



Fire Training Officer (2150)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 21

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to create, plan, organize and evaluate fire and basic emergency medical training. During an emergency incident, the training officer may assume command of fire ground and emergency operations or perform other related duties.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Directs, plans, and implements firefighter and basic emergency medical training program: instructs, assigns and reviews work of new-hires and volunteers; maintains standards through the effective coordination of activities; and provides recommendations for new hires, transfers and promotions.

Coordinates departmental fire and emergency medical training activities: consults with Fire Chief and/or other officials to review activities, resolve problems, provide recommendations, or receive advice and direction; ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; and initiates any actions necessary to correct deviations or violations.

Develops, prepares, implements, and evaluates training sessions and materials: determines current and future training needs; sets training goals and plans training objectives; prepares and presents classroom and physical training programs utilizing a variety of media, resources, and equipment and apparatus; and distributes testing material, administers tests, and scores test results.

Maintains training files and records: ensures that all employees and volunteers receive mandated hours of annual training; tracks training received by individuals; prepares, maintains, and submits reports regarding attendance at mandated training sessions; ensures that all concerned agencies receive verification of compliance with training standards; maintains statistical information regarding training requirements; and submits proposed fire training hours planned for the upcoming year.

Ensures adherence to established safety procedures: monitors training environment and use of safety equipment to ensure safety of employees and other individuals; ensures maintenance and testing of equipment and tools: ensures corrective measures are taken to resolve safety hazards or maintenance problems; and maintains related documentation.

Responds to incidents for critique purposes or for command assistance: performs assigned duties at fire scenes; attends and participates in professional group meetings; and stays abreast of new trends and innovations in the field of fire science.

Assists in the preparation and maintenance of the department budget: makes recommendations regarding training allocations; monitors expenditures to ensure compliance with approved budget; and maintains related documentation.

Performs other related duties as required.

Minimum Qualifications

Bachelor Degree in Fire Science or related field required; supplemented by five years of experience as a firefighter; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain the following certifications: NPQ Firefighter I and II, NPQ Fire Officer I, and Training Officer.

Performance Aptitudes

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide formal training to others typically involving preparation and/or modification of teaching materials.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving high risk to the organization.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, water hazards, violence, disease, pathogenic substances, or rude/irate customers.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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