

# Job Descriptions and Classifications



## Assistant Special Teams Technology Coordinator

Section: Law Enforcement Services  
Reports to: Special Teams Manager  
Supervises: Instructors  
FLSA Status: Non-Exempt

### Job Summary

The position of Special Teams Technology Coordinator carries a very high level of responsibility to train officers in Special Weapons and Tactics (SWAT), Weapons of Mass Destruction or Mobile Field Force Tactics. The work involves course development, classroom instruction and physical skills necessary to increase the knowledge of law enforcement officers about fundamental Special Teams work as well as training simulations and exercises to develop officers' skill levels. The Special Teams Technology Coordinator is the subject matter expert in the tactics, specialized CBRN equipment, techniques and procedures of ILEAS Special Teams. Assists in the development of Special Teams.

### Job Duties

#### Duties May Include:

- Perform specific designated Validation Exercises using ILEAS approved Validation Exercise protocols.
- Maintain documentation on all exercise activities to include Exercise Evaluation Guidelines, written critiques as well as provide ILEAS or the Project Manager with an activity report of any duties performed and expenses accrued.
- Advise Special Teams Manager regarding specialized CBRN equipment, tactics and techniques.
- Participate in the design of exercises as required.
- Act in the capacity of safety officer, controller or evaluator during exercises.
- Supervise role players and other training assistants during the exercises.
- Perform the duties of lead instructor for the ILEAS WMD Basic Equipment Course
- Assist with the conduct of assigned ILEAS Special Teams training.
- Assist with the writing of ILEAS Special Teams training programs.
- Assist with the maintenance and inventory of Special Teams equipment.

### Job Specifications

#### Knowledge & Experience

- Ten (10) years or more law enforcement service, with a significant portion of the service including participation in or command of SWAT, Special Response Teams or Mobile Field Forces. Experience and knowledge in CBRN and WMD tactics, techniques and equipment required. Depending on the type of experience, emergency medical services and military service may be substituted for law enforcement service.
- Competent in application of appropriate safety controls during related activities.
- Possess a good working knowledge of specialized WMD/CBRN equipment and their functions.
- Possesses a good working knowledge of firearms and their applicable safety practices.
- Possesses a good working knowledge of force on force training safety protocols.
- Possesses a good working knowledge of Command Post and tactical command operations.
- Possesses working knowledge of HSEEP Exercise guidelines.

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## Leadership

The ideal candidate will have demonstrated his or her leadership abilities for many years in law enforcement positions. Strong leadership skills are necessary for development of operational capabilities of special teams.

## Education

Trained and educated as a sworn peace officer or other public safety employment to include the United States Armed Forces and any combination of education, training and experience which satisfies the job requirements.

## Administration & Management Capabilities

- Excellent verbal and written communications skill
- Capable of assisting with developing and controlling budgets
- Able to effectively plan, schedule and lead a wide variety of activities
- Able to exercise effective operational command of exercises and operations
- Assist with ILEAS Annual Conference functions

## General Information

### Work Environment

The setting will consist of buildings, classrooms, field locations and other sites where simulated law enforcement operations can occur. Instructors will be exposed to seasonal weather variations and occasional extreme weather conditions, and must possess the knowledge and equipment to safely work in such environments at the Instructor's personal expense. Additionally, the nature of the training involves potentially dangerous weapons, explosives, munitions and very strenuous physical activities.

Opportunities for lifting of heavy objects may occur but should be completely avoided if any lifting limitations are present

### Limitations

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position