

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

FIRE TRAINING OFFICER/DEPUTY CHIEF

3107

GENERAL PURPOSE:

Directs and administers training operations in the Fire Department.

CLASSIFICATION SUMMARY:

The Fire Training Officer/Deputy Chief is responsible for identifying training needs and developing, managing and continuously evaluating a training delivery system for specialized fire service operations. The incumbent is responsible for all department training including hi-rise, high density, confined spaces and other complex rescue, as well as a wide range of EMS services, including first responder and paramedic training. Training will also include specialized chemical/biological labs, chemical and nuclear storage. The Training Officer does not supervise on a regular basis, although fire officers and fire fighters may be assigned on a project basis and/or during emergencies as needed. The normal work week is forty hours, although some training may be scheduled outside the normal working hours. The Fire Training Officer reports to the Fire Chief who reviews work through discussion and reports of the status and results of program activities, the results of training and the attainment of operational goals and objectives.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, develops, organizes, schedules, directs, and evaluates department training needs, requirements and instruction; Identifies the community's fire service needs and requirements and develops a training program based on risk management assessment; directs, supervises and participates in the research and preparation of subject matter pertinent to the training of department members; provides direction and assistance in the development and revision of existing policies and procedures in order to meet the changing needs and requirements of the department; develops lesson plans based on departmental policies and procedures; develops and maintains a department training manual.

Develops, manages and continuously evaluates a delivery system that provides for a cadre of instructors with considerable knowledge in specialized fire service operations in order to meet or exceed department training needs and requirements; assures that all departmental employees are competently trained according to their job expectation and job analysis assessments; Assures that all departmental training is conducted so compliance with applicable laws, standards, contracts, protocols, policies and procedures is met or exceeded.

Schedules training, providing sufficient time for lesson plan preparation, rehearsal and presentation; Develops back-up training plans for unanticipated schedule conflicts or other issues; Coordinates and conducts training exercises with mutual response fire and non-fire agencies, facilities operations departments, construction agencies, nuclear radiation agencies, chemical/biological laboratory and research units, specialized rescue units, etc.; Attends training seminars, department meetings and sessions with outside agencies on matters of mutual training interests.

Prepares and maintains training record, training materials, training libraries and related materials; Oversees the preparedness and maintenance of training facilities.

Prepares training budgets based on identified department goals and objectives; coordinates and

approves departmental training expenditures; Ensures the efficient and appropriate use of training funds by regular review of budget statements and consultation with staff; Provides regular training reports to the Fire Chief.

Under emergency conditions, may function as the incident commander, operations officer or the safety officer; identifies and assists in selection of emergency response equipment by reviewing literature and assessing relationship with training needs and requirements; serves as a management representative on the department's safety committee.

Attends fire service conferences and conventions and other educational meetings to recommend improvement in existing or develop new department programs.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Principles, practices, procedures, and equipment used in fire suppression, inspection, prevention, emergency medical services, and hazardous materials response;
- Laws, codes, theories, principles, practices and procedures as they apply to fire suppression, prevention, inspection, investigation, emergency medical services, and hazardous materials;
- Standards, codes and legal considerations of fire/EMS services;
- Department policies, procedures, regulations and labor contracts;
- Theory and application of training/education methodology to include adult learning principles, curriculum development, instructional methods and evaluation techniques.

Ability to:

- Work effectively and tactfully with many diverse groups and individuals, including networking with other agencies;
- Determine the training needs of the department;
- Develop goals and objectives to achieve training needs;
- Design and implement training programs and evaluate their effectiveness;
- Develop and prepare the resources needed to sustain an effective and efficient training program;
- Perform accurate reading and demonstrate clear writing skills, including technical writing, which sometimes involves complex situations;
- Understand emergency service operations and incident management;
- Competently communicate and teach training sessions;
- Develop and present effective public presentations before a wide variety of audiences;
- Develop and administer budgets in a cost-effective manner;
- Establish and maintain effective working relationships with the fire chief, fire captains, department employees, and the public;
- Express ideas clearly and concisely, orally and in writing;
- Reason and react quickly and calmly in emergency situations;

- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Make reasonable decisions in highly stressful and emotionally charged environments;
- Physically perform the essential functions of the job;
- Possess and maintain a valid Emergency Medical Technician certificate and valid Driver's License for the State of Washington.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Six years fire training experience total and three years of fire service experience in a supervisory or command position as a fire officer (Lieutenant or higher) in fire suppression to include training fire personnel; Must be a certified Fire Instructor I or IFASAC Fire Service Instructor, or be able to obtain within one year from date of employment; Must possess a current Emergency Medical Technician Certificate and be able to become certified as an Emergency Medical Technician in the State of Washington within 90 days of hire. Must pass a physician's physical exam and have a valid driver's license, with a safe driving record; or any equivalent combination of experience and training.

TOOLS AND EQUIPMENT USED: Emergency aid motor vehicles, emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, personal computer, phone; training equipment.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee 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 an office or training setting. The employee is required to carry a pager and be subject to respond to major alarms; The duties of the position will require the incumbent to work some evenings and occasional weekends.

Work may be performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee is frequently required to stand, walk and sit in the performance of duties. Infrequently, the employee may stoop, crouch, reach or crawl. Work includes a moderate amount of stair climbing and the employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

FLSA Class: Non-Exempt

Adopted: