

FIRE CAPTAIN - TRAINING OFFICER

DISTINGUISHING FEATURES OF THE CLASS:

This is specialized work involving responsibility for developing and administering fire department safety and training programs. An incumbent of this position will be responsible for coordinating all aspects of in house training and outside department training and safety programs. An employee in this class will be responsible for the development, preparation and presentation of manuals, materials and records related to the training and safety programs of the department. The work is carried out under the general supervision of the Fire Chief and Deputy Chief. Supervision will be exercised over personnel undergoing training.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Instructs company officers and firefighters in all phases of firefighting operations, including refresher courses as well as training for all new employees;
2. Gives instructions in all fire-related subjects with assistance from certified instructors in specialized fields when required;
3. Plans operations to teach; obtains and prepares teaching materials and develops training techniques;
4. Prepares reports and evaluations on training activities of persons being trained;
5. Prepares reports and evaluations relative to onsite fire scenes;
6. Develops and maintains various manuals, records and files related to training and safety program;
7. Attends conferences, seminars, programs and classes as required;
8. Keeps abreast of any changes in law and/or certification requirements and modifies department plans;
9. Responds to alarms and fights fires and may have complete charge of operations at the fire scene.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of modern firefighting and fire prevention methods;
Knowledge of training and safety practices and techniques;
Knowledge of the rules and regulations of the fire district and of the laws under which it operates;
Knowledge of the geography of the district;
Skill in administering training and safety programs;
Ability to present ideas clearly and effectively;
Ability to instruct others in formal and field situations;
Ability to use a variety of software packages
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS:

One (1) year permanent competitive status as a Fire Lieutenant.

PS6224

ADOPTED: 03/19/08