

FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a specialized position in the fire service, the primary duties of which include class developing and implementing training and safety programs by evaluating the performance of department employees during training, and by maintaining records required to document the activity of the training and safety division. The Fire Training and Safety Officer is also responsible for preparing training materials and tests. The employee of this class works independently most of the time and exercises functional supervision over line personnel only when they are involved in training activities. The Fire Training and Safety Officer reports to and has worked 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 the training program for the fire department and ensures that program is properly staffed and supplied with training resources. Assists with scheduling training for all department employees as assigned by the Fire Chief, and coordinates the movement of fire companies to and from all training activities. Provides for regular employee training at all levels within the department by assessing training needs and conducting training in the classroom, at the drill field, or at fire stations. Assists with employee training in areas of fire suppression and prevention including, but not limited to the following: driving fire equipment, basic firefighting, forcible entry, use of protective breathing apparatus, ventilation, hydraulics, nozzles, hose handling, ladders, fire extinguishers, hazardous materials, first aid, rescue, salvage and overhaul, fire inspection and investigation or any other related subjects required. Responds to emergency calls and assists in overseeing and evaluating the response of personnel at the emergency scene. Provides for the needs of firefighting and other emergency personnel at the scene of an incident.

Develops job simulation exercises to rate skills acquired during training. Assists in the preparation of lesson plans, training materials and written tests. Administers and grades training tests. Conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program. Keeps informed on modern firefighting methods and administrative practices. Provides informal or on-the-job training for new employees. Communicates with superior officers concerning employees' performance. Makes recommendations for improvements in the training

program.

Develops a departmental safety program, and conducts or directs evaluations of the program in order to recommend improvements. Educates employees by demonstrating safety equipment and practices; observes department personnel to ensure prescribed safety equipment and practices are in use. Identifies and appraises conditions which could produce accidents and financial losses. Assists in investigating accidents involving department equipment or personnel. Develops and recommends accident and loss control programs for incorporation into operational policies. Recommends changes in department operations that will help the city obtain favorable ISO ratings.

Recommends management policies and assists with setting goals and objectives for the division and the department. Gives reports, offers advice and makes recommendations on local trends that may affect the fire service. Participates in development of personnel recruitment program and assist with interview process. Completes and files all forms, records, and reports as required. Reviews records and reports for completion and accuracy. Purchases supplies and equipment for the department, keeping such purchases within the established budget. Disburses supplies and equipment to department personnel as needed. Participates in public education programs of other fire department divisions.

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 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.