

## **FIRE TRAINING COORDINATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is specialized work involving responsibility for developing and administering in-service training programs for firefighters. An incumbent of this position will be responsible for the preparation and presentation of lessons and for follow through on applications at drills and fires. The work is carried out under the general supervision of the Fire 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. Designs and implements a training manual which includes but is not limited to all aspects covered within the (I.F.S.T.A.) manuals;
2. Maintains training records of all volunteer firefighters; prepares reports on a quarterly and annual basis;
3. Prepares and presents monthly drill schedules;
4. Trains all firefighters in the O.S.H.A. mandate 29 CFR 1910.156 (8) hours minimal training;
5. Prepares and presents mandated Hazardous Material Awareness Training on an annual basis;
6. Prepares and submits an annual training budget;
7. Procures books and videos for a training library; maintains library;
8. Conducts annual CPR re-certification for Volunteer and Career Staff and full basic when needed;
9. Keeps abreast of any changes in law and/or certification requirements and modifies district's plan accordingly.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of modern firefighting and fire prevention methods;  
Knowledge of training 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 programs;  
Ability to present ideas clearly and effectively;  
Ability to instruct others in formal and field situations;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the duties of the position.

## **FIRE TRAINING COORDINATOR** (Cont'd)

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a New York State high school equivalency diploma plus ten years of experience in fire fighting and/or fire prevention work as a paid full-time employee of a fire department or as a member in good standing of a duly organized volunteer fire company or department, either of which included two years of full time experience which primarily involved conducting training sessions for firefighters.

### **SPECIAL REQUIREMENTS:**

1. Certification as a New York State Fire Instructor Level II.
2. Certification of a National Fire Instructor Level I
3. Cardio pulmonary resuscitation instructor.

PS6112

ADOPTED: 9/01/02