



Fire Training Chief (1159)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 23

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to supervise, direct, and oversee training of all Fire Department personnel. The incumbent is responsible for researching, planning, developing, coordinating, and deploying quality training, supervising others in the Training Division, and assisting Department administration with operations, strategic initiatives, and long-range planning.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff and volunteer firefighters: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Directs, plans, and oversees the implementation and delivery of firefighter training: ensures that all Fire Department personnel are trained and competent to effectively, efficiently, and safely perform their duties, in accordance with departmental standards and state and federal requirements; plans, develops, and directs the implementation of comprehensive training programs and curricula related to fire suppression, emergency medical services, hazardous materials, and special team training activities; prepares, oversees, and/or presents classroom and physical training programs utilizing a variety of media, resources, equipment and apparatus.

Evaluates training needs and outcomes: determines current and future training needs; designs programs that support the department's goals; ensure training is job-related and performance-based, utilizes adult learning principles, and meets time and budget constraints; evaluates training sessions and materials; sets training goals and objectives; evaluates training requests and coordinates scheduling for schools, seminars, and conferences.

Maintains training files and records: maintains training records for all Fire Department personnel; develops forms and reports to document training activities of the department and individual staff members; ensures training records are accurate, complete, and maintained in compliance with applicable standards and practices; ensures that all employees and volunteers receive mandated hours of annual training and as required to maintain local, state, and federal certifications; 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 help protect 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.

Assists with the management of daily operations: participates in development and implementation of departmental goals, objectives, and priorities; assists in the evaluation and recommendation of service and staffing levels; monitors and evaluates service delivery, staff workload, administrative/support systems, and internal reporting relationships; identifies and recommends operational improvement opportunities; assists with the preparation and maintenance of the department budget; makes budgetary recommendations regarding training allocations; monitors expenditures to ensure compliance with available funding.

Manages special projects and supports strategic initiatives: provides project management, strategic planning, and implementation support for key initiatives as assigned by the Fire Chief; assists with the development of the department's strategic plan and long-range initiatives; develops tactical objectives to reach departmental goals; supports the forecasting, development, implementation, and administration of departmental projects, programs, facilities plans, and other long-term capital planning to meet current and future needs of the department.

Serves as command supervisor as needed: in the absence of upper administration, supervises fire suppression personnel; assigns, coordinates, monitors, and evaluates work assignments as needed; counsels and guides employees; manages employee conduct/misconduct and recommends disciplinary action; facilitates resolution of employee concerns and problems; assists in the completion of annual performance evaluations.

Maintains current, comprehensive knowledge and awareness of applicable laws, regulations, principles and practices relating to Fire Department training and operations: stays abreast of new trends and innovations in the field of fire science; attends and participates in professional group meetings and trainings.

Performs other related duties as required.

Minimum Qualifications

Bachelor's Degree in Fire Science or related field required; supplemented by ten (10) years of experience as a firefighter, including two years as a Captain or higher; 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 II, NPQ Fire Instructor II, NPQ Fire Officer II, ICS 300, ICS 400 CPR/First Responder, CPR Instructor.

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, but not constant, 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 dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, water hazards, disease, pathogenic substances, or rude/irate individuals.

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

Created July 2023