

Sample Only

JOB TITLE: Shift Fire Training Officer

DEPARTMENT: Fire Rescue Emergency Services

CLASSIFICATION/GRADE: Non- Exempt

GENERAL RESPONSIBILITIES

The Shift Fire Training Officer is responsible to assist in coordinating the training for the fire rescue emergency services division and maintain personnel records on their shift related to training. This position shall receive a monthly bonus in an amount to be set by the city for taking on this additional responsibility on their assigned shift. This position answers to the Fire Department Training officer on matters related to training and to their shift commander or other supervisor on all other day-to-day responsibilities. The shift fire training officer shall assist the Fire Department Training officer in planning, coordinating and evaluating all fire service training activities, conduct fire suppression training, and safety education programs for the fire rescue division.

ESSENTIAL JOB FUNCTIONS

- Assess baseline skills of fire division personnel; evaluate present drill procedures.
- Plan, schedule and conduct training drills.
- Create and maintain a training matrix system showing all mandatory, specialized, optional and miscellaneous training.
- Develop and maintain a system which identifies the training available and who should participate in various offerings.
- Maintain a system, which identifies and publishes at least one training bulletin per month.
- Make specialized training recommendations such as arson investigation, emergency medicine, etc.
- Assist in the preparation and maintenance of a training budget request.
- Maintain department training equipment inventory lists and revise as necessary.
- Perform other duties as assigned.

QUALIFICATION REQUIREMENTS

- Must meet all the requirements of a Firefighter and Fire Instructor.
- Must have considerable knowledge of modern methods, techniques, and theories used in leadership and management skills, firefighting, fire prevention, and emergency medical services.
- Must maintain certification as an Emergency Medical Technician and Defib Technician under current State requirements.
- Must be able to plan, direct and coordinate the work of subordinates.

- Must be able to plan, prepare lesson plans, and present effective training classes.
- Must maintain instructor certification in the State of Tennessee.
- Must be able to analyze situations and adopt a quick, effective, and reasonable course of action, especially under conditions, which are psychologically and emotionally stressful.
- Must be able to communicate effectively with people who are in physical or emotional stress.
- Must have good computer skills and be familiar with the Microsoft Office suite of software.
- Must have a valid Tennessee Driver's License and evidence of good driving record.
- Must be able to pass a physical ability test, a background investigation, a psychological exam and a medical exam.
- Must be willing to work on 24-hour shift and be prepared to respond at any time.
- Must be able to work overtime before and after scheduled work shift and on days off upon short notice, as well as working varying shifts and be available to be recalled for emergency situations.
- Must be able to acquire and maintain State, Federal and local certifications as required.
- Must be able to administer First Aid/CPR.
- Must have the ability to determine priority of customer needs and follow up on them.
- Must be able to consistently demonstrate tact, courtesy, reliability, and maturity while carrying out assigned duties.
- Must be able to perform stressful duties in a calm and professional manner.
- Must be able to disseminate sensitive information in a discreet and confidential manner.
- Must possess a clear voice for oral communications and have excellent written communication skills.
- Must be able to understand and carry out complex oral and written instructions in the English language.
- Must be able to work in a team environment.
- Must have effective organizational, interpersonal and customer service skills.
- Must be able to perform basic arithmetic calculations.
- Must be able to work at varying heights, above or below grade.
- Must be able to understand and utilize codes, regulations, instruction manuals, and maps in performing job functions.
- Must be able to work in a Para-military organization and respond readily to command instructions.
- Must be able to work with mechanical tools such as saws, generators, fans, "jaws of life" and portable pumps.
- Must demonstrate an ability to deal with people in a friendly and effective manner under stressful and unpleasant conditions.

WORKING CONDITIONS and PHYSICAL ABILITIES

Most Shift Fire Training Officer work is performed in various indoor settings including living quarters and office areas. Varying work schedules are required. Hazardous tasks performed under emergency conditions may require strenuous exertion under such handicaps such as limited visibility, exposure to hazardous or toxic chemicals or gases, extremes in temperature, cramped surroundings, and contact with death, emotional stress, trauma, contagious disease and terminal illnesses. Shift Fire Training Officers are sometimes exposed to extreme heat, contaminated environments, emotionally upset people, noise, and physical hazards from traffic, fire and falling objects, and atmospheric conditions such as smoke, fumes, odors and gases. May be required to wear a hard hat, safety glasses, earplugs, respirator, rubber or plastic gloves and rubber boots. Fire Training Officers must be able to see, speak and hear clearly in noisy and stressful situations. Must meet required physical and medical standards and all other requirements. Must be able to carry, drag, or restrain individuals or equipment in excess of 100 pounds. Varying work schedules and shift work is required, and may be recalled for emergency duty as needed.