

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085**

**CIVILIAN JOB POSTING
ANNOUNCEMENT NUMBER: ML260426**

OPENING DATE: 29 April 2026 **CLOSING DATE: 15 May 2026**

LOCATION: Fire Protection Functional Area, 167th Airlift Wing, West Virginia Air National Guard, 222 Sabre Jet Blvd, Martinsburg, WV 25405-7704

TITLE: Military Firefighter Crew Chief

WORKING TITLE: Captain of Training

SALARY RANGE: \$46,854.00 - \$70,808.00

How to Apply: Anyone interested in applying for this position must submit a **completed WV Military Authority Application for Employment and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085. You may email to ng.wv.wvarng.list.ma-hro@army.mil. Applications must be received by close date.

Applications may be obtained from the West Virginia Military Authority web site:
<https://militaryauthority.wv.gov/Resources/Pages/Job-Postings.aspx>

MILITARY MEMBERSHIP: All personnel hired under the Fire Protection Cooperative Agreement must be or become a member of the West Virginia Air National Guard (WVANG) and qualify for assignment to the Fire Protection functional area as a condition of employment.

GENERAL DESCRIPTION OF WORK: The purpose of this position is to serve as the Full-Time State Captain/Crew Chief of Training, tasked with the strategic oversight and implementation of the department's training initiatives. This role works in close partnership with the Assistant Chief of Training to fulfill the program's primary mission: to guarantee that all departmental personnel are expertly prepared to protect people, property, and the environment from fires and other critical emergencies. The program is built upon three foundational pillars: the enhancement of mission readiness and competency, the prioritization of personnel safety and health, and the cultivation of professional growth and development.

DUTIES AND RESPONSIBILITIES:

1. This position exists to manage fire department training while providing fire protection and related services to personnel and resources of the 167th West Virginia Air National Guard, Airlift Wing at Martinsburg, WV. Position is 100% federally funded and is considered mission essential. Will be required to work 56 or 60 hour-work week to maximize operational staffing which will include one or more 24-hour shifts IAW the Fire Protection Cooperative Agreement.
2. As the designated Training Subject Matter Expert for Fire & Emergency Services, the incumbent is entrusted with the seamless execution and oversight of the fire department's comprehensive training program.

This key position involves managing the departmental EMS training program, coordinating all course enrollments and testing with the Unit Training Manager, preparing DoD certification packages for higher review, and tracking all certifications. The role requires proficient management of the FES-IMS certification and training applications, assisting the Assistant Chief of Training with Individual Training Record (ITR) maintenance, and maintaining organized inventories of lesson plans, publications, and equipment. The individual will also perform other duties as directed by the Assistant Chief of Training to support the department's mission.

QUALIFICATION REQUIREMENTS:

- a. Must be a current WVMA employee.
- b. This position is a dual status position and is open to those who currently meet the minimum Department of War (DoW), IFSAC, and/or ProBoard certifications:
 1. Fire Officer II
 2. Fire Instructor II
 3. Fire Inspector I
 4. Incident Safety Office

REQUIRED DOCUMENTS:

1. Cover Letter
2. Resume
3. DoD certifications

ADDITIONAL INFORMATION: All qualified applicants will be notified at a later date of the specific date, time, and location for the general knowledge written test and interview.

1. Position is contingent upon receipt of continued Department of Defense funding.
2. This position falls under the West Virginia Public Employees Retirement System (PERS).
3. Consideration will be given to all qualified applicants without regard to race, color, religion, sex national origin, politics age, membership or non-membership in an employee organization.
4. A pre-employment drug screen is mandatory.
5. State positions announced by the adjutant general are at-will employment positions. The term at-will means that the employee can be terminated at any time without cause.