

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Fire Training Chief	CLASS. CODE: 1651
DEPARTMENT:	Fire	FLSA: E
REPORTS TO:	Deputy Fire Chief	DATE: 7/1/2002

Job Summary:

Administers and Supervises the design and delivery of a comprehensive training program for Department personnel, coordination of recruitment and examination efforts and other administrative support as needed by the Deputy Chief of Operations. Develops and monitors annual Training Division, EMS Training and Hazardous Materials Training budgets.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Outlines goals and objectives for the Training Division.
2. Develops current and future plans to meet all the mandated training requirements.
3. Develops, implements, conducts and reviews comprehensive training requirements.
4. Organizes and coordinates the training schedule of fire companies.
5. Supervises and coordinates the training schedule of firefighters in subjects including: Basic firefighting and rescue, Hazardous Materials, basic and advanced EMS skills, advanced rescue training, training involved with the driving of all types of fire department vehicles and proper operation of pumps, aerial equipment and auxiliary equipment.
6. Evaluates firefighters on their performance; checks and reviews instruction given by instructors.
7. Develops, maintains and analyzes records of all training conducted on each employee and submits reports as required to FAA, Oregon Health Division, DPSST and City of Salem.
8. Supervises, assigns and evaluates the work and duties of Training Officers and other personnel assigned to the Training Division.
9. Prepares and manages the Emergency Operations Training Division budget. Assists with the preparation of the EMS training budget and the Haz Mat training budget.
10. Coordinates the development and implementation of entrance, promotional and inservice examinations; assists City's Personnel Division with fire department recruitment.
11. Maintains extensive contact with members of the public, State and Federal training standards organizations, local fire training organizations and institutions and training divisions of other fire departments.

Important Job Functions

1. Supervises the development and preparation of teaching aids and training bulletins.
2. Coordinates and teaches classes outside of certification core to paid and volunteer personnel, other City personnel, members of the community and community college level classes as required.
3. Receives and distributes to appropriate divisions notifications of external schooling.
4. Receives and processes applications for schools; coordinates tuition, transportation and record keeping for all employees attending schools.
5. Attends conferences, schools, classes and meetings to stay abreast of training techniques and new developments in the Fire Sciences field.

City of Salem
CLASS SPECIFICATION

6. Participates in hiring, performance evaluations, disciplinary process; makes related decisions and recommendations.
7. Meets and counsels employees as needed or requested.
8. Responds to greater alarms and assists Battalion Chief on scene.
9. Works shift relief as Battalion Chief to cover vacations or sick leave; assumes duties as incident commander; supervises activities of personnel and equipment in a battalion on a single shift at a time basis.
10. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.
- Fire Fighting equipment.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree from an accredited college or university in Fire Science or a related field; and,

Seven (7) to ten (10) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- National Fire Protection Association Instructor II is necessary.
- Oregon State DPSST Fire Officer I is necessary.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Contemporary office practices and procedures and basic office software products.
- Fire suppression.
- Principles, methods and practice of fire suppression, rescue techniques, EMS practices, and Haz Mat practices.
- Use and operation of various types of fire apparatus, tools and equipment.
- Fire training administration and instructional techniques.
- Departmental rules.
- City's budget and accounting process, regulations and procedures.
- Supervisory principles.

Ability to:

- Instruct effectively, maintain discipline, stimulate interest, and command respect of personnel.
- Establish own methods of accomplishing assignments, manage time, organize own work, assign work to others, schedule events with sufficient notice to trainees, resolve training coordination problems, and implement effective training programs.
- Develop and apply training objectives to training events and measure whether or not the objectives have been met.

City of Salem
CLASS SPECIFICATION

- Demonstrate presentation techniques including but not limited to individual instruction to formal presentations, fire company demonstrations, classroom instruction, or formal presentation to government officials.
- Research information, analyze data, develop operational programs and long term goals and effectively implement results.
- Communicate facts and present recommendations in a clear, concise, logical manner, both verbally and in writing.
- Meet City driving standards.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods on occasion.
- Work at heights.
- Bend, kneel, stoop or climb ladders and cross rugged and uneven terrain.
- Lift up to 100 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.