

FIRE TRAINING CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is highly responsible technical, supervisory, and administrative work in planning and conducting a program of training in fire protection and related rescue service. The training responsibilities extend to both recruit and in-service training. In the case of recruits training, responsibilities include the selection of those recruits who are suitable, on the basis of training period performance, for continued employment with the department. The incumbent directly supervises and evaluates the work performance of all subordinates assigned to the fire training function. Work is performed under the general direction of the Fire Chief is evaluated through review of the content and execution of the training program, observation of results at the scenes of fires and at other departmental operations, morale and performance of the work force, and through conferences and review of performance data and reports.

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.

Manages and directs the activities of the fire training division.

Directly supervises and evaluates persons in the rank of Fire Training Officer II and Fire Training Officer and entrance level trainees assigned for training; provides functional supervision of all persons assigned for classroom or field training.

Plans, after consultation with other officers of the department, organizes, determines the content and methods of, and oversees and participates in the conduct of recruit and in-service training for personnel for the department.

Reviews and approves the content and methods of training courses and programs; evaluates the performance of subordinate training officers, by analysis of records, observation, and consultation with command personnel of the department.

Consults with officers regarding departmental training needs; reviews literature of the field, attends conferences and demonstrations; determines the need for alterations in the content and methods of training programs; approves lesson plans and curricular materials; selects and recommends purchase of training aids and physical facilities.

Plans and recommends the fire training budget for operating and capital outlay purposes, and participates in the development of departmental policies and procedures and in general departmental program planning.

Prepares schedules for training in coordination with user agencies.

Participates in public information and educational activities of the department and prepares and gives talks, lectures, and demonstrations.

Plans, designs, and conducts comprehensive training programs of fire protection and related rescue services.

Selects or designs training techniques and approaches best suited to departmental needs.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

Must be a regular employee in good standing in the class of Fire Training Officer II.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

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