

POSITION DESCRIPTION –TRAINING OFFICER – VOLUNTEER/CAREER

Purpose:

The purpose of this standard operating guideline is to specify the duties and responsibilities for a Training officer. Incumbent is responsible for planning, organizing and directing the training functions of the Fire Department. Duties include: providing oversight to all training activities; evaluating program effectiveness; recommending equipment purchases; evaluating emergency preparedness and planning procedures; researching and developing new methods of fire suppression; preparing and administering training budget; tracking expenditures; working with computer programs; assist in setting organizational goals; assists in development of training related policies and procedures. The Fire Training Officer is a stand-alone classification and is distinguished from all other fire classifications by the primary responsibility of training operations.

Supervision Received:

This individual works under the direct supervision of the Assistant Chief of Planning or the Fire Chief in the absence of an Assistant Chief of Planning.

Supervision Exercised:

This individual supervises other certified instructors within the department in relation to instructor duties only.

Essential Duties and Responsibilities:

- A. Supervises, manages and coordinates all activities associated with the development of new recruit firefighters, engineer development programs, company officer, and executive fire officer level programs. The coordination and supervision of these programs shall include but are not limited to coordinating entrance examinations, scheduling and implementing training academies, developing quarterly training packets, and maintaining all associated training files and records for the entire department.
- B. Ensures compliance with generally accepted standards and/or operational requirements or recommendations by OSHA, I.S.O. and NFPA as well as federally mandated programs and requirements.
- C. Identifies skills development needs and coordinates training and professional development programs internally and with the local community college, other agencies, and state and regional organizations.
- D. Supervises, manages, develops and coordinates activities associated with training such as initiating and scheduling classes, lectures, drills, and providing educational materials at local, county and state levels.
- E. Assigns and monitors work of instructors assigned to Training for special projects, training activities, or light duty assignments.
- F. Serves as a department Officer and attends all Officers' meetings as necessary.
- G. Formulates an annual fire training plan with assistance of Chief, Assistant Chiefs, County Training Standards Committee and Company-level Fire Officers.
- H. Administers the annual fire training plan.
- I. Formulates and recommends county-wide fire training policies (minimum training requirements, etc.) with assistance of Chief, Assistant Chiefs, County Training Standards Committee and Company-level Fire Officers.
- J. Keeps abreast of fire training trends and practices and informs Chief, Assistant Chiefs, Fire Lieutenants, and members of same.
- K. Attends County Training Committee meetings to discuss training problems, needs, future plans, and strategies.
- L. May report to emergency scenes / calls as needed for the purpose of observing and assessing quality of training and determining areas of training need. Any

problems encountered shall be settled after an incident whenever possible, not while it is in progress.

- M. Assists Lieutenants and assigned instructors in planning, facilitating and/or instructing all fire training classes to include the Firefighter Academy.
- N. Capable of operating and instructing others in the temperature monitoring system for the live fire burn building property.
- O. Assists company Fire Training personnel as requested in planning, facilitating, and/or instructing company level/monthly training classes.
- P. Shall periodically report to the Chief and/or Assistant Chief on the adequacy and effectiveness of and compliance with the safety-related rules, regulations, and standard operating guidelines.
- Q. Other duties/responsibilities as assigned by the Fire Chief or assigned Assistant Chief.

Peripheral Duties:

- A. Interacts with, supports, and assists members as directed within the chain-of-command.

Minimum Qualifications:

- A. High school graduate or GED equivalent; prefer college degree.
- B. Kentucky certified or IFSAC certified Instructor Level II
- C. Kentucky certified EMT or equivalent.
- D. Possess a valid driver's license.
- E. Clean driving record for the previous two years.

Minimum Requirements:

- A. Preference will be given to individuals residing within Boone County.
- B. Must be a citizen of the United States of America.
- C. Must be able to pass a complete health screen process including drug and alcohol testing which is provided by the official medical physician of the district before appointment.
- D. Minimum age requirement is 18 years of age.
- E. Must be able to speak, read, and write the English language.

Training/Incident Response Requirements:

- A. EMT's must maintain Kentucky State EMT-B Certification, in accordance with Kentucky State EMS Regulations.
- B. EMT's must maintain Boone County SAED certification as required by the district.
- C. Must maintain Fire instructor certification.
- D. Must teach a minimum of 32 hours annually to the department.

Selection Guidelines:

May include any or all of the following: Formal application; written test; practical skills examination; physical ability test; oral examination; background/driver's license verification and check; hiring list; offer of membership; post-offer physical examination, including drug screen.

Tools and Equipment Used:

Emergency medical apparatus, fire apparatus; fire pumps, hoses, and other standard firefighting equipment; ladders, emergency medical equipment; radio; pager; personal computer; projector; demonstration props; fax machine; telephone.

Physical Demands:

The physical demands described here are representative of those that must be met by any member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the member is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, controls; and reach with hands and arms. The member is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The member must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 175 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in office, vehicle, and outdoor settings; in all weather conditions, including temperature extremes; during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils. The member occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.