

FIRE TRAINING OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entrance positions in the training of fire department personnel. The major duties of the class are the teaching of firefighting techniques and related subjects in a classroom situation, at the drill field, and in company training at fire stations. Training officers of this class assist in the development of lesson plans, review current literature, attend schools and training courses in order to augment departmental training, and keep records of employees trained. Training officers are responsible for maintaining discipline among staff assigned for training. Following initial training, these employees are expected to work with some independence in most aspects of their work. Although a higher ranking officer may provide guidance and training in their day-to-day activities, employees of this class report to and are supervised and evaluated by the Fire Training 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.

Conducts training at the drill field, at fire stations during company training, and in the classroom; prepares, administers, and grades tests.

Prepares lesson plans and training materials for use in all types of training; conducts research into subject matter and training techniques.

Responds to fire scenes to observe performance as a basis for evaluating training and training needs; may perform firefighting duties if required.

Keeps records of training activities conducted and of employees involved in training; writes reports on training courses taught and any related reports required.

Attends training conferences and schools to keep informed on modern training methods and on modern fire department procedures and equipment.

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 have no felony convictions.

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 motor vehicle operator's license issued by the State of Louisiana.

Must have at least three years of full time, paid experience in fire suppression or other fire related services with a federal, state, local or other governmental firefighting agency.

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.

SPECIAL QUALIFICATION REQUIREMENTS

To be eligible for confirmation upon completion of the probationary period, the employee:

Must have successfully completed the Louisiana Firefighter Certification System test for certification as a Fire Instructor I.

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	03-30-95
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