position that will begin immediately. Evening and weekend hours are required. Reporting to the Executive Director of Operations, the Public Safety Training Facility Assistant Grounds Coordinator is responsible for assisting with coordinating, monitoring, and scheduling the use and maintenance of the Public Safety Training Facility and its equipment and assisting instructors and students as needed. A combination of experience and graduation from high school or equivalent required. Experience must be qualified in one or more of the following: five years training and experience in the fire protection or public safety fields, or Pennsylvania Fire Academy Field Instructor. Five years experience in fire service or fire related occupation required. Must possess and maintain a valid driver's license. Review of applications will begin immediately. Interested candidates should complete the [employment application](#), and submit along with a letter of application, current resume, copy of college/university transcript(s), and names, addresses, and telephone numbers of three professional references. Incomplete application packets and/or any materials regarding this position that is received after the application deadline or closing of the search will not be considered. Any materials submitted will be the property of the College. A separate application must be completed for each position for which you are applying. Electronic and faxed documents are not acceptable. Applicants currently employed by Butler County Community College must authorize in writing that all college/university transcript(s) on file in his/her personnel file located in the Human Resources Office may be copied and attached to his/her application packet by the application deadline. Requests to copy transcripts received after the deadline will be denied. If you have any questions, please contact the Human Resources Office for more information.

Send to: Ms. Linda M. Dodd  
Executive Director of Human Resources/  
Equal Opportunity Compliance Officer  
Butler County Community College  
107 College Drive  
Butler, PA 16002

Butler County Community College is an equal opportunity, affirmative action employer.