

**Job Description**

<b>Job Title:</b> Training Officer	<b>Reports To:</b> Fire Chief
<b>Department:</b> Fire	<b>Grade:</b> Q; <b>Salary Range:</b> \$32.82 - \$41.62; \$47.86
<b>Revision Date:</b> November 2021	<b>(FLSA) Status:</b> Non-exempt

**Job Summary:**

Under the supervision of the Fire Chief, the Training Officer is responsible for designing, managing and implementing the training program for Department personnel. The Training Officer will have the primary responsibility for Fire and Rescue related training. The Training Officer will be responsible for other related administrative functions for the Department. The Training Officer is considered an administrative officer and is part of the Chief’s staff.

**Supervisory Status:**

None.

**Principal Job Responsibilities:**

1. Responsible for scheduling and tracking all firefighting personnel training to ensure their performance follows Federal, State and departmental regulations and requirements.
2. Develops annual training calendar for the department and coordinates with command staff to ensure training occurs.
3. Documents all training and maintains comprehensive curriculum and training records.
4. Responsible for coordinating any on-site training, including planning for outside agencies to provide training for firefighting personnel.
5. Responsible for redesigning and running the recruit academy.
6. Edit, create and adapt Standard Operating Guidelines related to training.
7. Develop data measures for the training of department personnel that can easily be report to ISO, the City Commission, City Manager and developers that present a high level of organization and function in the department.
8. Works closely with the Chief to establish policies and procedures for the assigned areas of responsibility; Provides technical assistance and review for departmental policies; Coordinates training and safety needs of the department accordingly.
9. Designs compliance programs and training for all specialties such as hazardous materials, technical rescue, swift water rescue and any other in the department by working with the leads of those teams.

10. Remain current on the principles, practices, and new developments in the field of fire suppression, rescue, emergency medical and hazardous materials; incorporates new developments as appropriate; creates and/or updates department training materials according to best practices.
11. Manages and maintains the department's annual training budget. Makes recommendations to the Fire Chief and command staff concerning training matters, materials, supplies and related needs.
12. Has responsibility for preparing, conducting, and coordinating training programs under the direction of the Fire Chief.
13. Assist with and ensure that all breathing apparatus and equipment are maintained in a condition ready for immediate emergency response. Chair the Apparatus Committee and manage fleet maintenance.
14. Oversee annual testing of apparatus pumps and aerial devices.
15. Oversee annual hose testing program.
16. Shall be an active member of the department's Safety Committee.
17. Prepare necessary training equipment needs each year for the budget process.
18. Performs safety officer functions as assigned.

**Equipment/Tools Used:**

Computer, printer, copier, telephone, and standard office equipment.

**Physical Characteristics:**

Lifting up to 25 pounds and carrying up to 10 pounds. Work is performed in an office environment and requires sitting, walking and standing to perform work duties.

**Disclaimer:**

This Class Specification should not be interpreted as all inclusive. It is to identify the major responsibilities for the position. The incumbent may be requested to perform job related responsibilities and tasks other than those stated in this specification. If the tasks become regular in performance, they will be incorporated into the principal job responsibilities.

**Knowledge, Skills and Abilities:**

- Knowledge of departmental policies, rules and regulations.
- Knowledge of computers and general office equipment.
- Knowledge of firefighting and HAZMAT equipment and methods of fire department hydraulics.
- Knowledge of the incident command system.
- Knowledge of fire and life safety codes and applicable NFPA and OSHA standards.
- Ability to direct the training of firefighters to modern firefighting principals, practices, and procedures.
- Ability to establish and maintain effective working relationships with subordinates.
- Ability to maintain a variety of records and to make reports.
- Ability to display sound judgment in making work decisions.
- Ability to understand and operate two-way communication equipment and dispatch for fire, ambulance and city utilities.
- Ability to meet NFPA 1501, Standard for Fire Department Safety Officer.

**Education, Certification and Experience:**

Must have an associate degree in fire science or a closely related field. Preferred candidate will have or be pursuing a bachelor’s degree. Must have three years of full-time experience in program administration, strategic planning, fire training, or a related field.

Licenses and Certifications:

- Valid State of Kansas Driver’s Class B Non-commercial License
- Firefighter I, II, Driver/Operator, NFPA Fire Officer I and II, Instructor I, Haz-Mat Tech certifications
- Fire Department Safety Officer meeting NFPA 1501 Standards
- National Incident Management System 100, 200, 300, 400, 700, 800 certifications

**Signature/Approval:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Immediate Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

