

TRAINING AND ADMINISTRATIVE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible, non-supervisory position in the fire service, the primary duties of which include developing and organizing departmental training, performing administrative functions which are necessary for the effective operation of the department, and performing public relations duties. The Training and Administrative Officer responds to, instructs, and monitors subordinates at the scene of an emergency as needed. The employee of this class also manages the maintenance and repair of equipment and supplies. The incumbent of this class reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops training exercises and evaluates their effectiveness to determine the need for additional training. Prepares lesson plans, training material, and written tests. Schedules training for all department employees and administers and grades tests. Conducts training classes in the classroom, at the drill field, or at fire stations. Provides informal or on-the-job training in basic fire fighting; pre-fire planning; fire attack; safety; rescue; driving fire equipment; salvage and overhaul; first aid; CPR; EMS; fire prevention, inspection, and investigation; fire tools and equipment; hazardous materials; supervision; and laws applicable to fire service operations. Responds to fires to take notes and photographs for use in training.

Responds to alarms or emergency calls as needed. Performs size-up at the scene of an emergency and oversees employees in fire fighting, containing hazardous materials, search and rescue, salvage and overhaul, medical assistance, and related duties to evaluate whether additional training is necessary. Takes charge of safety procedures and observes emergency scene operations to ensure compliance with safety procedures. Maintains communication between authorized personnel, firefighters, and law enforcement. Provides for the needs of firefighters and other emergency personnel at the scene of an incident.

Plans and organizes departmental operations having to do with equipment, apparatus, and personnel. Delegates authority to subordinates and provides assistance in technical areas of work. Attends meetings required by the local governing authority. Reads correspondence addressed to the fire department and decides what type of action should be taken in reply. Compiles and organizes

data, prepares LFIRS reports, and reviews reports written by subordinates. Maintains schedule for the Chief and notifies Chief of events and appointments. Answers inquiries and informs the public about operations of the fire department. Writes newspaper articles or any other type of official department position paper for publication. Participates in public education programs, coordinates public relations projects, consults volunteer fire departments, and works with other public service agencies.

Purchases equipment and supplies within the established budget. Gets estimates on repair costs and services. Arranges for repairs and maintenance of all department facilities, equipment, or operating systems, or assigns such to qualified department personnel. Inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Writes specifications for new fire department equipment and prepares them for public bids. Oversees the bidding process. Meets with sales representatives to review products. Maintains inventory and orders and distributes supplies and equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have at least eight (8) years of experience as a full-time member of a paid fire department in fire service positions involving fire suppression or fire department training, or which involves a background in fire department administration and management.