

## **TRAINING OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class consists of positions, the main duties of which are the preparation for and the conducting of training classes and drills, both in the classroom and at the fire stations. Employees of this class also keep records and write reports as required, give talks and lectures when scheduled by the training chief, and assist other departments or agencies in their training programs. Training officers work independently in designated areas with instructions for non-routine duties from the chief of training who directly oversees and reviews the work of this class. This class ranks directly below that of 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.

Assists the Chief of Training by preparing and administering training tests and grading training tests; also assists in preparing lesson plans and training material for drill field training, company training at fire stations, and classroom training; responds to fires to make notes for use in training and to make photographs for use in training.

Prepares reports of training activities for the training chief; makes recommendations for improvements in the training program to the training chief.

Writes reports such as reports on training courses taught (lesson plans), recommendations made for training program, and any others required; keeps records such as daily activity record and summary records of monthly/yearly activity; files records and reports; keeps records of all supplies and equipment used in the training program.

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

Assists a superior in maintaining a library of training materials. Assists in conducting research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program.

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

Supervises department employees of other divisions assigned to assist in training; informally instructs new employees assigned to the training division.

Coordinates the movement of fire companies to and from all training activities.

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

Assists other departments or agencies in their training programs.

Performs related duties 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, and passing a civil service examination for the position.

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 have at least one (1) year of full-time experience in conducting training in fire suppression and related topics for a fire department, training agency, or institution of higher education.

**OR**

Must have at least five (5) years of full-time fire suppression experience with a paid fire department.

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

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

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