

CHIEF OF TRAINING

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class consists of the position of the head of the training division of the department. The chief of training is responsible for overseeing all the activities of the training division and for coordinating these with the activities of the fire suppression and other department divisions. The employee of this class personally teaches classes, conducts drills, prepares training material, and supervises all training officers who work under him/her. He/she is responsible for the maintenance of all training records and for the production of reports required by the fire chief. The chief of training works from general instructions only, having authority to perform duties independently in most areas. The Fire Chief reviews and supervises the work of the Chief of Training.

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 classes at the drill field, at fire stations, and in the classroom; prepares, administers, and grades training tests; prepares lesson plans and training material for use in drill field training, company training at fire stations, and classroom training; responds to fires to make notes and photographs for use in training.

Prepares reports of training activities for the fire chief; makes recommendations for improvements in the training program to the fire chief; writes reports, such as reports on training courses taught (lesson plans), recommendations made for training program, and any others assigned; keeps records such as daily activity record, records of training test results, and summary records of monthly/yearly activity; files records and reports; reviews reports written by subordinate employees.

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

Is responsible for the maintenance of a library of training materials.

Conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program.

Orders all supplies and equipment used in the training program; keeps records of all supplies and equipment used in the training program.

Assists the fire chief in preparing the annual budget for the training program.

Supervises subordinate training personnel; supervises department employees of other divisions assigned to assist in training; keeps personnel records on all training division employees; writes evaluations of all training division employees; recommends discipline for training division employees; authorizes leave for all training division employees.

Schedules training for all fire suppression personnel; schedules schools and training courses (outside the department) for all department members; coordinates the movement of fire companies to and from all training activities.

Assigns subordinates to informally instruct new employees in the training division.

Gives talks, lectures, or demonstrations on fire department operations to schools, clubs, civic organization, etc., or assigns subordinates to give talks, lectures, or demonstrations.

Assists other departments or agencies in their training programs.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Must be a regular and permanent employee in good standing in the class of Training Officer.

Before promotion, must pass a medical examination showing good health and physical abilities sufficient to perform required duties.